Luxemburg School of Business

Erasmus ID Code: LUXLUX-VIL08

COMPETITION FOR financial support for study exchange (SMS) WITHIN THE Erasmus+ program for the academic year 2022/23.

On the basis of the Erasmus+ bilateral agreements with foreign higher education institutions

Competition for financial support for study exchange (SMS) within the Erasmus+ program for the academic year 2022/2023.

The competition refers to the student residence of LSB students at a foreign partner institution with which Lsb has signed the Erasmus+ Collaboration and Student Exchange Agreement for the academic year 2022/2023.

The exchange may include a combination of study and professional practice. Study stay and professional practice can´t be performed simultaneously or one after another, and must not exceed a total duration of 12 months.

Erasmus+ students are exempt from paying tuition fees at foreign higher education institutions but are obliged to settle/pay Lsb's tuition fees. Students remain enrolled at Lsb for the entire duration of the student exchange, (this is not the case for a professional practice where a student may graduate during the exchange). During the mobility, students are obliged to continue paying the tuition at Lsb, ie to settle any debt to the institution prior to the exchange.

Erasmus+ exchange may take a minimum of 2 months and a maximum of 12 months. There are a variety of combinations of exchanges and practices, but together they must not exceed 12 months within the cycle of study.

1. Who can apply?

Regular and extraordinary students of LSB can submit to the competition.

The right to financial support for study mobility (exchange or / + practice) within the framework of the Erasmus+ program can be achieved in a total duration of 12 months during the entire duration of the study, regardless of the ratio between exchange and practice.

2. How long can a stay last?

Students report the number of months of study enrollment required by the Erasmus+ contract with a foreign university for which they wish to apply. Study stay can last for at least 2 months and up to 12 months.

3. How much is the monthly financial grant?

The monthly Erasmus+ financial support for student exchange in Europe during the academic year **2022/2023** is **540, 490,** or**700 Euro** per month, depending on the selected program country for exchange (groups of countries 1-3) or the selected partner countries (regions 1-14).

The number of grants awarded by LSB to student mobility depends on the number of months reported as well as on the availability of funds. One semester (4 months of support) and two semesters (8 months of support)

Students can´t receive this financial support if they are receiving at the same time any other sort of EU funds at the same time. The national or local scholarships that the student receives are not considered double funding.

Students without travel support based on distance band calculation have a green travel allowance: an additional EUR 50 and up to 4 additional travel days can be financed (total for the return trip)

Students who apply and meet all the terms of the competition and do not enter the circle of students who receive financial support can go to the exchange at their own expense. The same rules apply to them as well as Erasmus+ support students. This means that Erasmus+ students without financial grants (zero-grant students) can't, in the future, compete for Erasmus+ financial support within the same academic cycle if they have already used their 12 months of mobility.

Students with fewer opportunities and disabilities have the right to receive an increased amount of financial support depending on the degree of disability. It is also necessary to enclose with the application a certificate from the authorized institution showing the degree of disability (detailed instructions will be published with the results of the competition). The same applies to students with lower social and economic status (more specifically on the Mobility Agency website).

4. Criteria for Selecting candidates

The first criteria for student selection will be the overall grade rating so far. For graduate students (master) the level of the overall average makes all grades of graduate level, if they are applying before getting to finish the first semester of studies, the GPA that will be considered is the one getting in the bachelor program. The advantage is given to students with a better average.

In the case of an equal academic process, priority is given to the students with fewer opportunities.

The minimum average required is 3.5 (total or at least in the last semester). All students who meet the first criteria (overall grade rating) take precedence over those who meet only the second criteria, ie an average of 3.5 or more only in the last semester before the exchange.

The selection of candidates is carried out by the Commission for selection at the level of higher education institution appointed by the Dean, in accordance with the available resources.

5. Application process

Students must fill in, sign, and submit an application form to Lsb International Office. In case the funds are not used, the competition remains open.

All required documentation should be submitted electronically to: **lydia.bier@luxsb.lu**

Within a maximum of one week, you will receive a confirmation of receipt.

6. The application must enclose:

a) Application form (on the International Office website)

b) Copy/scan of ID card for applying within the EU and copy/scan passport (both sides)

c) Copy/scan of the EU insurance card for applying within the EU or copy of a private insurance health insurance policy covering mobility period (must cover at least till 30000 €) for the applications outside the EU.

d) Transcript of the passed exams and assessment of the achieved ECTS credits certified by the Student Service.

e) Copy of the bank account (gyro account, with the confirmation that the student is the owner of that account).

f) Filled IBAN table (in excel format)

For students with disabilities - with all the above-mentioned and a certificate from an authorized institution showing the degree of disability. Similarly, for students with lower socio-economic opportunities. More information is on the Mobility Agency website.

7. Publication of the results of the competition

results will be published one week after the closing date for the competition on the website of the International Office and on the notice board on the premises of the LSB according to the Agency's Mobility Agency and EU programs on the number of approved places or months for study stay.

Selected students must follow the regulations given in the International Mobility Ordinance for the period of time and in return for mobility: 2022./2023.

By signing up for the contest, candidates agree to publish their names on the list.

8. Appeal procedure

An appeal to the legal service of LSB may be filed against the decision on the selection of candidates within 8 days of the announcement of the results of the competition. The appeal shall be submitted in writing. The Commission shall decide on the appeal.

All the personal data of the candidates given in the application as well as in the process that follows the application will be processed for the purpose of carrying out the relevant tender, including evaluation of submitted applications. The results of the competition are publicly announced in order to raise the transparency of the procedure itself. The basis for the processing of personal data is the application of the applicant - processing of personal data is necessary for taking the actions preceding the conclusion of the contract as well as for the possible subsequent conclusions of the contract. The European Commission is the head of personal data processing in the part where processing is carried out for the Erasmus + program. More information on the processing can be found at http://ec.europa.eu/programmes/erasmus-plus/specific-privacy-statement_en. "

Luxembourg, 03.05. 2022.

International Office LSB