

**TRANSPORT AND TELECOMMUNICATION INSTITUTE  
ERASMUS+ PROGRAMME  
GRANT COMPETITION REGULATIONS**

### **1. Aim of the Competition**

The purpose of the competition is to support the mobility of students and staff of the Transport and Telecommunication Institute (hereinafter - TSI), to give participants the opportunity to gain valuable academic, language and cultural experience, which contributes to the improvement of professional qualifications, exchange of experience and cooperation with partner universities within the framework of the Erasmus+ programme.

### **2. Organization of the Competition**

The competition is organized by the International Relations Department of TSI (hereinafter - IRD) in accordance with the ERASMUS+ Higher Education Charter granted to the TSI, in accordance with the agreement signed with the State Education Development Agency for a respective period of time and the funding provided by this Agency, and in cooperation with the TSI Management Board, Deans of the Faculties, Directors the Study programmes, the Study Department and the Student Council.

### **3. Call for Applications**

Call for applications is announced twice a year in September/October and in February/March. The competition for each type of the Erasmus+ programme mobility - "studies", "traineeships" (hereinafter - mobility of students), "teaching" and "staff training" (hereinafter – staff mobility) is held separately. Information about the competition is published on the TSI website, social media and placed on the TSI TV screens on campus. Based on resources available, other types of publicity can be used.

### **4. Requirements for the applicants**

4.1. Applying for participation in the Erasmus+ programme, students are assessed in line with the following criteria:

#### **4.1.1. For mobility for studies:**

4.1.1.1. the students of the bachelor's study programme have successfully completed the first study semester and the students of the master's study programme have successfully completed bachelor's study programme;

4.1.1.2. the students have been attending lectures and successfully progress through the respective study programme;

4.1.1.3. the students are citizens of the Republic of Latvia, permanent residents or foreign students who have a permanent or temporary residence permit in the Republic of Latvia;

4.1.1.4. the students' knowledge of the required foreign languages (grade in the language course) corresponds to the level that ensures successful completion of the courses at the partner institution;

4.1.1.5. the students' average grade of the entire study period at TSI or another institution (at the respective level of studies) prior to application is at least 7;

4.1.1.6. for master's degree students applying for the mobility in the 2nd semester, the average grade for the entire study period at the undergraduate level is at least 7;

4.1.1.7. for PhD degree students applying for mobility in the 2nd semester, the average grade for the entire study period at the master's level is at least 7;

4.1.1.8. the students applying for participation in the Erasmus+ programme must not have any academic nor financial debts.

**4.1.2. For mobility for traineeships:**

4.1.2.1. the students of the bachelor's study programme have successfully completed the first study semester and the students of the master's study programme have successfully completed bachelor's study programme;

4.1.2.2. the students have been attending lectures and successfully progress through the respective study programme;

4.1.2.3. the students are citizens of the Republic of Latvia, permanent residents or foreign students who have a permanent or temporary residence permit in the Republic of Latvia;

4.1.2.4. the students' knowledge of the required foreign languages (grade in the language course) corresponds to the level that ensures successful completion of the objectives and tasks in the respective traineeship mobility in a company or institution;

4.1.1.5. the students average grade of the entire study period at TSI or another institution (at the respective level of studies) prior to application is at least 7;

4.1.1.6. for master's degree students applying for the mobility in the 2nd semester, the average grade for the entire study period at the undergraduate level is at least 7;

4.1.1.7. for PhD degree students applying for mobility in the 2nd semester, the average grade for the entire study period at the master's level is at least 7;

4.1.1.8. the students applying for participation in the Erasmus+ programme must not have any academic nor financial debts;

4.1.2.9. the students study in the programme which includes professional traineeship as a mandatory part of the programme;

4.1.2.10. the students study in the programme which does not include traineeship as a mandatory part of the programme, but students would like to acquire additional practical knowledge and skills during their summer holidays or after graduation.

4.2. Applying for participation in the Erasmus+ programme, staff representatives are assessed in line with the following criteria:

4.2.1. the applicants have an employment relationship with the TSI;

4.2.2. the applicants have sufficient level of the required foreign language;

4.2.3. the applicants have good academic and/or scientific and/or organizational work results;

4.2.4. the applicants have participated in development projects and events of the respective Faculty and/or the TSI;

4.2.5. the applicants need to advance their professional knowledge and competences in a specific area.

4.3. Announcing a call for applications for the Erasmus+ programme, TSI may set additional criteria.

**5. Selection for participation in the Erasmus+ programme**

5.1. IRD announces the competition and accepts applications from the students and staff representatives. By submitting two separate applications, the students may apply for both, study and traineeship mobility.

5.2. Observing the deadlines of the announced call, students must submit the following documents to the IRD:

5.2.1. application form (available on the TSI website);

5.2.2. CV in English in Europass format;

5.2.3. a document certifying sufficient knowledge of the required foreign language (preferred, but not mandatory).

5.3. Staff representatives must submit the following documents to the IRD:

5.3.1. application form (available on the TSI website);

5.3.2. CV in English in Europass format.

5.4. Guided by the number of submitted applications and the amount of available funding, the IRD collects all applications submitted by the applicants and verifies their compliance with the specific criteria specified in section 4.1.1. (for studies) or 4.1.2. (for traineeships). If necessary, students and staff representatives may be invited to individual interviews, during which each applicant is assessed separately.

5.5. The right to participate in the Erasmus+ programme is obtained by those students who have a higher total score against criteria set in section 4.1.1 (for studies) or 4.1.2. (for traineeships). In case of equal assessment score, the applicant who applied for the competition first and/or has not previously participated in the Erasmus+ programme is given priority. Staff representatives are recommended for participation in the Erasmus+ programme by the Chairman of the Management Board, Rector, Vice-Rectors and Deans.

5.6. After collection and assessment of the results of the competition, the list of participants is reviewed and approved at the meeting of the TSI Erasmus+ Programme Committee (hereinafter EPC), thus, the students and staff representatives are nominated for the mobility. The number of nominated students and staff depends on the amount of funding allocated to the TSI. EPC is established and approved by the Rector's Order and its work is managed by the Rector.

5.7. Students with special needs can equally apply for participation in the Erasmus+ programme. Application takes place in the general equal order. Students with special needs can receive additional financial support for the realization of their mobility in accordance with the allocated amount of funding and financial support rates determined for the Erasmus+ programme by the European Commission.

## **6. Approval of the Erasmus+ programme participants' mobility to the selected partner institution**

6.1. IRD sends a letter to the partner institution with a request to accept TSI students and staff representatives for the implementation of the specific type of mobility. Upon accept of the partner institution, the students and staff representatives acquire the official status of the Erasmus+ programme participants.

6.2. In case if the partner institution does not accept some of the applicants, IRD assists in finding another partner institution, in line with the available Erasmus+ programme funding and the number of places offered by partner institutions.

## **7. Preparation of applications for the partner institution**

7.1. Students who, as a result of the competition, have obtained the right to study or undertake traineeships in the Erasmus+ programme:

7.1.1. prepare and submit their applications for studies or traineeships to IRD by the set deadline;

7.1.2. within 2 weeks after the nomination, in cooperation with the Director of the respective study programme and/or Dean of the Faculty, prepare and approve a list of study courses to take at the partner institution (see Appendix No. 2) or traineeship programme (see Appendix No. 3);

7.1.3. send the list of approved courses signed by the Director of the study programme or Dean of the Faculty to IRD;

7.1.4. send signed by themselves Learning Agreements for studies to IRD;

7.1.5. send signed by traineeship organization Learning Agreements for traineeships to IRD;

7.1.5. sign a Grant Agreement with TSI to receive the financial support;

7.1.6. obtain and submit a copy of the European Health Insurance Card to IRD.

7.2. Coordination of study or traineeship programme:

7.2.1. for mobility for studies, in cooperation with the Director of the study programme and/or the Dean of the Faculty, the student prepares a list of study courses that are equivalent or as close as possible to the study courses that he/she should complete in the relevant semester as part of the TSI study programme;

7.2.2. for mobility for traineeships, which is a part of the student's study programme, the student, in cooperation with the Director of the study programme and/or the Dean of the Faculty, prepares the traineeship programme, which must be in line with the traineeship programme embedded in the TSI study programme; if a student applies for the mobility programme for two semesters, h/she must approve the programme of both semesters;

7.2.3. for mobility for traineeships, which is extracurricular or after graduation, the student, in cooperation with the Director of the study programme and/or the Dean of the Faculty, prepares the traineeship programme, which would allow him/her to obtain an additional knowledge and competence and facilitate his/her personal and professional development, at the same time strengthening and promoting TSI brand;

7.2.4. the student has to approve all changes in the Learning Agreements for traineeships or studies by the Director of the respective study programme and/or the Dean of the Faculty and IRD. Any changes in the Learning Agreements for traineeships or studies, if needed, must be immediately reported to the IRD;

7.2.5. the student studying in the last semester of a study programme may only participate in the Erasmus+ programme if study courses or traineeship is a part of the study programme or mobility is necessary for the collection of the research data for his/her Thesis development. The Erasmus+ mobility in the last semester of studies must end no later than 4 weeks before the pre-defence of the Thesis.

7.3. Staff representatives who have obtained the right to participate in the Erasmus+ programme:

7.3.1. suggest the duration of the mobility from 2 to 5 working days; for teaching mobility minimum 8 academic hours have to be delivered;

7.3.2. prepare and approve their mobility programme with the Dean of the Faculty (teaching mobility) or the Head of the structural unit (staff training mobility) by the set deadline;

7.3.3. fill in and submit prepared Teaching or Training Agreement to the IRD, which coordinates the approval of the mobility programme with the host institution;

7.3.4. sign a Grant Agreement for receiving the financial support;

7.3.5. obtain and submit a copy of the European Health Insurance Card to IRD.

## **8. Before the start of the Erasmus+ mobility IRD:**

8.1. issues an Erasmus+ student Charter to the student;

8.2. introduces the student or staff representative to his/her rights and obligations within the Erasmus+ programme;

8.3. sends the student's or staff representative's documents to the host institution or traineeship organization;

8.4. after receiving fully signed Learning Agreements for traineeships or studies (for students) or Teaching or Training Agreement (for staff representatives) for the implementation of the specific mobility from the host institution or traineeship organization, prepares Board Chairman's signed Order on participation in the Erasmus+ programme and payment of the Erasmus+ financial support;

## **9. The amount of the financial support and its payment procedure**

9.1. Before the beginning of the Erasmus+ mobility, the participant must sign a Grant Agreement between the participant and the TSI, stipulating the amount of the financial support to be received and its payment order. Grant Agreement for staff representatives is prepared by the Personnel Development Department and for students by the IRD.

9.2. The Order on the amount of the financial support granted to the participant is prepared by the Head of the IRD and signed by the Chairman of the Board and the Finance Director, in accordance with the Erasmus+ programme rates set by the European Commission and the State budget.

9.3. The financial support is paid by transferring funds to the student's or staff representative's

bank account, in accordance with the signed Grant Agreement.

## **10. Studies or traineeship abroad**

10.1. Studies or traineeship at a partner institution is regulated by the internal regulations of the partner institution or traineeship organization, the legislation of the host country, as well as the Erasmus+ Higher Education Charter.

10.2. If, upon arrival at the partner institution, it is not possible to complete the study courses mentioned in the student's Learning Agreement for traineeships or studies, the student selects the other available study courses. Amendments to the Learning Agreement for traineeships or studies must be made no later than seven weeks after the start of the mobility and have to be approved by the IRD, the Director of the study programme and/or the Dean of the Faculty and the partner institution or traineeship organization.

10.3. The amount of skills, knowledge and competencies to be acquired during the traineeship, the tasks and goals of the traineeship are regulated by the traineeship programme approved by the Director of the study programme and/or the Dean of the Faculty.

10.4. If the student arbitrarily interrupts his/her studies or traineeship at the partner institution or traineeship organization or has not successfully completed at least 2/3 of the credit points specified in the study or internship programme, he/she is obliged to make a reimbursement of the financial support in line with the regulations for determining the amount of financial corrections (see Appendix No. 1).

## **11. Reporting after mobility**

11.1. After the end of the study mobility, within the following 30 days, the student must submit the document confirming full or partial completion of the mobility, issued by the partner institution (document certifying the period of time spent in the Erasmus+ programme, after mobility Learning Agreement for studies and Transcript of Records stating completed study courses, obtained credit points and grades).

11.2. After the end of the traineeship mobility, the student must submit the document confirming full or partial completion of the mobility, issued by the host organization (document certifying the period of time spent in the Erasmus+ programme, after mobility Learning Agreements for traineeships and, if traineeship was carried out as part of the TSI study programme, the student must submit to the assigned by the TSI traineeship supervisor, his/her traineeship report done in line with the TSI requirements. In addition, in order to fully validate and recognize Erasmus+ traineeship as part of the TSI study programme, presentation of the results must be made by the student.

11.3. After the end of the Erasmus+ staff mobility programme "teaching" or "staff training", the staff representative shall, no later than within the following two weeks, submit a certificate or confirmation letter issued by the partner institution, which confirms the period of time spent in the Erasmus+ programme and the type of the mobility carried out.

11.4. After the end of the Erasmus+ mobility, all participants must fill out the participant report automatically generated and sent to the participant via the online EU Survey tool; submit an experience report as well as to present the results of the mobility at the informative seminars organized by the IRD.

11.5. If a student or a staff representative does not submit all necessary documents confirming the implementation of the mobility within the specified deadlines, the EPC is entitled to consider partial or full reimbursement of the financial support received, in accordance with the TSI rules for determining the amount of financial corrections (see Appendix No. 1).

## **12. Recognition of study results obtained during the Erasmus+ programme**

12.1. Recognition of the Erasmus+ mobility for studies results is carried out by the Study Department, based on the confirmation of the academic recognition, which is prepared by the IRD

upon receipt of the Learning Agreements for studies and the Transcript or Records. Confirmation of the academic recognition must be approved by the Director of the study programme and the Head of the Study Department.

12.2. The recognition of the Erasmus+ mobility for traineeships results, if the traineeship took place as a part of the study programme, is based on the assessment performed by the traineeship supervisor assigned by the TSI. Assessment is based on the traineeship report submitted by the student and the results of the traineeship defence. Traineeship documents must be prepared and submitted in accordance with the traineeship regulations set by the TSI.

12.3. When recognizing results of the Erasmus+ mobility, the ECTS system is applied, taking into account that: 1 Latvian credit point or one traineeship week equals 1.5 ECTS. If the duration of the traineeship is longer than required by the study programme, only required number of credit points is transferred, however the full Erasmus+ programme traineeship period is mentioned in the Supplement to the student's diploma.

12.4. All study courses taken in the Erasmus+ programme shall be transferred and fully recognized.

12.5. When returning from the mobility for studies, the student must submit a Transcript of Records confirming the acquisition of at least 2/3 of the credit points stated in the Learning Agreements for studies. If the student has obtained fewer credit points or interrupted the mobility before the deadline specified in the Grant Agreement, the IRD, in accordance with the TSI rules for determining the amount of financial corrections (see Appendix No. 1), submits a request to the EVC to take a decision regarding the reimbursement of the financial support received.

12.6. During one study year at TSI, the student must complete the number of study courses which, together with the total number of credit points obtained during the Erasmus+ programme, covers the credit points stated in the study plan of the respective study programme in a given study year.

12.7. In case of complains connected to the recognition of the study results of the mobility period, the student can appeal to IRD and Study Department, whose employees, in cooperation with the Director of the study programme will consider student's request. The student also has the right to submit a written complaint, which will be considered, and an explanation will be provided to the student.

### **13. Admission of students from partner universities to TSI**

13.1. By the date set by the TSI, the student must send a completed application form for the Erasmus+ programme mobility - studies or traineeship, attaching all additionally required documents (copy of identity card or passport, CV, 2 photos, Agreement for studies or traineeships, Transcript of Records).

13.2. After receiving all application documents, IRD approves the student's study or traineeship programme by the Director of the respective study programme and/or Dean of the faculty at TSI. After the approval, the Agreement for studies or traineeships is signed by the TSI Erasmus+ Institutional Coordinator. A signed copy of the Agreement is submitted to the partner institution. If changes are required, agreement is changed, although no later than seven weeks after the start of the mobility.

13.3. After signing the Agreement for studies or traineeships, an invitation letter for studies or traineeship in the Erasmus+ programme at TSI is prepared and sent to the student. Upon arrival at TSI, the student is enrolled and included in the students' database.

13.4. After the end of the studies, Transcript of Records and a certificate stating the duration of the student's mobility at TSI is provided to the student. The documents are prepared within two weeks after the end of the mobility and sent to the coordinator of the partner institution electronically and by mail.

13.5. After the end of the traineeship, certificate stating the duration of the student's mobility at TSI is provided to the student. The documents are prepared within two weeks after the end of the

mobility and sent to the coordinator of the partner institution electronically and by mail.

#### **14. Admission of staff from partner universities to TSI**

14.1. The staff representative must send an application for the Erasmus+ programme mobility - "teaching" or "staff training" to the TSI, attaching all necessary documents (copy of the identity document or passport, CV, teaching programme or work plan).

14.2. After receiving all necessary documents, mobility programme is agreed with the Director of the relevant study program, the Dean of the Faculty or the Head of the structural unit. After the approval of the programme, Teaching or Training Agreement is signed by the TSI Erasmus+ Institutional coordinator.

14.3. IRD sends a letter of invitation to the staff representative of the partner institution for the implementation of the mobility at TSI.

14.4. On the last day of the Erasmus+ visit, certificate for the mobility confirming duration of the mobility is issued to the staff representative.

14.5. TSI is entitled to accept applications of students and staff representatives even after the deadline if it is possible to implement it in the requested period. Late applications are to be accepted in case when it is due to the specific circumstances, as a result of which, it was not possible to submit an application in time.

#### **15. Other provisions**

15.1. A student or a staff representative can apply for the mobility in the Erasmus+ programme at the partner institutions with which TSI has signed the Erasmus+ Agreement

15.2. The list of TSI partner institutions is published on the TSI website. New Erasmus+ Agreements shall be signed, or conditions of the Agreements changed, only if approved by the respective TSI Faculty and IRD.

15.3. Within the framework of one study cycle (during bachelor's studies, including 1st level higher professional studies; master's and doctoral studies), students can participate in the study and/or traineeship mobility up to 12 months. The duration of the study or traineeship mobility is from 5 days to 12 months. The duration of the staff mobility is from 2 days to 2 months. If there are objective restrictions to perform a physical mobility, it can also be realized in a virtual mode, although financial support for the virtual part of the mobility is not allocated.

15.4. Applicants, who are not nominated by the EVC for participation in the Erasmus+ programme in the running call are included in the reserve list and may re-apply for the next Erasmus+ programme grant competition.

15.5. If the student cancels his/her participation in the Erasmus+ programme, he/she must immediately inform the IRD in writing, and he/she must reimburse the financial support received, if any, within the following seven days.

*Regulations on the amount of financial corrections*

<b>No.</b>	<b>Conditions set by the Learning Agreement</b>	<b>Corrections for allocated grant European Union</b>	<b>Corrections for allocated State budget grant</b>	<b>Description</b>
1.	The mobility was not carried out in full duration as specified in the Grant Agreement (due force majeure)	Proportionally to the number of days not confirmed by the host institution	Proportionally to the number of days not confirmed by the host institution	Corrections are applied based on the duration of the mobility confirmed by the host institution
2.	The mobility was interrupted or cancelled	100% from the total amount of the financial support indicated in the Grant Agreement	100% from the total amount of the financial support indicated in the Grant Agreement	Corrections are applied if the student had arbitrarily interrupted or cancelled mobility
3.	The participant report sent to the participant via the online EU Survey tool not submitted	100% from the total amount of the financial support indicated in the Grant Agreement	100% from the total amount of the financial support indicated in the Grant Agreement	Corrections are applied if the report had not been submitted within the 45 calendar days following the end of the mobility
4.	OLS language test (after the end of the mobility) not completed	20% from the total amount of the financial support indicated in the Grant Agreement (if corrections had already been applied, 20% from the corrected amount)	20% from the total amount of the financial support indicated in the Grant Agreement (if corrections had already been applied, 20% from the corrected amount)	Corrections are applied if OLS language test had not been completed within the 14 calendar days following the end of the mobility
5.	Experience report not been submitted	20% from the total amount of the financial support indicated in the Grant Agreement (if corrections had already been applied, 20% from the corrected amount)	20% from the total amount of the financial support indicated in the Grant Agreement (if corrections had already been applied, 20% from the corrected amount)	Corrections are applied if experience report had not been submitted within the 14 days following the end of the mobility
6.	Number of credit points received at	Corrections are not applied	Proportionally to the failed	Corrections are applied based on the extent of



	the host institution is less than 2/3 of the number specified in the participant's Learning agreement		component of the mobility (for studies – missing credit points)	completion / number of credit points indicated in the document received from the host institution
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\*The financial corrections of the State Budget mentioned in points 1 and 6 do not add up. If the financial correction in relation to point 6 is greater than the amount of correction in relation to point 1, the amount of reimbursement of the allocated financial support is determined according to point 6.

\*\*If the financial correction of the State Budget in relation to point 1 is greater than the amount of correction in relation to point 6, the amount of reimbursement of the allocated financial support is determined according to point 1.

\*\*\*The student must reimburse the amount specified in the EVC decision regarding financial support allocated from the EU and State Budget within 15 days from the date of notification of the decision to the student.

**Appendix No. 2**

Transport and Telecommunication Institute  
Dean of the \_\_\_\_\_ Faculty

\_\_\_\_\_/name, surname/

TSI \_\_\_\_\_ Faculty  
Bachelor/Master/PhD study programme  
\_\_\_\_\_/title/  
\_\_\_\_year, \_\_\_\_\_ group student

\_\_\_\_\_/name, surname/

Stud. code \_\_\_\_\_

**Request.**

I would like to kindly ask to approve the following list of study courses for the participation in the ERASMUS+ programme for studies at \_\_\_\_\_ university in the 202\_\_/202\_\_ academic year \_\_semester.

**1. Study plan**

Study courses				
No.	At partner institution	ECTS	At TSI	CP
	<b>Total</b>		<b>Total</b>	

Date \_\_\_\_\_

Student \_\_\_\_\_  
/student's name, surname, signature/

**Approved**

Dean of the \_\_\_\_\_ Faculty \_\_\_\_\_  
/ name, surname, signature/

**Approved**

Director of the study programme \_\_\_\_\_  
/ name, surname, signature/

Head of the Study Department \_\_\_\_\_  
/ name, surname, signature/

**Appendix No. 3**

Transport and Telecommunication Institute  
Dean of the \_\_\_\_\_ Faculty

\_\_\_\_\_/name, surname/

TSI \_\_\_\_\_ Faculty

Bachelor/Master/PhD study programme

\_\_\_\_\_/title/

\_\_\_\_year, \_\_\_\_ group student/ graduate

\_\_\_\_\_/name, surname/

Stud. code \_\_\_\_\_

I would like to kindly ask to approve the following programme for the participation in the ERASMUS+ programme for the traineeship at \_\_\_\_\_ company (\_\_\_\_\_/country) in the 202\_\_/202\_\_ academic year.

<b><i>Traineeship Programme at the <u>Receiving Organisation</u></i></b>	
Planned period of the mobility: from [month/year]	to [month/year]
Traineeship title:	
Number of working hours per week:	
Detailed programme of the traineeship:	
Knowledge, skills and competences to be acquired by the end of the traineeship (Expected Learning Outcomes):	
Monitoring plan:	
Evaluation plan:	

Date \_\_\_\_\_

Student \_\_\_\_\_  
/student's name, surname, signature/

**Approved**

Dean of the \_\_\_\_\_ Faculty \_\_\_\_\_  
/ name, surname, signature/

**Approved**

Director of the study programme \_\_\_\_\_  
/ name, surname, signature/

Head of the Study Department \_\_\_\_\_  
/ name, surname, signature/