

## Procedure for Implementing Exchange Programmes at Rīga Stradiņš University

Issued pursuant to  
Section 15<sup>1</sup>(3)(c)  
of the Law on Higher Education  
Institutions

### I General Provisions

- 1.1. Procedure for Implementing Exchange Programmes (hereinafter referred to as the Procedure) at Rīga Stradiņš University (hereinafter referred to as the University) establishes the procedure:
  - 1.1.1. for students of the University to apply for studies or placement abroad within the framework of exchange programmes;
  - 1.1.2. for employees of the University to apply for participation in exchange programmes;
  - 1.1.3. for the selection of students and employees of the University and the allocation of individual financial support;
  - 1.1.4. for providing study or placement process at the University for students of foreign partner universities (hereinafter referred to as visiting students);
  - 1.1.5. for providing inbound mobility for employees and teaching staff of foreign partner universities at the University;
  - 1.1.6. for recognition of the period of studies or placement for students of the University under exchange programmes and crediting of credit points acquired at the foreign partner university or placement institution.
- 1.2. Terms and abbreviations used for the purposes of this document:
  - 1.2.1. **Exchange programme** – participation of students and academic staff in the academic process at a foreign partner university, student placement at a foreign company or organisation (institution), participation of general staff in an experience exchange process at a partner university or foreign institution within an international (e.g. European Union programme in the fields of education, training, youth and sport *Erasmus+*), transnational, intergovernmental or individual foreign inter-university (inter-institutional) exchange programme or cooperation programme in accordance with an agreement concluded by the University;
  - 1.2.2. **Employee** – a member of the academic and administrative staff of the University;
  - 1.2.3. **Partner university** – a foreign higher education institution with which the University has concluded a cooperation agreement to organise mobility within the framework of an exchange programme;
  - 1.2.4. **Partner institution** – a foreign institution (other than a higher education institution) with which the University has concluded a cooperation agreement to organise mobility within the framework of an exchange programme;

- 1.2.5. **Placement institution** – an institution abroad where a student of the University is undergoing a placement (on-the-job training, clinical training) in accordance with a signed placement training (mobility) agreement and programme;
- 1.2.6. **SIS** – Student Information System;
- 1.2.7. **AAD** – Academic Affairs Department;
- 1.2.8. **SS** – Student Services;
- 1.2.9. **ID** – International Department;
- 1.2.10. **Erasmus+ Institutional Coordinator at the University** – person responsible for the implementation of *Erasmus+* exchange programme projects at the University;
- 1.2.11. **Student** – a student of any programme and level of studies at the University;
- 1.2.12. **Host institution** – the institution abroad to which the University employee is travelling for teaching or experience exchange activities;
- 1.2.13. **Visiting student** – a student of a foreign partner university at the University within an exchange programme.

## **II First-Round Selection Criteria for University Student Participation in Exchange Programmes**

- 2.1. Students of all study levels at the University who meet the following selection criteria can apply for participation in an exchange programme:
  - 2.1.1. an active student who is not on academic leave at the time of application and is not scheduled to be on academic leave during the participation in the exchange programme;
  - 2.1.2. the student has not been subject to disciplinary sanctions within the framework of the study programme;
  - 2.1.3. the student has positive assessments, the weighted average assessment in the current and previous year of studies (if the student is in at least the second year of studies) is not lower than 7 points;
  - 2.1.4. the student has completed at least the first semester of studies and has settled all academic and financial obligations with the University;
  - 2.1.5. the student's planned mobility does not take place in the final year (final semester);
  - 2.1.6. The Faculty Council or the Department Council (hereinafter referred to as the Faculty Council) may set other requirements as to which years of studies (semesters) are eligible for participation in exchange programmes. The Faculty shall communicate the decision of the Council to the *Erasmus+* Institutional Coordinator at the University.

## **III Application, Selection and Individual Financial Support Procedures for University Students**

- 3.1. Following the University Rector's decree, the ID announces applications for study and placement exchange programmes through the University's information distribution channels (website, MyRSU) and by sending information to the faculties electronically. The deadline for applications for an exchange programme during the following academic year is set once per calendar year from January to February. In cases where additional funding is granted or an opportunity arises to implement additional exchange programme activities, the ID may set additional application deadlines.

- 3.2. The ID collects the applications submitted by the students and submits the lists of exchange programme candidates (hereinafter referred to as candidates) to the faculties within one week after the end of the application period. The person responsible for student affairs at the faculty, department or AAD (hereinafter collectively referred to as the responsible person of the faculty) evaluates the students on the list of candidates according to the criteria set out in Section II of the Procedure and sends the information gathered to the ID.
- 3.3. Within two weeks of receiving the information from the responsible person of the faculty, the ID prepares the lists of candidates from each faculty for the second round of selection, agrees upon the time of the interviews with the members of the Exchange Programme Candidate Selection Committee (hereinafter referred to as the Selection Committee) and informs the candidates about the time of the interviews. The ID sends a refusal for further participation in the exchange programme with specified reasons to candidates who do not meet the criteria defined in Section II.
- 3.4. Opinion on the student's participation in the exchange programme and the granting or refusal of individual financial support is provided by the Selection Committee. Selection Committees are established by the Rector's decree and consist of at least four members, including the head of the study programme group or the study programme director (hereinafter jointly referred to as the study programme director), ID employee working with exchange programmes and representatives of the University's Student Union (including the International Student Association (ISA)) and language experts, as well as other faculty representatives as proposed by the faculty. The Selection Committee have a quorum if at least half of its members, including the ID employee, take part in the decision.
- 3.5. In the second round of selection, the Selection Committee interviews the candidate in a competitive procedure. The candidate's rating on a 10-point scale, rounded up to two decimal places, is determined by the following criteria:
  - 3.5.1. academic results – 50% of the total assessment;
  - 3.5.2. knowledge of the foreign language – 25% of the total assessment;
  - 3.5.3. motivation, social activity – 25% of the total assessment;
  - 3.5.4. other criteria established for the exchange programme.
- 3.6. Candidates are ranked according to the interview results by the University's *Erasmus+* Institutional Coordinator and the ID Project Manager for International Exchange Programmes, who is approved by the Chair of the relevant Selection Committee.
- 3.7. In case of the same assessment, preference is given to students of senior years of studies or to the candidate with a higher average weighted grade.
- 3.8. The ID announces the results of the competition to candidates, study programme directors and deans by email no later than two months after the deadline for submitting applications.
- 3.9. The candidate may appeal against the refusal of the Selection Committee to participate in the exchange programme to the Rector of the University in accordance with the procedure established by laws and regulations.
- 3.10. Until the beginning of the participation in the exchange programme, the Selection Committee can cancel its opinion on the mobility of the exchange programme and the granting of individual financial support, if it finds that the candidate:
  - 3.10.1. no longer meets the selection criteria defined in Section II of the Procedure;

- 3.10.2. has not concluded the agreements provided for in the Procedure within the specified period and procedure or has not fulfilled other requirements of the exchange programme.
- 3.11. If a candidate declines or loses the right to participate in the exchange programme, the next candidate according to the approved ranking (list of reserve candidates) becomes eligible for the exchange programme or individual financial support.
- 3.12. The maximum amount, rates and other conditions of the student's individual financial support are determined by the Rector's decree, taking into account the financial conditions of the exchange programme concerned (including, where applicable, the co-financing granted) and the maximum rates set for each funding year by the institution (in Latvia or abroad) responsible for the exchange programme.
- 3.13. If the student fails to comply with the requirements of the exchange programme, including termination of participation in the exchange programme at the request of the partner university or partner institution, the student is obliged to reimburse all or part of the individual financial support granted, concluding an agreement on this with the University. The financial support debt to be repaid is comparable to the tuition fee debt. The student does not have to repay the individual financial support if the non-fulfilment of the exchange programme requirements is due to force majeure or other circumstances beyond the student's direct control.

#### **IV Procedures for Planning, Academic Recognition and Crediting of Study Results of Study Courses or Placement Programmes to Be Completed in the University's Student Exchange Programme**

- 4.1 During an exchange programme, the student's individual study plan or placement programme abroad within the framework of the exchange programme (hereinafter referred to as the individual study plan or placement programme) is agreed with the relevant foreign institution and the director of the relevant study programme and/or the dean of the faculty and/or the head of the specialty before going on mobility.
- 4.2 The student's individual study plan or placement programme ensures, as far as possible, that the content of the planned studies or practical training is relevant to the particular stage of the University's study programme. If it is not possible to ensure such full compliance, the study programme director and/or the dean of the faculty and/or the head of specialty plans the student's further studies at the University upon return from the exchange programme according to an individual study plan. The student:
- 4.2.1 sends the relevant documents to the foreign partner university or placement institution, following the partner university's or placement institution's conditions regarding the application procedure (documents, dates, etc.);
- 4.2.2 submits to the ID not later than one month before the start of the planned exchange a tripartite study or placement mobility agreement concluded between the University, the foreign partner university or placement institution and the student within the framework of the exchange programme (hereinafter referred to as the study or placement mobility agreement), which includes the student's individual study plan or placement programme, as well as a letter of approval from the foreign partner university or placement institution for participation in the exchange programme.
- 4.3 Based on the mobility documents submitted by the student, the ID prepares an agreement between the University and the student on individual financial support for studies or placement within the exchange programme and a decree from the relevant Vice-Rector on the student's participation in the exchange programme. The student signs the

agreement within the time limit set by the ID – even if the student is going on an exchange programme without receiving individual financial support.

- 4.4 If, upon arrival at the foreign partner university or partner institution, it is established that the student's individual study plan or placement programme cannot be implemented in whole or in part, the student immediately informs the University coordinator and, in consultation with the coordinator of the partner university or partner institution abroad and the University study programme director or head of specialty, prepares amendments to the study or placement mobility agreement with a revised list of courses or placement programme to be completed.
- 4.5 Upon arrival at the foreign partner university or placement institution, the student complies with its study organisation procedures, other internal regulations and the instructions of the coordinator.
- 4.6 Upon a reasoned request from the University coordinator (in particular in the context of information provided by the coordinator of the foreign partner university or partner institution about the student's exclusion), the student is obliged to immediately terminate their participation in the exchange programme and return to the University.
- 4.7 After returning from studies or placement abroad:
  - 4.7.1 within a month the student submits to the ID the transcript of achievements or placement evaluation of the foreign partner university or partner institution and confirmation of the duration of the mobility period;
  - 4.7.2 based on the documents submitted by the student, the ID prepares a draft confirmation of academic recognition (on the comparison of the scope and assessment of the study courses or placement abroad with the scale and basic forms of assessment of learning outcomes used at the University) and sends it to the responsible person of the faculty concerned;
  - 4.7.3 the dean of the faculty and/or the study programme director and/or the head of the specialty compares the confirmation of academic recognition with the terms of the study or placement mobility agreement, clarifies it as necessary, signs it and provides a copy thereof to the ID. The information on the exchange programme period, the study courses completed within the framework of the programme, the placement programme and the assessments included in the academic recognition confirmation is entered in the student's academic certificate or diploma supplement, as appropriate, in accordance with the University's internal regulations;
  - 4.7.4 all documents submitted by the student are added to the exchange student's personal file.
- 4.8 If the student has not completed the scope of studies provided for in the individual study plan or placement programme, the uncompleted amount constitutes an academic failure for the student. The volume of academic failure and the additional courses to be taken are determined by the study programme director or the head of specialty.
- 4.9 The University credits all the study courses or placement topics that are specified in the study or placement mobility agreement and amendments thereto and for which the student has obtained a successful assessment at the foreign partner university or partner institution. Study courses or placement topics completed are credited without additional examinations or other proof of knowledge acquired in substitution for study courses of the University study programme.
- 4.10 If the content of the student's individual study plan or placement programme within the framework of an exchange programme differs significantly from the overall plan of the

University's study programme for the relevant stage of studies, the student's further studies at the University are organised in accordance with an individual study plan.

- 4.11 The student is obliged to provide the ID with all information related to the exchange programme (in the *Erasmus+* programme project – in the *Mobility Tool/Beneficiary Module* online system) within the set deadlines.
- 4.12 Recognition and subsequent equivalence of study courses or placement completed as part of an exchange programme is ensured at no additional cost to the student.

## **V Application, Selection and Individual Financial Support Procedures for University Employees**

- 5.1 The task of University employees is to promote the recognition of the University abroad, to promote internationalisation and international cooperation in the fields of teaching and exchange of experience.
- 5.2 The ID announces applications for exchange programmes. The deadline for submitting applications and the programme rules are announced by the ID once at the beginning of the academic year. University employees fill in the application form within the deadlines set by the ID. If there are insufficient applications or if a candidate withdraws, the ID may announce an additional application procedure.
- 5.3 The ID Director and the *Erasmus+* Institutional Coordinator at the University assess the compliance of the employees' applications with the rules and objectives of the programme and competitively select the most suitable candidates according to the following criteria in order of priority:
  - 5.3.1 employees who participate in an exchange programme for the first time in the last five years;
  - 5.3.2 employees who demonstrate a high level of motivation in their application to promote cooperation between the University and foreign partner universities or partner institutions.
- 5.4 If the number of applications supported exceeds the amount of funding available, following an assessment of the candidates against the criteria set out in this Section, the most suitable representatives of the academic staff are determined by the Dean of the candidate's faculty, and the most suitable representatives of the administrative staff are determined by the immediate superior at the candidate's department. Priority is given to the implementation of teaching visits.
- 5.5 The ID announces the results of the competition to candidates no later than within a month after the deadline for submitting applications. Together with the confirmation, the ID sends the candidate a draft staff experience mobility agreement or a draft teaching mobility agreement.
- 5.6 Mobility documents are endorsed by the heads of all structural units where the employee is employed (participates in projects). During the mobility period, the employee is sent on a business trip in accordance with the internal regulations of the University.
- 5.7 No later than one month before the start of the planned mobility, the employee submits a signed staff experience or teaching mobility agreement to the ID and the confirmation of the partner institution for the mobility period. On the basis of the documents submitted, the ID prepares a funding agreement for staff experience or teaching mobility for receiving individual financial support, signed by the employee and the Rector or their authorised person.

- 5.8 The maximum amount, rates and other conditions of the employee's individual financial support are determined by the Rector's decree, taking into account the financial conditions of the exchange programme concerned (including, where applicable, the co-financing granted) and the maximum rates set for each funding year by the institution (in Latvia or abroad) responsible for exchange programmes and funding.
- 5.9 Upon return, the employee submits reports to the ID within ten working days in accordance with the rules of the exchange programmes (for the *Erasmus+* programme project – in the *Mobility Tool/Beneficiary Module* online system).
- 5.10 Upon a reasoned request from the coordinator of the foreign partner university or partner institution or the University coordinator and on the basis of the decree of the relevant Vice-Rector, the employee is obliged to immediately terminate participation in the exchange programme and return to the University.
- 5.11 If the employee fails to complete the agreed plan during the mobility abroad, the relevant Vice-Rector decides on the full or partial repayment of the individual financial support granted. The participant does not have to repay the individual financial support in full or in part if the non-fulfilment of the plan is due to force majeure or other circumstances beyond their direct control.

## **VI Organising the Study Process for Incoming Exchange Students**

- 6.1. Students from partner universities who have been nominated by the partner university are eligible for studies or placement at the University within the framework of exchange programmes.
- 6.2. Faculty deans and study programme directors inform the ID about the study courses to be offered to exchange students of the partner universities and about the placement institutions (medical institutions) in accordance with the approved study programme plans for the given academic year, which meet the following criteria:
  - 6.2.1. the study courses or placement programme can be implemented over the semester of the given academic year;
  - 6.2.2. the study courses or placement programme can be implemented in English.
- 6.3. The faculty dean or the director of the study programme agrees with the ID upon the study courses or placement programme to be offered within the exchange programme for the following academic year by 1 May of each calendar year.
- 6.4. The *Erasmus+* Institutional Coordinator at the University collects information on the study courses offered and the information is posted in the International Cooperation section of the University's website.
- 6.5. Before the start of their studies or placement, incoming visiting student candidates submit electronically the electronic forms prepared by the University with their chosen University study course or placement plan to the *Erasmus+* Institutional Coordinator at the University by 20 July in the autumn semester and by 20 December in the spring semester. The study course or placement programme plans submitted by the visiting student candidates are approved by the *Erasmus+* Institutional Coordinator at the University.
- 6.6. The *Erasmus+* Institutional Coordinator at the University ensures the preparation, signing, registration and entry into the SIS of the personal data of visiting students of exchange programmes, as well as exchange-related decrees and agreements with exchange programme students with regard to their studies at the University.

- 6.7. The SS Student Information Specialist ensures the entry of visiting students' study plans and semester plans into the SIS, and the assignment of visiting students to study course groups according to their individual study plans.
- 6.8. The *Erasmus+* Institutional Coordinator at the University, in cooperation with the SS Student Information Specialist, informs exchange programme students about the lecture and class schedules during the orientation week.
- 6.9. Teaching staff provides study process for exchange programme students according to the planned study plans.
- 6.10. At the end of the study or placement exchange, the student requests a transcript of records on the University's MyRSU platform.

### **VII Admission of Foreign Academic and General Staff**

- 7.1. As part of the mobility programme, the University, in cooperation with partner universities and other institutions, hosts foreign academic and general staff.
- 7.2. The academic and general staff of the University or the structural unit of the University hosting the foreign academic or general staff agrees upon the mobility period and the work programme with the *Erasmus+* Institutional Coordinator at the University. In order to ensure the process of exchange programmes and the traceability of the University's internationality records, it is the responsibility of any structural unit of the University to inform the *Erasmus+* Institutional Coordinator at the University of the planned mobility activity.
- 7.3. At the end of the mobility, the *Erasmus+* Institutional Coordinator at the University, the host faculty or other structural unit prepares a confirmation on the mobility period and the activities carried out by the foreign academic and general staff.

### **VIII Other Provisions**

- 8.1 Participation in exchange programmes for people with functional disabilities is promoted and organised with the European Commission covering the eligible additional costs necessary to ensure the person's movement and participation in the exchange programme.
- 8.1. Other obligations, responsibilities and procedures in connection with the award of individual support funding not covered by these procedures shall be determined in accordance with the documents and agreements governing the exchange programme, as well as external laws and regulations and the University's internal regulations.
- 8.2. Where the rules governing the exchange programme provide for different rules from those laid down in this Procedure, the rules governing the programme concerned shall apply. The ID organises the implementation of the rules, including, where necessary, the initiation of internal regulations (e.g. Rector's decrees) or amendments thereto.
- 8.3. The results of the selection competition for the exchange programme (number of places awarded, amount of funding) may be amended as determined by the institution responsible for the exchange programme (in Latvia or abroad).
- 8.4. If a student or employee of the University participates in an exchange programme under an individual inter-university (inter-institutional) agreement, the general criteria and conditions set out in this Procedure shall apply, except for the application and competition.



- 8.5. Students with a study place funded by natural and legal persons are obliged to pay the tuition fee for the mobility period within the time limits and in the amount specified in the study agreement.
- 8.6. Teaching remuneration for work with exchange programme students for University lecturers is determined by the Rector's decree.
- 8.7. New cooperation partners for the implementation of exchange programmes are involved by the ID in cooperation with faculty representatives, directors of study programmes or heads of other relevant structural units. Before the conclusion of a cooperation agreement, the study programmes, content thereof and credit point system of the foreign university or the relevance of the foreign institution's activities to the relevant structural unit of the University are assessed.
- 8.8. The use of the *Erasmus+* exchange programme funding is monitored by the *Erasmus+* Institutional Coordinator at the University and the University's Accounting Unit. In accordance with the funding agreements concluded, the *Erasmus+* Institutional Coordinator at the University prepares reports on the use of funding.

Chair of the Senate

J. Gardovskis

B. Pētersone, +37167409170  
[Baiba.Petersone@rsu.lv](mailto:Baiba.Petersone@rsu.lv)

M. Funta, +37167062650  
[Maruta.Funta@rsu.lv](mailto:Maruta.Funta@rsu.lv)

THIS DOCUMENT HAS BEEN SIGNED ELECTRONICALLY WITH A SECURE  
ELECTRONIC SIGNATURE AND CONTAINS A TIME STAMP