

Call for Applications for RGSL Alumni ERASMUS+ INTERNSHIP MOBILITY grants

Information about conditions and requirements

Alumni internship Call is open for RGSL **Bachelor and Masters** students who are preparing to graduate in June 2025.

The deadline for internship grant applications: **22 May 2025** (inclusive).

Duration: ERASMUS+ funding can be granted to support internship-work placement of duration from the required minimum 2 full calendar months up to 6 months, but limitations may apply¹.

General Requirements for Internship:

- ✓ Alumni themselves are **responsible for finding host institution**. (It is recommended to start as early as possible in Spring semester to search and apply by sending CVs and motivation letters, getting interviews). *Erasmus coordinator can share the experience of previous years' alumni interns.*
- ✓ The internship **must be full-time** and **cannot be combined simultaneously with the next stage full-time academic studies** (Masters or Doctoral studies). If further studies are being planned, a 2-months (full 60 days) summer internship could be implemented, for example, in July-August 2025.
- ✓ The internship cannot be divided – it must be in **one host company only** and duration cannot be split in several shorter periods.
- ✓ The internship must involve work placement tasks in the **field of student's respective study programme** (for example, in law firms, company legal, business development, finance departments, Embassies etc.)
- ✓ Alumni Internship must be carried out and finished **within one year** of graduation, after formal ex-matriculation².

Host Institutions:

- ✚ The host institution must be **located in the country** outside Latvia - so called "**Erasmus Programme Country**" – please refer to a table of countries listed with respective financial grants in separate document "Erasmus Financial Grants".
- ✚ **NOT ELIGIBLE** the following types of organisations not permitted as host institutions for Erasmus funded placements: **EU institutions and other EU bodies including specialised agencies**, *their exhaustive list is available on the website http://europa.eu/european-union/about-eu/institutions-bodies_en and also organisations managing EU programmes (in order to avoid a possible conflict of interests and/or double funding);*

¹Availability of Erasmus funding for RGSL students and interns will be known by June 2025.

² For example: a student successfully defends Thesis on 30 May 2025, and is ex-matriculated in LAIS records on 5 June 2025 - the "countdown time" of one year after graduation ends on 4 June 2026 (at the latest by this date internship must be completed).

- ✚ The receiving host organisation can be any public or private institution active in the labour market, or in the fields of education, training and youth, e.g. public or private, small, medium or large enterprise, including social enterprises, a public body at local, regional or national level, a social partner, a research institute, a foundation etc. Embassies are also eligible to host Erasmus funded trainees.

Selection criteria at RGSL:

1. Applicants must have good academic standing without any academic or financial debt to RGSL.
2. Thesis submission and defence in time will be a pre-condition for final approval of Alumni internships.
3. No disciplinary sanctions within the past 6 months.
4. The student must submit by the **deadline 22 May** filled out and **signed with regular-physical signature** / scanned **application form**, including:
 - (a) **motivation statement**,
 - (b) obligatory requirement **indication of confirmed internship host institution (acceptance letter)**, or, at least, a detailed description of the **student's action steps in arranging** of work placement,
5. **Priority** will be given to applicants with confirmed internship host organization placement.
6. If student has previously participated in Erasmus studies or Erasmus internships, the total duration of all mobilities counting together, including this alumni internship plan, cannot exceed 12 months during the same study cycle (bachelor or masters).

Application and results:

- Completed application form (please see separate Application form template) must be signed with regular-physical signature, scanned in good quality and submitted by e-mail to Erasmus coordinator ulla@rgsl.edu.lv no later than 22 May 2025 (inclusive).
- RGSL Erasmus Selection Committee for student mobility will review applications as soon as possible but no later than within 2 weeks after the applications' deadline. Students will be informed about the results individually by e-mail.

- After positive decision, approved applicants will receive guidance from Erasmus coordinator on the next steps, how to prepare documentation, acceptance and host data forms, Erasmus Learning Agreement for Traineeship, and financial grant agreement.
- Funding is calculated according to host country rate – check the table of countries and rates in separate document “Erasmus Financial Grants”.
- Students with **fewer opportunities** (such as refugees, or single parents, or with socio-economic disadvantages, etc.) are entitled to additional financial support.
- Students who use **“green travel” option** to and from host country are also entitled to special additional support. Detailed information about pre-mobility preparation will be given separately.

For questions, inquiries:

Ulla Zumente-Steele,

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Please contact to set up an online or in-person meeting for individual consultation