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Amendments	-			



Regulation on the Implementation of the ERASMUS+ Programme 2021–2027 at Alberta College

I General Provisions

1.1. Terms used in the Regulation:

- 1.1.1. ERASMUS+ programme 2021–2027 – a programme of the European Union in the field of education, training, youth and sport for mobility and cooperation in higher education for the period from 2021 to 2027, financed by the European Commission.
- 1.1.2. ERASMUS+ project coordinator – a representative of the general or academic staff of Alberta College, including a guest lecturer, who is not an ERASMUS+ programme coordinator, who leads and organizes the implementation of an ERASMUS+ programme project or competition.
- 1.1.3. Selection Committee – the committee that selects applicants for participation in the ERASMUS+ programme. The Selection Committee consists of the director of Alberta College, the deputy director for study quality issues, ERASMUS+ programme coordinator, two representatives of the students' self-government of Alberta College, who are elected by the decision of the majority of the students' self-government. Members of the Selection Committee may transfer their voting rights to another member of the committee before the meeting. The Selection Committee elects the chairperson and secretary of the commission during the first meeting.
- 1.1.4. Partner institution – a foreign higher education institution with which Alberta College has concluded an ERASMUS+ cooperation agreement on student or employee mobility.
- 1.1.5. Employee – a representative of the general or academic staff of Alberta College, as well as a guest lecturer who plans to participate in ERASMUS+ mobility.
- 1.1.6. Student – Alberta College full-time or part-time student who plans to go on ERASMUS+ mobility.
- 1.1.7. Beneficiary Module – e-platform of reports of the ERASMUS+ programme 2021–2027.
- 1.2. The Regulation on the implementation of the ERASMUS+ programme 2021-2027 at Alberta College (hereinafter referred to as the Regulation) determines the procedure in which the selection of students and employees for participation in the ERASMUS+ programme 2021–2027 and the awarding of scholarships of the ERASMUS+ programme 2021–2027 are carried out.
- 1.3. Taking in account the diversity of the projects of ERASMUS+ programme 2021-2027, the Assembly of Alberta College may decide on the need to develop and implement special regulation binding on a specific ERASMUS+ programme 2021–2027 project or competition. In this case:

- 1.3.1. The ERASMUS+ programme coordinator or the ERASMUS+ project coordinator initiates and argues the need to develop special regulations binding on a specific project or competition at the Assembly meeting.
- 1.3.2. The Assembly makes a decision by voting. If the decision is positive, the coordinator of the relevant ERASMUS+ project or the ERASMUS+ programme coordinator, in consultation with the director of Alberta College, creates a working group with the aim of developing special regulations binding on a specific ERASMUS+ programme project or competition, which after its development is approved by the Assembly's decision.
- 1.4. ERASMUS+ programme mobilities are divided into:
 - 1.4.1. Student mobility – Alberta College student study or traineeship mobility within the ERASMUS+ programme 2021-2027.
 - 1.4.2. Recent graduates' mobility – Alberta College graduates traineeship mobility within the ERASMUS+ programme 2021-2027.
 - 1.4.3. Academic staff mobility – Alberta College academic staff teaching or professional development mobility.
 - 1.4.4. General staff mobility – Alberta College general staff professional development mobility.
 - 1.4.5. *Blended Intensive Programmes (BIP)* – short, intensive programmes that use innovative ways of teaching and learning, combining physical mobility with online collaboration.
- 1.5. Students, general and academic staff of Alberta College, as well as guest lecturers, are informed by the ERASMUS+ programme coordinator about mobility opportunities and application deadlines within the framework of the ERASMUS+ programme 2021-2027.

II Criteria for the Participation of Alberta College Students in the ERASMUS+ Programme 2021-2027

- 2.1. Alberta College students can apply for participation in the ERASMUS+ programme, if:
 - 2.1.1. Have no academic or financial debt.
 - 2.1.2. Have adequate proficiency in English and/or a foreign language that meets the requirements of the host Partner institution.
 - 2.1.3. Are not on academic leave.
 - 2.1.4. Have completed the study programme of Alberta College to the extent of at least 16 credits or considering the requirements of a specific project.
- 2.2. Students studying at Alberta College in their last year of study can apply for ERASMUS+ programme 2021–2027 mobility for recent graduates. Traineeship must be started within 12 months of graduating from Alberta College.
- 2.3. The minimum duration of study mobility is 3 months, the minimum duration of traineeship mobility is 2 months, the minimum duration of physical mobility of the blended intensive programme is 5 days.
- 2.4. Students can participate several times in study and traineeship mobilities of the ERASMUS+ programme 2021–2027, the total time spent in mobilities cannot exceed 12 months in one study cycle, regardless of the number and type of mobilities.
- 2.5. The duration of mobility (traineeship and studies) of the ERASMUS+ programme 2021-2027 may have limitations related to the funding available to the College in each specific academic year.

III Procedures for Alberta College Student Application, Verification of Compliance, Selection, and Scholarship Awarding

- 3.1. Students who apply for participation in the ERASMUS+ programme mobility, in accordance with the announced competition rules and deadlines, submit to the ERASMUS+ programme coordinator an application, a letter of motivation, which also includes information about involvement in Alberta College's extracurricular life, and a letter of recommendation from the director of the relevant study programme, if any.

- 3.2. The verification of compliance of student applications with the criteria set in Section II is carried out by the ERASMUS+ programme coordinator, who asks the Educational Methodologist to provide the necessary information, and within three working days after the end of the competition application deadline, applicants are given a written, justified answer to the e-mail address indicated in the application, on whether the application is forwarded for further selection procedure.
- 3.3. Applications that have passed the verification of compliance referred to in point 3.2 are forwarded for selection procedure.
- 3.4. The ERASMUS+ programme coordinator organizes a meeting of the Selection Commission no later than five working days after the end of the application period, the review of applications and decision-making takes place in the open competition procedure, which can also take place electronically, considering the criteria:
 - 3.4.1. Applicant's results or the average value of results for all semesters – to be rated from 0 to 10 (*with accuracy to two digits after the decimal point*).
 - 3.4.2. Applicants' involvement in Alberta College's extracurricular life (participation in self-government work, organizing events at Alberta College, participation in events organized by Alberta College, etc.) – to be rated from 0 to 2 (*0 - does not participate, 1 – participates rarely, 2 – participates often*).
 - 3.4.3. Letter of motivation – to be rated from 0 to 2 (*0 – low motivation, 1 – medium motivation, 2 – high motivation*).
 - 3.4.4. Written letter of recommendation from the director of the relevant study programme – to be rated from 0 to 2 (*0 – no recommendation or low level of compliance; 1 – medium level of compliance; 2 – high level of compliance*).
- 3.5. Information about criterion 3.4.1 is given to the members of the Selection Committee by the ERASMUS+ programme coordinator, before the meeting provided by the Educational Methodologist, and an assessment of criteria 3.4.2, 3.4.3, 3.4.4 is provided by each member of the Selection Committee by filling in the evaluation form for applicants (students) of the ERASMUS+ programme 2021–2027 (*Annex 1*), the chairman and secretary of the commission perform the summing of the evaluations of all members of the committee for each applicant.
- 3.6. The Selection Committee, when making its decision, follows the principles of inclusion, diversity and fairness, using a non-discriminatory approach.
- 3.7. The applicant with the highest rating wins the competition. If the rating is the same for several applicants, the chairman of the Selection Committee makes the decisive decision.
- 3.8. The minutes of the meetings of the Selection Committee are taken, indicating how many points each participant has obtained.
- 3.9. The ERASMUS+ programme coordinator shall inform the ERASMUS+ programme applicants about the decision made within two working days after the decision is made.
- 3.10. After the approval of the mobility, the ERASMUS+ programme coordinator coordinates the conclusion of a tripartite agreement between the student, Alberta College and the Partner institution or company that provides the student with a traineeship within the ERASMUS+ programme 2021-2027, registers the student's mobility in the Beneficiary Module platform and concludes a funding agreement between the student and Alberta College for the allocation of ERASMUS+ programme scholarships.
- 3.11. Awarding the ERASMUS+ programme scholarship to the student:
 - 3.11.1. ERASMUS+ programme coordinator informs the student about the criteria and amount of the ERASMUS+ programme scholarship immediately after the mobility has been approved.
 - 3.11.2. The amount of the ERASMUS+ programme scholarship depends on the duration of the mobility and the country to which the student goes on mobility. The student can receive additional funding if the green mode of transportation is used (train, bus, car with several passengers). For students with fewer opportunities, Alberta College provides additional funding.

- 3.11.3. After the calculation of the amount of the ERASMUS+ programme scholarship by the ERASMUS+ programme coordinator, a funding agreement is concluded between the student and Alberta College.
- 3.11.4. The scholarship of the ERASMUS+ programme is paid to the bank account specified in the student funding agreement within 5 working days after the conclusion of the funding agreement.
- 3.12. The ERASMUS+ programme coordinator advises the student on obtaining the necessary European health insurance card and purchasing other health and travel insurance and provides support before, after and during mobility.
- 3.13. After the end of the mobility period, the student submits to the ERASMUS+ programme coordinator:
 - 3.13.1. The Certificate of Attendance and the relevant transcript of results for the courses studied within the framework of the ERASMUS+ programme, issued by the Partner institution where the student had the mobility, or Trainee Reference issued by the company in which traineeship was implemented.
 - 3.13.2. An experience story about the ERASMUS+ programme mobility, with photos; and
- 3.14. Electronically fills in the form in Beneficiary Module.
- 3.15. If the student has participated in the traineeship mobility of the ERASMUS+ programme, then additionally to requirements specified in points 3.13 and 3.14, a report on the internship must be developed, submitted and defended in accordance with the Regulations on Independent Assignments of Alberta College.
- 3.16. If the student cannot fulfil requirements specified in paragraph 3.13.1 of this regulation after participating in ERASMUS+ programme mobility, and in paragraph 3.14 of this Regulation in the case of traineeship mobility, their ERASMUS+ programme mobility period is cancelled, and the student must refund in full to Alberta College the ERASMUS+ programme scholarship awarded.

IV Criteria for the Participation of Alberta College Employee in the ERASMUS+ Programme

- 4.1. Alberta College employee can apply for participation in the ERASMUS+ programme, if:
 - 4.1.1. Has adequate proficiency in English and/or a foreign language that meets the requirements of the host Partner institution.
 - 4.1.2. Is not on vacation or long-term leave.
- 4.2. The minimum duration of mobility, excluding traveling, is two days.
- 4.3. As part of teaching mobility, the academic staff must provide at least 8 academic hours of lectures/lessons.

V Procedures for Alberta College Employee Application, Verification of Compliance, Selection, and Scholarship Awarding

- 5.1. Employee who applies for participation in the ERASMUS+ programme, in accordance with the announced competition rules and deadlines, submit to the ERASMUS+ programme coordinator, an application, a letter of motivation, and a letter of recommendation from the director of the College, if any.
- 5.2. The verification of compliance of employee's applications with the criteria set in Section IV is carried out by the ERASMUS+ programme coordinator and the director of the College, and within three working days after the end of the competition application deadline, the ERASMUS+ programme coordinator gives a written, justified answer to the e-mail address indicated in the application, on whether the application is forwarded for further selection procedure.
- 5.3. Submissions that have passed the verification of compliance referred to in point 5.2 are forwarded for selection.

- 5.4. The ERASMUS+ programme coordinator organizes a meeting of the Selection Committee no later than five working days after the end of the application period, the review of applications and decision-making takes place in the open competition procedure, considering the:
 - 5.4.1. Employment status (priority is given to elected academic staff) – to be rated from 0 to 1 (*0 – not elected at Alberta College; 1 – elected at Alberta College*).
 - 5.4.2. Motivation and mobility goals indicated in the letter of motivation – to be rated from 0 to 2 (*0 – low motivation, 1 – medium motivation, 2 – high motivation*).
 - 5.4.3. Letter of recommendation from the director of Alberta College, which mentions the suitability of the mobility to the employee's activity profile at Alberta College and its usefulness in future professional activities – to be rated from 0 to 2 (*0 – not recommended, the mobility's suitability and usefulness to the employee's activity profile is low or the absence of a letter of recommendation; 1 – recommend, the suitability and usefulness of the mobility for the employee's activity profile is medium; 2 – recommended, the suitability and usefulness of the mobility for the employee's activity profile is high*).
- 5.5. Information about criterion 5.4.1 is given to the members of the Selection Committee by the director of Alberta College, and an assessment of criteria 5.4.2 and 5.4.3 is provided by each member of the Selection Committee by filling in the evaluation form for applicants (employees) of the ERASMUS+ programme 2021–2027 (*Annex 2*), the chairman and secretary of the committee perform the summing of the evaluations of all members of the committee for each applicant.
- 5.6. The Selection Committee when making its decision follows the principles of inclusion, diversity and fairness, using a non-discriminatory approach.
- 5.7. The applicant with the highest rating wins the competition. If the rating is the same for several applicants, the chairman of the Selection Committee makes the decisive decision.
- 5.8. The minutes of the meetings of the Selection Committee are taken, indicating how many points each participant has obtained.
- 5.9. The ERASMUS+ programme coordinator shall inform the ERASMUS+ programme applicants about the decision made within two working days after the decision is made.
- 5.10. After the approval of the mobility, the ERASMUS+ programme coordinator contacts the relevant Partner institution, coordinates the conclusion of a tripartite agreement between the Employee, the Partner institution and Alberta College, and registers the mobility of the employee in Beneficiary Module platform.
- 5.11. Awarding the ERASMUS+ programme scholarship to the employee:
 - 5.11.1. ERASMUS+ programme coordinator informs the employee about the criteria and amount of the ERASMUS+ programme scholarship immediately after the mobility has been approved.
 - 5.11.2. The amount of the ERASMUS+ programme scholarship differs depending on the duration of the mobility and the country to which the Employee goes on mobility. The Employee can receive additional funding if the green mode of transportation is used (train, bus, car with several passengers). For employees with fewer opportunities, Alberta College provides additional funding.
 - 5.11.3. After the calculation of the amount of the ERASMUS+ programme scholarship by the ERASMUS+ programme coordinator, a funding agreement is concluded between the Employee and Alberta College.
 - 5.11.4. The scholarship of the ERASMUS+ programme is paid to the bank account specified in the funding agreement with the Employee within five working days after the conclusion of the funding agreement.
- 5.12. Upon the end of the mobility period, the Employee submits to the ERASMUS+ programme coordinator:
 - 5.12.1. The *Certificate of Attendance*.
 - 5.12.2. An experience story about the ERASMUS+ programme mobility, with photos.
- 5.13. Electronically fills in the form in Beneficiary Module.

- 5.14. If Employee cannot fulfil requirements specified in paragraph 5.12.1 of this regulation after participating in ERASMUS+ programme mobility, their ERASMUS+ programme mobility period is cancelled, and the Employee must refund in full to Alberta College the ERASMUS+ programme scholarship awarded.

VI Admission of Foreign Students, Academic and General Staff at Alberta College under the ERASMUS+ programme 2021-2027

- 6.1. ERASMUS+ programme coordinator shall inform Partner institutions about the opportunities of admission of foreign students, academic and general staff at Alberta College under the ERASMUS+ programme 2021-2027.
- 6.2. If a student's application for the study period at Alberta College under the ERASMUS+ programme 2021-2027 is received from a Partner institution, the ERASMUS+ programme coordinator coordinates the verification of the compliance of the received documents and, if necessary, the clarification or request for additional documents. The ERASMUS+ programme coordinator informs the sender of the application about the approval of mobility and coordinates the further course of mobility coordination, or informs about the rejection of the application, giving specific reasons.
- 6.3. The ERASMUS+ programme coordinator coordinates with the director of the relevant study programme the inclusion of incoming teaching mobility of foreign academic staff within the study programme.
- 6.4. The ERASMUS+ programme coordinator coordinates the incoming professional development mobility of foreign academic or general staff with the director of Alberta College.
- 6.5. The ERASMUS+ programme coordinator is responsible for issuing the necessary documents and certificates to foreign students and representatives of academic and general staff after the end of the incoming mobility period.

VII Closing Questions

- 7.1. Upon coming into force of this Regulations, the Regulation governing exchange programmes at Alberta College approved by order of the director of Alberta College on February 29, 2020, shall be repealed.



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Evaluation Form for Applicants (students) of the ERASMUS+ programme 2021–2027

Applicant's name, surname	Average value of results (from 0 to 10)	Applicants' involvement in extracurricular life at Alberta College (0 – does not participate; 1 – participates rarely; 2 – participates often)	Letter of motivation (0 – low motivation; 1 – medium motivation; 2 – high motivation)	A letter of recommendation from the director of the study programme (0 – no recommendation or low level of compliance; 1 – medium level of compliance; 2 – high level of compliance).	TOTAL

Name, surname of the member of the Selection Committee _____

Date _____



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Evaluation Form for Applicants (Employees) of the ERASMUS+ Programme 2021–2027

Applicant's name, surname	Employment status (<i>0 – not elected at Alberta College; 1 – elected at Alberta College</i>)	Letter of motivation (<i>0 – low motivation; 1 – medium motivation; 2 – high motivation</i>)	A letter of recommendation from the director of Alberta College, the suitability and usefulness of the mobility to the employee's activity profile (<i>0 - not recommended, the mobility's suitability, usefulness to the employee's activity profile is low or the absence of a letter of recommendation; 1 – recommend, the suitability and usefulness of the mobility for the employee's activity profile is medium; 2 – recommended, the suitability and usefulness of the mobility for the employee's activity profile is high</i>).	TOTAL

Name, surname of the member of the Selection Committee _____

Date _____