



APPROVED

Baltic International Academy
In the Senate session
on March 7, 2018
Protocol no. 133

With amendments
Baltic International Academy
In the Senate session
on August 27, 2024
Protocol no. 166

**REGULATION
ON THE PROCEDURE FOR ORGANIZING MOBILITIES
OF THE ERASMUS+ PROGRAM
AT THE BALTIC INTERNATIONAL ACADEMY**

1. General provisions

1.1. This regulation determines:

1.1.1. procedures for students to apply for studies and traineeship abroad;

1.1.2. the criteria by which the students who are sent by the Baltic International Academy (hereinafter BIA) to study abroad are nominated;

1.1.3. the procedure for crediting credits obtained abroad according to the European Credit Transfer and Accumulation System (hereinafter - ECTS);

1.1.4. the procedure by which BIA personnel apply for mobility.

1.2. Students who go for their studies abroad must follow paragraphs 2, 3 and 4 of this regulation.

1.3. Applicants are evaluated and selected by the corresponding director of the BIA study program/head of study, BIA *Erasmus+* coordinator, BIA rector and members of the BIA Board (hereinafter - commission).

1.4. The duration of long-term study mobility within one academic year, according to the guidelines of the *Erasmus+* education program, can last up to one academic year and must not be less than 2 months.

1.5. The duration of long-term traineeship mobility abroad, according to the *Erasmus+* program rules, can last up to one academic year and must not be less than 2 months.

1.6. The duration of physical mobility of short-term study or traineeship abroad may last up to 30 days according to the rules of *the Erasmus+ program* and must not be less than 5 days. The period of physical mobility must be combined with the period of virtual mobility.

1.7. By implementing the principle of justice - equal study opportunities for all university students - during the study period of BIA, within the framework of the mentioned EU education programs, a student can use multiple times, not exceeding one academic year at each level of study (short, first or second cycle), combining *Erasmus+* mobility at his discretion (studies/ traineeship).

1.9. The number of nominated students depends on the amount of funding allocated by BIA for the implementation of mobility in the relevant academic year.

2. Application procedure

2.1. Students can familiarize themselves with the offered study programs at cooperation partner universities abroad on their own at the BIA website: <http://www.BIA.edu.lv/lang/lat/Erasmus+.htm>, in consultation with the relevant BIA study program director/studio direction manager and BIA *Erasmus+* coordinator.

2.2. Applicants apply for studies at cooperation partners' universities abroad after familiarizing themselves with the offered study programs and discussions with their head of study program/head of study direction by submitting a completed application form (see: <http://www.BIA.edu.lv/lang/lat/Erasmus+.htm>) to the *Erasmus+* coordinator.

2.3. The director of study programs/the head of the study direction provides support and assistance to students in choosing the offered study programs from the range of relevant partner universities. .

2.4. Applicants, when applying for studies abroad within the *Erasmus+* program, must submit the following documents in Latvian to the *Erasmus+* coordinator:

2.4.1. Application - letter of motivation, with a note on coordination with the director of the study program,

2.4.2. Statement from the study department about student status;

2.4.3. achievements and finances ;

2.4.4. Confirmation that the *Erasmus+* study trip will not be financed by other EU programs;

2.4.5. Foreign language proficiency test certificate (ECL, TOEFL, IELTS, BEC, CAE, FCE or BIA language proficiency certificate) or Language support online tool OLS: <https://erasmus-plus.ec.europa.eu/resources-and-tools/online-language-support>, foreign language assessment), not older than for 5 years;

2.4.6. European Health Insurance Card (EHIC) or other health insurance policy.

2.5. The scholarship is awarded on the basis of the submitted documents, in accordance with the flat-rate funding of the European Commission (hereinafter - the EC) and the Republic of Latvia for the maximum amount of the scholarship for each year of funding. The amount of the scholarship depends on the amount of funding granted by the EC and the Republic of Latvia to BIA, the number of applicants and the mobility period.

2.6. Students who self-finance their studies abroad within the mentioned educational programs must inform the Director of Study Programs/Head of Study Area and the *Erasmus+* Coordinator.

2.7. After the end of the acceptance of applications, the *Erasmus+* coordinator collects the applications and submits them to the Commission for a decision. The commission notifies the *Erasmus+* coordinator of its decision within 5 working days of the decision, the *Erasmus+* coordinator notifies the students of the selection results within the next 2 working days.

3. Criteria for the selection of applicants

3.1. BIA students who have successfully completed their first year of study and are enrolled in the BIA student list can apply for studies at partner universities abroad and traineeship. Students from the 1st year, as well as recent BIA graduates, can apply for traineeship. Students apply for the mobility of the graduate Erasmus+ program while in student status - during the last year of study. Traineeship must be started and completed within 12 months after graduation from BIA.

3.2. Students applying for studies or traineeship in the *Erasmus+* program must not have student debts and outstanding financial obligations with the BIA.

3.3. Information about the student competition is available on the BIA website: <http://www.BIA.edu.lv/lang/lat/Erasmus+.htm>. Competition for studies or traineeship in *Erasmus+* program takes place according to the following criteria:

3.3.1. Student's knowledge of a foreign language (ECL, TOEFL, IELTS, BEC, CAE, FCE, BIA language knowledge certificate or the online language support tool OLS: <https://erasmus-plus.ec.europa.eu/resources-and-tools/online-language-support> , foreign language assessment), not older than 5 years;

3.3.2. The student's average grade for the previous study semester, which is not lower than 6 points;

3.3.3. The Commission may later change the requirements by joint decision.

3.4. The right to study or have traineeship in the *Erasmus+* program is obtained by those students who have the highest overall evaluations in the criteria specified in clause 3.3 of these regulations. In case of equal assessment, the student who applied first and who has not participated in any of the mentioned EU education programs has the advantage.

3.5. The principle of equal opportunity is observed in the selection of applicants - regardless of their gender, age, race, nationality, physical condition and other factors.

3.6. A student who participates in the *Erasmus+* sub-programme in student mobility must be a citizen of the country that participates in the implementation of *the Erasmus+* sub-programme of the EU Lifelong Learning Program or a citizen of another country, if he is enrolled in a full-time study program in one of the higher education institutions of a member state of the European Union (hereinafter - the EU) Lifelong Learning Program , as well as the fact that *the Erasmus+* sub-programme is financed by the EU and co-financed by the Republic of Latvia, the same rules for participation in *the Erasmus+* sub-programme as citizens of a member state apply to citizens of third countries.

3.7. If a student wants to extend the period of study abroad during his studies, he must inform the Director of the Study Program/head of the study direction and the *Erasmus+* coordinator by December 1.

4. Coordination of the study program to be studied abroad

4.1. Before going to study abroad, the student:

4.1.1. Sign the application form to the director of the study program/head of study and submit it to *the Erasmus+* coordinator by April 15 for the fall semester or full year and by November 15 for the spring semester.

4.1.2. Coordinates the study program to be studied abroad with the director of your study program/head of the study field.

4.1.3. After coordinating the study program, the student concludes a tripartite study agreement (see : <http://www.BIA.edu.lv/lang/lat/Erasmus+.htm>) with BIA and the Partner University (Learning Agreement), hereinafter referred to as the agreement;

4.2. The chosen study courses and the number of credit points to be obtained must be specified in the study contract.

4.3. During the study program abroad, the student must ensure:

- acquisition of no less than 30 CP (ECTS) for one semester,
- not less than 60 CP (ECTS) per academic year.

4.4. In the process of harmonizing the study program, the compliance of the study program with the study program selected by the BIA must be observed.

4.5. Duplication of previously learned study courses is not allowed during the study program coordination process.

4.6. After a tripartite agreement Partner University - BIA - student, the study contract can be supplemented and changed by coordinating the changes with the BIA study program director/head of study direction and the Partner University. Changes to the study contract must be made within one month of the student's arrival at the host university. All changes must be indicated in the changes to the tripartite study agreement (Changes to Learning Agreement).

4.7. The student must pay the BIA for the semester/s they study abroad.

4.8. The Erasmus+ coordinator checks in the accounts whether the student has no financial debt.

4.9. After completing all the documents, the student concludes a Financial Agreement with the BIA for receiving *the Erasmus+* scholarship. The financial agreement is signed by the student and the Board member.

4.10. The BIA *Erasmus+* coordinator issues an *Erasmus+* student charter to the student, introduces the student to his rights and obligations within *the Erasmus+* program and pays the student an *Erasmus+* scholarship, in accordance with Article 4.9 of these regulations. the Financial Agreement concluded in paragraph

4.11. BIA and the student undertake to comply with all specified provisions of the Financial Agreement.

5. Coordination of traineeships abroad

5.1. Before going abroad for practice, the student:

5.1.1. Sign the application form with the director of the study program/head of study and submit the signed application *to the Erasmus+* coordinator by May 25 for the fall semester or for a full year, by May 25 for the spring semester.

5.1.2. Coordinates the internship location, tasks, program, results to be studied abroad with the director of study programs/head of study direction.

5.1.3. After coordinating the place of practice, tasks, program, results, the student concludes the tripartite practice contract (see: <http://www.BIA.edu.lv/lang/lat/Erasmus+.htm>) with the BIA and the Training Agreement (Training Agreement), hereinafter - the agreement, including the place of practice, tasks, program, results;

5.2. In the internship contract, the place of internship, tasks, program, results and the number of credits to be obtained must be specified.

5.4. In the process of coordinating practice places, assignments, programs, and results, the compliance of the practice with the study program selected by the BIA must be observed.

5.5. The student must pay the BIA for the semester spent abroad.

5.6. *The Erasmus+* coordinator checks in the accounts whether the student has no financial debt.

5.7. After completing all the documents, the student concludes a Financial Agreement with the BIA for receiving an *Erasmus+* scholarship. The financial agreement is signed by the student and the Board member.

5.8. BIA issues an *Erasmus+* student charter to the student, introduces the student to his rights and obligations within *the Erasmus+* program and pays the student an *Erasmus+* scholarship, in accordance with the Financial Agreement concluded in clause 5.7 of these regulations.

6. Order of transfer of credit points

6.1. After returning from studies or practice abroad, the student submits to the *Erasmus+* coordinator the academic certificate of the partner university regarding the results of studies or practice (ECTS result sheet with obtained credit points and grades), the certificate of the period of study or practice abroad from the partner university and fills out EC online mobility reports.

6.2. The *Erasmus+* coordinator passes the report on the study or practice results to the study program directors/head of the study area.

6.3. The director of study programs/the head of the study area ensures the further development and execution of the process of transfer of acquired credit points.

6.4. According to the system of transferring and accumulating credit points established by the EU (<http://ec.europa.eu>), students must count the entire study semester - all study courses taken at the partner university, if at least 30 CP (ECTS) are obtained in one semester and 60 CP (ECTS) for the academic year.

6.5. The period of study or internship at the partner university may not affect the duration of studies in obtaining the relevant degree or diploma at BIA.

6.6. If the total number of credits obtained for the academic year is not sufficient, the rector of the BIA and the director of the study program/head of the study field can make a decision:

- not transfer the student to the next course/semester;
- transfer the student to the next course/semester and determine the list of study courses that need to be taken at the BIA, studying according to the individual plan.

6.7. In case of credit transfer disputes, the Student writes a submission to the BIA Rector, who together with the director of the study program/head of the study area examines each specific case.

7. Foreign student studies BIA

7.1. The studies of foreign students at the BIA are regulated by the laws governing higher education of the Republic of Latvia, the internal laws and regulations of the BIA, as well as *the Erasmus+* higher education charter signed by both partner universities, as well as the *Erasmus+* student charter.

7.2. A foreign student sends an application for studies in the *Erasmus+ exchange program* to the BIA by the date specified, attaching a copy of an identity document, 2 photographs and a Study Agreement that includes study courses from the list of study courses offered by the BIA. The study agreement must be signed by the foreign student and the Partner University.

7.3. After receiving the application of the foreign student, the BIA checks the possibility of ensuring that the foreign student learns all the study courses included in the study contract. If it is possible, the director of the relevant study program/head of the study area and the *Erasmus+* coordinator sign the study contract. If changes to the study contract are necessary, the student concludes the contract

amendments with the consent of the Director of the Partner University and BIA study program. After signing the study contract, the foreign student is included in the study group of exchange students by order of the BIA Rector. A separate student file is created for a foreign student.

7.4. After the studies, a BIA foreign student is issued an academic report on the studied courses (Transcript of Records) and a certificate on the time spent in *Erasmus+* studies.

8. Staff teaching and professional development mobility

8.1. BIA academic and administrative staff, hereinafter - Staff, can participate in *the Erasmus+* program for teaching/professional development .

8.2. Staff must stay on a mobility visit for at least 3 days (not including travel days) , Academic staff must read at least 8 hours of lectures .

8.3. Basic requirements for the applicant:

8.3.1. the academic staff represents an accredited study program;

8.3.2. BIA academic staff may visit a university with which BIA has a mutual agreement for teaching (lectures);

8.3.3. the study course to be read is prepared in a foreign language, the materials to be distributed are in a foreign language;

8.3.4. The staff is fluent in a foreign language;

8.3.5. The staff has worked for BIA for no less than 1.5 years;

8.3.6. preference is given to Staff who have not participated in *Erasmus+* mobility;

8.3.7. in the event of a competition, the number of mobility of one of the Staff representatives does not exceed 2 times within an academic year.

8.4. The size of the stipend is determined by the decree and depends only on the number of days abroad, observing the applicable daily rates determined by the EC for the relevant country of mobility, as well as the established costs of the mobility journey, which are calculated by distance (see: http://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en).

8.5. Staff familiarize themselves with the list of partner universities independently on the BIA website: <http://www.BIA.edu.lv/lang/lat/Erasmus+.htm> .

8.6. The staff representative submits an application (see <http://www.BIA.edu.lv/lang/lat/Erasmus+.htm>) with the signature of the study program director/head of study direction or branch director to the Board of BIA, which together with *the Erasmus+* coordinator makes a decision on mobility based on the points mentioned in point 8.3;

8.7. The staff receives a Work Plan from the *Erasmus+* coordinator, which they must complete electronically in English.

8.8. The academic staff sends a description of their lecture to the *Erasmus+* coordinator.

8.9. The *Erasmus+* coordinator sends the Work Plan and, if applicable, the lecture description to the Partner University.

8.10. After coordinating the mobility with the partner school, the Staff concludes a Financial Agreement, which is signed by a member of the Board.

8.11. After the mobility, the Staff must submit a signed Plan to the *Erasmus+* coordinator at the partner university, a signed confirmation of the mobility period (from the partner university), a Certificate of Attendance for the mobility period , an experience story about *Erasmus+* mobility, and also fill in the questionnaire from the Mobility Tool+.

8.12. The Commission can change or supplement the requirements for the Personnel by a joint decision.