

2017-2018 CALL FOR STUDENT exchange (Bachelor and Master) to The Riga Technical University RTU (Latvia) IN THE FRAME OF THE EUROPEAN PROGRAMME ERASMUS+ KA107

1. GENERAL INFORMATION

1.A. PURPOSE

The *Erasmus+ Mobility* offers students and staff the chance to spend a period of continuous study or teaching/training at the Riga Technical University (RTU) during the second semester of the 2017-2018 academic year.

1.B. QUOTAS

- 5 bachelor students will be nominated at home university
- 5 master students will be nominated at home university

NB : the 10 nominated students at home university will not be all approved by the RTU university

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 **750€ per month for students**.
- 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 Istanbul.

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 **Bachelor or Master**.
- Students have to be pre-selected by their home University in order to follow the application procedure.

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 + authorized translation in English). The translation must be done by an official translator.
5. Proof of registration of the students in their home university (original + authorized translation to English). The translation must be done by an official translator.
6. Good behavior certificate (original + authorized translation in English). The translation must be done by an official translator
7. Motivation Letter
8. Students preparing their final work must present a short version (**maximum 2 pages**) of the research proposal.

2.C. II.C. SUBMISSION OF APPLICATIONS

Opening of the call of application : **18th October 2017**

DEADLINE for submission: **08th November 2017 at 12:00 am**

Submissions should be sent to the following address: **erasmusplus.usto@gmail.com**
(candidates have to specify "RTU 2017/2018" in their email of applications)

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 Bachelor and Master :

1. Average grade.
2. The relevance of the proposed research activities.
3. Language skills (speaking and writing exams).
4. Motivation
5. If there are previous activities, total period should be 12 months maximum within a study cycle
6. Previous beneficiaries get -1 point
7. Any other elements indicated by the student in the application (other learning experiences, ...).

Merit academic for Bachelor and Master students (max. 5 points)	
Average mark	Point
<10.5-≤11	1 pt
<11-≤12	2 pt
<12-≤13	3 pt
<13-≤14	4 pt
14<	5 pt
Motivation (max. 2 points)	
Motivation Letter	1 pt
Audition	1 pt
Language competence (max. 3 points)	
Written expression	1.5 pt
Oral expression	1.5 pt

IV. OBLIGATIONS OF THE SELECTED CANDIDATES

i) Students:

1. Once accepted by the host university students have to confirm their participations (48 hours after the announcement of the selection result).

2. Students have to sign their Learning Agreement (an e-mail with instructions will be sent to the selected students).
3. In the event of cancellation, students should inform the home institution during the period of renounce (48 hours after the announcement of the selection result). If they don't, 2 points will be reduced for their probable future applications.
4. Students have to apply for the visa ; the Riga Technical University will send an acceptance letter in due time for this purpose.
5. 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
6. Students must have a travel insurance before leaving their home country.
7. 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).
8. Students have to attend classes or do research as approved in the learning agreement or the research.
9. Students have to stay at the University of Istanbul 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.
10. By the end of their stay, students have to close their bank account in the host country.

4. Spread of Information

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:

Deadline of applications: **08th of November 2017**

Selection results and waiting list : **15st of December 2017**

j) Students:

Audition: **29th of October 2017**

Registration period: **first week of February 2018**

Beginning of courses: **second week of February 2018**

6. During the mobility

j) Students

1. Grant agreement will be prepared by RTU Erasmus Office after getting the bank account.

2. Registration 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 :
 - 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.

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.

8. How to cancel

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 . If they don't, 2 points will be reduced for their probable future applications. The grant will re-allocate to student in waiting list.

9. KEY Information about host institution (RTU)

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

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

Bachelor studies: <http://fsd.rtu.lv/studies/bachelors-studies/>

Master studies : <http://fsd.rtu.lv/masters-studies/?lang=en>

10. Contact at home university :

Erasmus+ Office

Vice Rectorate of External Relations

9th floor of the administrative building

erasmusplus.usto@gmail.com