

2018-2019 CALL FOR STUDENT and STAFF exchange to RIGA TECHNICAL UNIVERSITY (LATVIA) IN THE FRAME OF THE EUROPEAN PROGRAMME ERASMUS+ KA107

1. GENERAL INFORMATION

1.A. PURPOSE

The *Erasmus+ Mobility* offers to students and staff the chance to spend a period of continuous study or teaching/training at Riga Technical University (RTU) during the second semester of the 2018-2019 academic year.

1.B. QUOTAS

Scholarships available for the 2018-2019 call are:

- **4 scholarships for students (Master and Bachelors)**

Fields of study
Masters: 2 scholarships in all specialties
Bachelor: 2 scholarships in all specialties

1.C. FUNDING

The grants include:

- A European Union contribution (*individual support*). An amount established according to the country of destination and the actual number of days spent at the receiving Institution. In Turkey the mobility contribution is **75€ per month for student and 120€ per day for staff**.
- An additional amount to cover travel expenses (*travel support*), this amount is calculated according to the distance band appearing below:
 - 100 - 499 km: 180 Euros**
 - 500 - 1999 km: 275 Euros**
 - 2000 - 2999 km: 360 Euros**
 - 3000 - 3999 km: 530 Euros**
 - 4000 - 7999 km: 820 Euros**
 - 8000 - 19999 km: 1100 Euros**

Distance calculator:

http://ec.europa.eu/programmes/erasmus-plus/tools/distance_en.htm

The distance will be calculated as follows:

Distance between the city of the home University and Riga.

2. APPLICATION REQUIREMENTS AND PROCEDURES

2.A. GENERAL ADMISSION REQUIREMENTS

i) Students

- Students have to be enrolled in the University of Sciences and Technology of Oran USTO as **Master or Bachelor students**.
- Students have to be pre-selected by their home University in order to follow the application procedure.

ii) Staff

- Staff (academic and administrative) has to be enrolled in the University of Sciences and Technology of Oran as full time workers.

2.B. APPLICATION PROCEDURE:

i) Students:

1. Copy of Passport
2. Curriculum Vitae
3. English Language Certificate proficiency, at least **B1** according to Common European Framework of Reference for Languages.
4. Transcript of Records indicating the average grade (original).
5. Proof of registration of the students in their home university (original).
6. Good behavior certificate (original).
7. Motivation Letter
8. PhD students must have to provide a research work plan signed by their supervisors.

ii) Academic staff:

1. Copy of Passport
2. Curriculum Vitae
3. Proof of employment at the home university (original)
4. Motivation Letter
5. Summary of courses plan proposed by the candidate

iii) Administrative staff:

1. Copy of Passport
2. Curriculum Vitae
3. Proof of employment at the home university (original and authorized translation in English)
4. Motivation Letter
5. Summary of activities plan proposed by the candidate

2.C. II.C. SUBMISSION OF APPLICATIONS

Opening of the call of application: **November 15th 2018**
DEADLINE for submission: **November 26th at 12:00 am**
Submissions should be done through the university platform

3. SELECTION PROCEDURES

3.A. PRESELECTION BY THE HOME UNIVERSITY

The selection process done at the Home University will need to meet the criteria of transparency and equal opportunities for all applicants. The specific selection criteria will be clearly established and published either in the webpage, via facebook or through emails or by any other means used to spread and announce the call.

3.B. Criteria for drafting ranking lists

The Home University will provide a pre-selection of candidates according to the following criteria:

i) For Master and PhD students:

All information are found here:

Critères de sélection et de classement doctorants et étudiants.

ii) For academic staff:

All information are found here:

-Critères de sélection et de classement grades académiques

iii) For administrative staff:

All information are found here:

-Critères de sélection et de classement grades administratifs

IV. OBLIGATIONS OF THE SELECTED CANDIDATES

i) Students:

1. A Skype interview will be organized with the preselected students.
2. Once accepted by the host university students have to confirm their participations (48 hours after the announcement of the selection result).
3. Students have to sign their Learning Agreement (an e-mail with instructions will be sent to the selected students)

4. In case of cancellation, students should inform the home institution during the period of renounce (72 hours after the announcement of the selection result).
5. Students have to apply for the visa in their home country; Riga Technical University will send an acceptance letter in due time for this purpose.
6. Students have to assume their travel and settlement expenses by themselves and ensure they have enough money for this purpose before being paid by the host university
7. Students must have a travel insurance before leaving their home country.
8. Students have to organize their own accommodation. The accommodation office at the University of Istanbul will support students in the search of accommodation (shared students flats).
9. Students have to attend classes or do research as approved in the learning agreement or the research.
10. Students have to stay at the University of Riga at least 3 months to be considered an Erasmus + Student, otherwise they will have to return the full amount of the grant and the travel expenses.
11. By the end of their stay, students have to close their bank account in the host country.

ii) Academic/Administrative staff:

1. Once accepted by the host university the selected candidates have to ask for an acceptance letter within a period of 15 days.
2. The selected candidates have to sign the Teaching/Training Agreement.
3. The staff members have to apply for the visa in their home country; the Istanbul Technical University will send an acceptance letter in due time for this purpose.
4. The staff members have to assume their travel and settlement expenses by themselves and ensure they have enough money for this purpose before being paid by the host university
5. The staff members must have a travel insurance before leaving their home country.

4. V. Dissemination and diffusion

The sending University (Home University) will announce this call through its own web pages and also will spread the news about this call in the social network.

5. Calendar (very important dates):

Call for applications: **November 15th 2018**

End of application: **November 26th 2018**

i) Students:

Audition: **28th of November 2018**

6. During the mobility

i) Students

1. Grant agreement will be prepared by RTU Erasmus Office after getting the bank account.
2. Registration for a tax number (if any) would be made by the assistance of RTU Erasmus Office as soon as the students arrive to RTU.
3. Bank Account application would be made by the assistance of RTU Erasmus Office.
4. Confirmation of arrival would be prepared by RTU Erasmus Office.
5. **Change Learning Agreement:** If any changes needed when the student arrive to the host institution, the change should be done in **7 weeks** at last and signed by the parties in **two weeks**.
6. Description of the activity :
 - Activity Period has to be minimum 3 months (except for force-major) maximum 12 months.
 - Only full time students are funded. Full time students are expected to have 30 ECTS workload for each semester.
 - Full recognition has to be made by the home institution.
 - There should be no interruption other than force-major conditions. If a student leaves the country more than 7 days during exchange period, this break is counted as interruption and for this period would not be funded.
 - Beneficiary could participate to the programme total of 12 months in one cycle. However, there will be cut back on final score during evaluation of the selection process of the second application.
7. Payment of the grant would be made in two parts. **70% of the total grant (expected individual support+ travel support)** would be paid as soon as students open a bank account and make their grant agreement with RTU.
8. **30% of the total amount** would be paid just before the students return to their home country. Students are expected to visit Erasmus Office 15 days before their departure date. An online questionnaire would be sent to the students to be filled and submitted; about their Erasmus+ student exchange experience.
9. Approval of the questionnaire would be checked by the office and the last part of the grant would be paid afterwards. Students are supposed to attend to the courses and studies that they had registered for. Otherwise, %30 of the grant won't be paid!!
10. If the student leaves the institution before the expected departure date, the payment would be made accordingly.

ii) Staff:

1. Grant agreement will be prepared by RTU Erasmus Office after getting the bank account.
2. **VERY IMPORTANT:** To get a bank account, the staff should bring an official letter to prove that she/he works in USTO-MB. Additionally, the staff should bring a letter

from the hotel she/he stays *showing that she/he is staying in one particular address.(example: receipt from hotel that includes the address of the hotel)*

3. Confirmation of arrival would be prepared by RTU Erasmus Office.
4. If the staff member leaves the institution before the expected departure date, the payment would be made accordingly.

7. After mobility

i) Students

1. Students would deliver passport copy + boarding pass to USTO-MB Erasmus Office to be sent to RTU Erasmus Office scanned.
2. Students are responsible to deliver their transcript of records and learning agreements which is signed by all parties (if there is change learning agreement) to the related department for the recognition of the period they have spent in the host institution.

ii) Staff

1. Staff would deliver passport copy + boarding pass to USTO-MB Erasmus Office to be sent to RTU Erasmus Office scanned.
2. EU Survey (report by mobility tool) should be filled and submitted by the staff.

8. How to cancel/shorten/prolong your mobility

Cancellation: student should inform the home institution during the period of renounce (72 hours after the announcement of the selection result) and requests a letter signed by the student and the faculty/department coordinator at the home university.

Shorten/Prolong: students should first get confirmation from home institution, then from the host institution by email and request a letter of shorten/prolongation at least one month before the term of the mobility.

If the budget is enough for every single student expansion expenditure; students can prolong their mobility making a supplemental grant agreement.

9. KEY Information about host institution (RTU)

Web site: <https://www.rtu.lv/en>

Studies: <https://www.rtu.lv/en/studies/incomingexchange-studies>

Course list for incoming exchange students: <http://fsd.rtu.lv/course-list-20162017/?lang=en>

Visa: <https://www.rtu.lv/en/studies/incomingexchange-studies/immigration-and-visas>

10. Contact at home university:

Erasmus+ Office

Vice Rectorate of External Relations

9th floor of the administrative building

ustomobilites@gmail.com