

As amended:

Amendments approved at the Senate meeting of 28 May 2014, Minutes No 4
Amendments approved at the Senate meeting of 24 October 2018, Minutes No. 8
Amendments approved at the Senate meeting of 26 January 2022, Minutes No. 2

REGULATIONS ON STUDY ABROAD WITHIN *ERASMUS+* AND *NORDPLUS* PROGRAMMES

1. General provisions

1.1. These Regulations provide:

1.1.1. the procedure for students of Jāzeps Vītols Latvian Academy of Music (hereinafter referred to as JVLAM) to apply for studies and internships at a foreign higher education institution within the *Erasmus+* and *Nordplus* exchange programmes;

1.1.2. the criteria for selecting students to be sent abroad to study within the *Erasmus+* and *Nordplus* exchange programmes;

1.1.3. the procedure for recognising the study period and recognising credits acquired at the foreign higher education institution for students under the *Erasmus+* and *Nordplus* exchange programmes.

1.2. The evaluation and selection of applicants for study at foreign universities is carried out by the department of the relevant specialisation and/or profile and by the Rector, with the participation of the head of the relevant Department.

(As amended and approved by a decision of the Senate at its meeting of 24 October 2018, Minutes No. 8.)

1.3. The duration of the studies can be up to 12 months per academic year and must not be less than 2 months, according to the *Erasmus+* guidelines. Short-term study mobility (5 to 30 days) with a mandatory virtual component is also possible. The *Nordplus* programme allows shorter periods of study (*express* mobility) during specific intensive projects. The study period cannot be extended for students in the 7th semester of Bachelor's studies and students in the 3rd semester of Master's studies.

(As amended and approved by a decision of the Senate at its meeting of 28 May 2014, Minutes No 4)

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)

1.4. One student can exercise Erasmus+ mobility **for a total of 12 months per study cycle.**

(As amended and approved by a decision of the Senate at its meeting of 28 May 2014, Minutes No 4)

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)

1.5. Study **practice placements** abroad are supported in all cycle programmes. Study practice placement period - **2 to 12 months**, including **within one year after graduation**. This activity also includes assistantships for young teachers.

(As amended and approved by a decision of the Senate at its meeting of 28 May 2014, Minutes No 4)

1.6. During the *Erasmus* and *Nordplus* exchange programmes, students retain any government scholarship or loan they may have received.

(As amended and approved by a decision of the Senate at its meeting of 25 January 2012, Minutes No

1)

- 1.7. If a student is studying for a fee at JVLAM during the *Erasmus* exchange programme or *Nordplus* exchange programme study period abroad, they are not exempt from the fees for their studies at JVLAM.

(As amended and approved by a decision of the Senate at its meeting of 25 January 2012, Minutes No 1)

- 1.8. *Erasmus* students receive a grant covering travel and subsistence expenses, including insurance. This scholarship is paid by the JVLAM. The maximum amount of the scholarship from the European Commission funding in the respective country is determined by the European Commission and the NEAA, while the amount of the Latvian state budget co-financing for the students of the JVLAM who go to study abroad is determined by the JVLAM based on the number of students and the allocated funding.

(As amended and approved by a decision of the Senate at its meeting of 28 May 2014, Minutes No 4)

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No

2)

- 1.9. Before going abroad for study/internship, each student receives a study/internship funding agreement, which specifies the place of study, the duration and the amount of the scholarship awarded.

(As amended and approved by a decision of the Senate at its meeting of 25 January 2012, Minutes No 1)

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)

2. Application procedure

- 2.1. The Foreign Affairs Unit informs about study opportunities at partner universities abroad under the *Erasmus* and *Nordplus* programmes, and sets deadlines for applications in accordance with the requirements of the foreign universities.

- 2.2. Applicants apply to study at partner universities abroad after familiarising themselves with the study programmes and study courses offered and after discussions with the JVLAM staff member responsible for coordinating Erasmus-related matters and with their teacher. Students are required to familiarise themselves with the study programmes and study courses offered at the partner universities abroad independently, in consultation with the JVLAM staff member who is responsible for coordinating Erasmus-related matters.

(As amended and approved by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)

- 2.3. Applicants applying to study abroad under the *Erasmus* exchange programme or the *Nordplus* exchange programme must submit their application to the Foreign Relations Unit by 15 December of each academic year.

(As amended and approved by a decision of the Senate at its meeting of 25 January 2012, Minutes No 1)

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)

- 2.4. The Foreign Relations Unit shall examine the applicants' applications in relation to the criteria set out in Paragraph 3 of these Regulations and shall provide information to the Chair of the specialisation and/or profile course.

(As amended and approved by a decision of the Senate at its meeting of 25 January 2012, Minutes No

- 1)
- 2.5. The Chair of the specialisation and/or profile course shall assess the applications of the applicants according to the criteria set out in Paragraph 3 of these Regulations and shall draw up a decision report.
- (As amended and approved by a decision of the Senate at its meeting of 25 January 2012, Minutes No 1)*
- 2.6. The decisions of the Chairs are approved by the Rector together with the Head of the relevant Department.
- (As amended and approved by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)*
(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)
- 2.7. The Foreign Relations Unit informs students of the Rector's decision and provides information on the deadlines for sending the application, documents and audio/video recordings to partner universities abroad as part of the *Erasmus* and *Nordplus* programmes.
- (As amended and approved by a decision of the Senate at its meeting of 25 January 2012, Minutes No 1)*
(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)

3. Applicant selection criteria

- 3.1. Full-time students who have successfully completed the first year of their studies and who are enrolled in a state-funded or a fee-paying study programme can apply to study at partner universities abroad. One may apply for a traineeship within one year of graduation in the spring of one's final year.
- (As amended and approved by a decision of the Senate at its meeting of 28 May 2014, Minutes No 4)*
- 3.2. Applicants must have a good knowledge of English or German or French at least at B2 level.
- (As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)*
- 3.3. The selection of applicants is based on:
- 3.3.1. professional and artistic performance in the specialisation - their latest grade in the specialisation must not be lower than 8 /very good/;
- (As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)*
- 3.3.2. the student's overall academic performance;
- (As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)*
- 3.3.3. activity in attending masterclasses at the JVLAM;
- (As amended and approved by a decision of the Senate at its meeting of 25 January 2012, Minutes No 1)*
- 3.3.4. motivation for studying;
- 3.3.5. discipline;
- 3.3.6. knowledge of a foreign language.
- 3.4. The selection of applicants is based on the principle of equal opportunities between women and men.

4. Coordination of the study programme abroad

- 4.1. Before going to study abroad:
- 4.1.1. An online application to study at a foreign university is prepared via the *EASY*

DreamApply online portal, having first consulted the courses offered by the respective university, and coordinated with the JVLAM staff member responsible for coordinating Erasmus-related matters and with the Head of Department. In the process of study programme approval, the conformity of the relevant study programme with the study programme of the JVLAM must be observed, and duplication of previously acquired study courses is not allowed. Respecting the professional interests of the students, the study content may include study courses which are not included in the study programme of the JVLAM.

(As amended and approved by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)

4.1.1.1. Deleted.

(As amended and approved by a decision of the Senate at its meeting of 25 January 2012, Minutes No 1)

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)

4.1.2. After agreeing on the study programme, the student completes the *Learning Agreement* section of the *EASY DreamApply* online portal, entering the required courses and the number of credits to be taken;

(As amended and approved by a decision of the Senate at its meeting of 25 January 2012, Minutes No 1)

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)

4.1.2.¹ If the student's application for an Erasmus study period is accepted, the foreign university sends a written confirmation letter stating the deadlines for the study period.

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)

4.1.2.² On the basis of these confirmation letters, the JVLAM staff member responsible for coordinating Erasmus-related matters draws up a list of departing students, and sends it to the heads of units and departments/classes and to the unit registrar of the Directorate for Study Programmes. The unit registrar of the Directorate for Study Programmes prepares a Study Abroad Ordinance for all departing students, which constitutes a legal basis for the student's absence.

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)

4.1.3. paragraph deleted;

(As amended and approved by a decision of the Senate at its meeting of 25 January 2012, Minutes No 1)

4.1.4. Upon arrival at the foreign university, the student has one month to update the Learning Agreement - courses to be taken, amount of credits to be awarded - and inform the staff member responsible for coordinating Erasmus-related matters, as well as make the relevant changes in the *Learning Agreement* section of the *EASY DreamApply* portal. Based on the information provided by the JVLAM staff member responsible for coordinating Erasmus-related matters, the departmental clerk of the Directorate for Study Programmes prepares an Order for each departing student, stating:

1) the duration of the student's studies at the partner university,

2) the study courses to be acquired at the partner university, the number of

ECTS credits,

- 3) study courses included in the study plan of the JVLAM, which will be replaced by study courses at the host university,

(As amended and approved by a decision of the Senate at its meeting of 28 May 2014, Minutes No 4)

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)

- 4) those courses which are not included in the agreement but which the student is required to take in the semester or other period specified in the order. Courses that are not included in the agreement, but which the student is required to study in the current or next semester, are studied by the student in cooperation with the JVLAM lecturer in the form of *e-studies* and independent work.

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)

4.1.5. Deleted

(As amended and approved by a decision of the Senate at its meeting of 25 January 2012, Minutes No 1)

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No 2)

- 4.2. The learning agreement may be supplemented or modified by a tripartite agreement between the student's host partner university / JVLAM / student.

5. Credit transfer and recognition of the study period

- 5.1. After returning from the study exchange programme, the student shall submit to the unit registrar of the Directorate for Study Programmes a transcript of the results of the study courses specified in the agreement (ECTS transcript with the acquired credit points and the competence assessment of the study courses according to the foreign higher education institution's assessment form and criteria) issued by the host institution.

(As amended and approved by a decision of the Senate at its meeting of 24 October 2018, Minutes No

8)

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No

2)

- 5.2. The registrar of the relevant department, in cooperation with the heads of the departments of the relevant courses of study, shall ensure the continuation and implementation of the credit transfer process.

(As amended and approved by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)

- 5.3. A positively evaluated period of study at a foreign higher education institution may not affect the duration of study for the degree or diploma at JVLAM.

- 5.4. An exchange student whose study period at a foreign higher education institution is longer than 6 months shall acquire study missed courses of the previous and following semesters at the JVLAM according to an individual plan upon their return, in accordance with the order set out in Paragraph 4.1.4.

(As amended and approved by a decision of the Senate at its meeting of 25 January 2012, Minutes No 1)

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No

2)

- 5.5. If the total number of credits acquired during one academic year is insufficient, the student may, with the permission of the Vice-Rector for Academic Affairs, study in the following academic period, acquiring the required course content according to an individual plan, in accordance with the order laid down in Paragraph 4.1.4.

(As amended and approved by a decision of the Senate at its meeting of 25 January 2012, Minutes

No 1)

(As amended and approved by a decision of the Senate at its meeting of 26 January 2022, Minutes No

2)

5.6. According to the credit transfer and accumulation system established by the European Union (<http://ec.europa.eu>), a student shall be credited by the JVLAM with a study period at a foreign higher education institution if the student has received the credits for the study courses specified in the agreement or has obtained a positive grade in all study courses specified in the agreement. The completion of a course of study may be assessed by means of credit or other examinations, using a *pass* mark or a grading scale as follows:

Comparison of the assessment of student competences in Latvia with the ECTS				
Approximate grade	ECTS	LV mark (points)	Clarification	Level of acquirement
A		10	with distinction	very high
A		9	excellent	
B		8	very good	high
C		7	good	
D		6	almost good	average
E		5	satisfactory	
E/FX		4	almost satisfactory	

5.7. If the type of examination or the number of credits in the course of study at the host partner's higher education institution differs from the one stipulated in the JVLAM study plans, the JVLAM shall take into account the assessment of the course of study at the partner's higher education institution.

5.8. If the type of the examination for the course of study at the host partner's higher education institution is a credit examination, but the study plans of the JVLAM provide for an examination in the analogous course of study, the student has the right to apply to the JVLAM for a differentiated assessment of the examination for the course of study. In such cases, the examination shall be organised within two weeks of the student's resumption of studies at the JVLAM.

5.9. In the scholarship competition, exchange students' grades for the semester preceding the exchange are taken into account when assessing their academic performance.

5.10. If the student has taken additional study courses at the partner university which are not included in the main agreement and has received a positive evaluation as well as appropriate credit points, such study courses shall be credited the JVLAM in the elective part of the study courses or as additional credit points acquired outside the study programme, which shall be reflected in the Study Card and Diploma Supplement, indicating the study courses, the university where the study courses were taken, the credit points acquired and the evaluation.

5.11. The period of study in the exchange programme and the study courses taken therein shall be recorded by the department registrars on the student's Progress Sheet, Study Card and Diploma Supplement.

(As amended and approved by a decision of the Senate at its meeting of 24 October 2018, Minutes No 8)