

APPROVED
at a **RISEBA** Senate meeting of
12.04.2017
(Minutes No. 17/1.1-07/03)

ERASMUS+ PROGRAMME MOBILITY ORGANISATION PROCEDURE

1. General terms and conditions

1.1. Glossary of terms

- 1.1.1. **Selection Committee** – approved *before the start of the academic teaching year* by order of the Rector, a RISEBA selection committee tasked with selecting students, academic and general staff members to participate in the Erasmus+ programme. The selection committee must not include persons, which could be subject to a conflict of interests, when making a decision regarding participation in the Erasmus+ programme.
- 1.1.2. **Erasmus+ programme activities** – participation of students, academic and general staff members in the academic process at a partner institution, as well as student internships at a foreign company/organisation under the auspices of the European Union (EU) Erasmus+ education programme.
- 1.1.3. **Erasmus+ agreements:**
 - 1.1.3.1. **Erasmus+ Bilateral Agreement – Annex No.1** – agreement between RISEBA and a partner institution regarding study mobility and mobility of academic staff members, which is signed on behalf of RISEBA by the Rector.
 - 1.1.3.2. **Erasmus+ Financial Agreement – Annex No.2** – an agreement regarding financing, which RISEBA concludes with the student regarding study/internship or with academic/general staff members regarding mobility financing.
 - 1.1.3.3. **Erasmus+ Learning Agreement for Traineeships – Annex No.3** – an agreement between the RISEBA student, RISEBA and a foreign internship company/organisation regarding the tasks to be performed during the planned internship period and their recognition within the corresponding RISEBA study programme, which is signed on behalf of RISEBA by the Erasmus+ Coordinator.
 - 1.1.3.4. **Erasmus+ Learning Agreement for Studies – Annex No.4** – an agreement between the RISEBA student, RISEBA and the partner institution regarding study courses to be taken during the study period and their recognition within the corresponding RISEBA study programme, which is signed on behalf of RISEBA by the Erasmus+ Coordinator.
- 1.1.4. **Erasmus+ mobility:**
 - 1.1.4.1. **Student mobility** – studies of the university's students at a partner institution.
 - 1.1.4.2. **Internship mobility** - internship with a foreign company/organisation (internship mobility).
 - 1.1.4.3. **Academic staff member mobility** – guest lectures by the university's academic staff members or invited business/organisation personnel at a partner institution.
 - 1.1.4.4. **General staff member mobility** – professional improvement activities (except conferences) and work observation activities at a partner institution undertaken by the university's general staff members.
- 1.1.5. **Erasmus + Coordinator** – a RISEBA External Relations Department employee, whose official duties include coordinating the ERASMUS+ programme at the university.
- 1.1.6. **Nomination** – nomination of a student, academic or general staff member for mobility in accordance with the results of a competition.

- 1.1.7. **Partner institution** – a foreign university, with which RISEBA has concluded a bilateral Erasmus+ agreement regarding exchange of students and academic staff members.
- 1.2. The **objective** of the Erasmus+ programme mobility organisation procedure at RISEBA (Procedure) is to ensure the mobility of RISEBA students, academic and general staff members in accordance with the **principles of the Erasmus+ higher education charter for the period from 2014-2020**.
- 1.3. Erasmus+ study mobility and academic staff member mobility take place in accordance with Erasmus+ bilateral agreements. Erasmus+ internship mobility and general staff member mobility take place, in accordance with the individual agreements of mobility participants with partner institutions and businesses/organisations.
- 1.4. The mobility of RISEBA students and academic staff members are organised by the Erasmus+ Coordinator(-s).

2. Preparation of Erasmus+ bilateral agreements

- 2.1. The conclusion of **Erasmus+ bilateral agreements** is initiated by RISEBA or partner institutions. The conclusion of RISEBA Erasmus+ bilateral agreements can be initiated by students, academic and general staff members by submitting a proposal to the External Relations Department. The Department will review the proposal and receive clearance for it from the Rector.
- 2.2. The External Relations Department draws up an Erasmus+ bilateral agreement, using the agreement form stipulated by the European Commission (EC). Erasmus+ bilateral agreements stipulate the mobility type (study, academic staff member), the level of exchange students (Bachelor's, Master's, Doctoral), the study field, the number of mobility participants and mobility duration (study months during one academic year), as well as number of academic staff member mobility participants, mobility duration and the minimum number of lecture hours to be given per academic year. The agreements also contain information about both countries' knowledge assessment systems, requirements regarding the level of the knowledge of foreign languages, study application deadlines, as well as instructions about the possibility to apply for place in student accommodation.
- 2.3. Erasmus+ bilateral agreements are signed by the Rector.
- 2.4. Erasmus+ bilateral agreements are kept by the External Relations Department.

3. Terms and conditions for participation of students in the Erasmus+ programme

- 3.1. RISEBA students may aspire to participate in the **Erasmus+ programme**, including international students, who are RISEBA full-time students, and who:
 - 3.1.1. Are Bachelor's students - who have completed the RISEBA study programme encompassing at least the first academic year (40 CP);
 - 3.1.2. Are Master's students - who have completed the RISEBA study programme encompassing at least the first half of the academic year (20 CP);
 - 3.1.3. Have met their academic and financial obligations within the set deadlines;
 - 3.1.4. Who, during the past academic year, have successfully passed teaching subjects with an average grade of at least 7.5 (seven and a half), and of at least 7 (seven) in English;
 - 3.1.5. Are not on a study vacation;
 - 3.1.6. Have a good knowledge of a foreign language in accordance with the requirements of the admitting partner institution.
- 3.2. The minimum duration of study mobility under the auspices of the Erasmus+ programme is three months, and in the case of internship mobility – two months.

3.3. Students can participate in the Erasmus+ programme's study and internship mobility several times, not exceeding 12 months at each study level (Bachelor's, Master's and Doctoral).

3.4. The volume of study courses to be attained during the semester under the auspices of the study mobility and the ECTS amount will be approved by the relevant programme director according to the set form (*Annex No.5*)

4. Organisation of applications by RISEBA students and their selection

4.1. Notification of students about study or internship opportunities and application deadlines under the auspices of the Erasmus+ programme is ensured by the Erasmus+ Coordinator, submitting the relevant information the Communication Department, which it posts on the RISEBA homepage and social networks, as well as organising informative events (for the autumn semester – by 15 February, and for the spring semester – by 15 September).

4.2. Before the expiry of the application term (within one week of the call for applications at the university), the student will submit a written application to the Erasmus+ coordinator, a letter of motivation and completed application forms for Erasmus+ studies (Annex 6) or internship (Annex 7) in relation to participation in the Erasmus+ programme.

4.3. Within three business days of the expiry of the application deadline, the Erasmus+ Coordinator will draw up a list of students, who have applied for the Erasmus+ programme and submit it to the Study Department.

4.4. Within seven business days of receiving the list of students referred to in Clause 4.3, the Student Department will submit information to the Selection Committee about these students' grades for the previous academic year.

4.5. Applications from students will be evaluated by the Selection Committee (for the autumn semester – by 15 March, and for the spring semester – by 15 October).

4.6. Selection of students for participation in the Erasmus+ programme takes place in accordance with an open competition procedure, which ensures fair and transparent selection. The Selection Committee makes a decision regarding nomination of students for participation in the Erasmus+ programme), bearing in mind the student's:

4.6.1. grades (the average grade during the previous semester for Bachelor's students and postgraduates must be at least "7.5". If the student has not studied for a whole semester – such a case will be reviewed by the Selection Committee individually);

4.6.2. motivation, submitting a letter of motivation;

4.6.3. foreign language knowledge (his or her average grade in English must be at least "7");

4.6.4. additional criteria if the committee has stipulated such.

4.7. The minutes of Selection Committee meetings are recorded by the Erasmus+ Coordinator. The original copy of the Erasmus+ programme candidate selection protocol is kept by the Erasmus+ Coordinator.

4.8. Within one week of the decision made at the Selection Committee, the Erasmus+ Coordinator will electronically notify the candidate via the e-mail address specified in the application and ensure that the decision is publicly accessible at the university. In the event of the rejection of the application, at the student's request, the rationale for the decision shall be sent to the student and the Study Department.

4.9. The Erasmus+ Coordinator submits the decision of the Selection Committee with a list of students nominated for the Erasmus+ programme (including reserves, as well as specifying rejected candidates) to the Students Department, specifying:

4.9.1. the student's name and surname;

4.9.2. the student's e-mail address and contact phone number;

4.9.3. the partner institution or business/organisation;

4.9.4. the teaching programme;

4.9.5. the teaching term.

4.10. A student, who has been nominated to participate in Erasmus+ study mobility, in accordance with application deadlines, applies to study at a partner institution, informing the Erasmus+ Coordinator accordingly and/or not later than two weeks before the expiry of the deadline for applications submitting application documents to the Erasmus+ Coordinator in paper format. The Erasmus+ Coordinator verifies the compatibility of the submitted application documents to requirements and, not later than 10 (ten) business days before the student's departure, sends them to the partner institution. Before departing for Erasmus+ studies, the student will agree on the study courses to be taken at the partner institution with the director of the relevant study programme at RISEBA and complete the Erasmus+ study agreement, which will be signed on behalf RISEBA by the director of the relevant study programme.

4.11. A student, who has been nominated to participate in Erasmus+ internship mobility, notifies the Erasmus+ Coordinator about the foreign internship business/organisation, the agree internship period and not later than one month before the start of the internship period, submits a completed Erasmus internship agreement to the Erasmus+ Coordinator.

4.12. If, upon arrival at a partner institution, the student discovers that study courses during the new study semester have been changed and differ from those specified in the Erasmus+ study agreement, the student shall immediately notify the director of the corresponding study programme at RISEBA and the Erasmus+ Coordinator about this. The required changes to the study agreement will be harmonised by the student within 1 (one) month from his or her arrival with the director of the corresponding study programme at RISEBA and the Erasmus+ Coordinator.

4.13. If a student at a partner institution has not attained the previously agreed ECTS amount, or if it is ascertained that the contents of the student's study courses do not correspond to the study courses agreed upon with the director of the relevant study programme at RISEBA, in accordance with a decision from the Erasmus+ Supervision Committee, and reviewing each case individually, RISEBA is entitled to ask the student to repay part of the grant paid out, but in an amount of not more than 80% (eighty per cent).

5. Departure and reporting procedures for RISEBA students

5.1. The Erasmus+ Coordinator organises informative events and informs the nominated Erasmus students about the preparatory jobs to be done before their departure for Erasmus+ studies or internship. In addition, the responsible External Relations Department specialist provides students with detailed information about migration and residency terms and conditions in the country of each partner institution.

5.2. Students, who have received confirmation from the partner institution or business/organisation, submit a submission to the Study Department regarding registration for studies/internship overseas. The Study Department will prepare a "Registration instruction regarding studies/internship abroad".

5.3. After returning from Erasmus+ study or internship mobility, the student will submit a transcript of his or her grades from the partner institution to the Erasmus+ Coordinator, or alternatively the partner institution will send this information electronically. The programme director will prepare a registration instruction for the student for the semester, specifying the deadline for the attainment for meeting academic obligations, as well as submitting up to date information about the student to the Study Department, including a transcript of grades from the partner institution.

5.4. Suspension of Erasmus+ mobility:

5.4.1. If, by the time of his or her departure, the nominated student has failed to fulfil any of the duties that are stipulated in this procedure, the Selection Committee is entitled to decide on revoking the nomination.

5.4.2. If the nominated student wants to rescind his or her participation in the Erasmus+ mobility, he or she will submit an application to the Erasmus+ Coordinator to revoke his or her participation in mobility. The Erasmus+ Coordinator nominates the next student from the list of reserves. If there is no reserve, the Selection Committee will make a decision about nominating another participant.

5.5. After the end of the Erasmus+ mobility period, students, within 30 days of the end of the Erasmus+ mobility period, shall submit a report on the mobility period in free form – submitting it on one A4 page in paper format to the Erasmus+ Coordinator – and sending it electronically to the Erasmus+ Coordinator, attaching photographs of the mobility period. With their permission, students' photographs will be collated by the Erasmus+ Coordinator and published by the RISEBA Communication Department on the RISEBA homepage in the Erasmus+ mobility section.

5.6. Study and internship results attained during the Erasmus+ mobility period will be recognised in accordance with the procedures stipulated in RISEBA regulatory enactments. Study courses approved in writing in the Erasmus+ study agreement by the RISEBA that have been passed successfully will be recognised in full.

6. Organisation of applications by RISEBA academic and general staff members and their selection

6.1. RISEBA academic and general staff members are entitled to apply to participate in the Erasmus+ mobility programme, including foreign citizens:

6.1.1. Who are not on vacation (except for a creative vacation);

6.1.2. Have a good knowledge of a foreign language in accordance with the requirements of the host partner.

6.2. Academic staff members, who participate in Erasmus+ mobility, must give at least eight academic classes a week at the partner institution.

6.3. Applications to participate in exchange programmes will be assessed by the faculty's Selection Committee, a decision will be made about nomination of academic and general staff members, and the Erasmus + Coordinator will be notified accordingly. The Erasmus+ Coordinator will electronically notify the candidate via the e-mail address specified in the application and ensure that the decision is publicly accessible at the university.

6.4. Selection Committee meetings shall be recorded in minutes. The original copy of the Erasmus+ programme candidate selection protocol is kept by the Erasmus+ Coordinator, while a copy shall be submitted to the Department Director.

6.5. The Erasmus+ Coordinator will submit a list of nominated mobility participants (including reserves) to the Study Department. Thereafter, in accordance with Erasmus+ mobility terms and conditions, after returning from Erasmus+ mobility, the academic and general staff members will submit a report on their trip to the Accounting Department, and documents signed by the partner institution (mobility agreement – **Annex 9** and mobility period confirmation – **Annex 10**) to the Erasmus+ Coordinator, in conformity with the requirements of the Erasmus+ programme, as well as submitting an electronic free form report on the results of the mobility in A4 format, on one page, attaching photographs about the period of time spent on mobility, providing their:

6.5.1. name, surname;

6.5.2. e-mail address and contact phone number;

6.5.3. partner institution or business/organisation.

6.6. Nominated mobility participants will agree on the dates of their visit and work programmes with partner institutions, and draw up a trip application (**Annex 8**), as well as agreeing on the schedule for the visit with the RISEBA Study Department.

6.7. The Erasmus+ Coordinator consults the nominated participants about mobility terms and conditions.

6.8. If a nominated participant wishes to decline to participate in mobility, at least two weeks before the planned visit, he or she will notify the partner institution or business/organisation about this, submit an application to the Erasmus+ Coordinator about declining to participate in mobility and inform the Study Department and the director of the relevant department accordingly. The Erasmus+ Coordinator nominates the next participant from the list of reserves. If there is no reserve, the Selection Committee will make a decision about nominating another participant.

7. Admission of international students to RISEBA under the auspices of the Erasmus+ programme

7.1. Students at partner institutions, who have been nominated to study at RISEBA by the partner institution, may apply to study at RISEBA under the auspices of mobility.

7.2. The External Relations Department will inform international students about study opportunities at RISEBA, sending all documents both electronically and in paper format, in accordance with Erasmus+ programme requirements, along with detailed information about study opportunities at RISEBA.

The call for applications deadline for students at partner institutions on 15 May (for the autumn semester) and 15 October (spring semester) with application until 15 June (for the autumn semester) and 15 November (for the spring semester).

7.3. Before commencing studies or at the start of their studies, international students will submit an electronically completed Erasmus+ study agreement to the RISEBA Erasmus+ Coordinator together with the following application documents:

7.3.1. passport/ID copy;

7.3.2. grade transcript;

7.3.3. certification verifying knowledge of the foreign language chosen for studies.

7.3.4. application form

7.4. After receiving an application, the Erasmus+ Coordinator will assess the compliance of the documents attached by the student to admission requirements for studies at RISEBA. If the students' documents conform to admission requirements, the Erasmus+ Coordinator signs the candidate's Erasmus+ study agreement and submits information to the Study Department (name, surname, date of birth, study programme, course, study term, information about the partner institution) for preparation of the order regarding enrolment of the international student.

7.5. The Study Department will prepare an order regarding the enrolment of the international student. The order regarding the enrolment of the international student will be signed by the Vice-Rector for Teaching and Learning. *Based on the order, the Study Department will prepare a RISEBA students' certificate/ISIC for international students.* The Erasmus+ Coordinator will issue international students with a RISEBA students' certificate/ISIC.

7.6. After arriving in Latvia, the international student will visit the External Relations Department, where he will fill in the RISEBA international student's registration form (**Annex 11**), as well as receive information about fulfilling residency formalities at the Republic of Latvia's Ministry of the Interior's Office of Citizenship and Migration Affairs.

7.7. During each semester's induction week, the External Relations Department organises an introductory seminar for international students during which it will provide information about RISEBA study procedures, use of the E-riseba system, residency formalities in accordance with the legislative requirements of the Republic of Latvia, as well as providing practical advice and informative materials for studies at RISEBA and life in the Republic of Latvia. During the induction week, international students choose course, notifying the Erasmus+ Coordinator about them.

7.8 Within 7 (seven) calendar days of receiving the information, the Erasmus + Coordinator will inform the IT Infrastructure and Study Departments about the courses chosen by the international student.

7.8. The External Relations Department supports the ESN organised social and cultural programme for international students during the course of the academic year.

7.9. At the end of the study period, the Study Department will prepare an order regarding the ex-matriculation of the international student and issue the international student with a certificate regarding his or her study period at RISEBA and Academic Statement about his or her studies at RISEBA, which will be signed by an authorised signatory on behalf of RISEBA.

8. Admission of international academic and general staff members under the auspices of the RISEBA Erasmus+ programme

8.1. Under the auspices of the RISEBA Erasmus+ programme, RISEBA welcomes academic and general staff members from partner institutions.

8.2. International academic and general staff members harmonise the mobility time and work programme with the Erasmus+ Coordinator and with the head of the relevant RISEBA structural unit.

8.3. At the end of mobility, international academic and general staff members receive a certificate verifying their mobility time and work done. The certificate is signed by an authorised signatory on behalf of RISEBA.

9. Supervision Committee

9.1. The RISEBA Rector approves the composition of the RISEBA Erasmus+ Supervision Committee with an order to such effect. The committee is composed of a chair – Vice-Rector and four other committee members.

9.2. Erasmus supervision committees perform:

9.2.1. Supervision of the Erasmus + programme and implementation of the Erasmus Charter at RISEBA;

9.2.2. Division of Erasmus+ funding;

9.2.3. Approve standard Erasmus grants for students, academic and general staff members, and the procedure for their pay out during the relevant academic year;

9.2.4. Approve Erasmus reports;

9.2.5. Resolve disputes.

9.3. Meetings of the Supervision Committee shall be recorded in minutes.

10. Funding terms and conditions

10.1. Funding for implementation of Erasmus+ programme mobility is awarded by the State Education Development Agency (SEDA), in accordance with the terms and conditions of the programme and the signed agreement between RISEBA and SEDA for the academic year in question.

10.2. RISEBA Supervision committees decide on the division of the allocated amount of Erasmus+ funding for the academic year in question.

10.3. The Erasmus+ Coordinator will prepare a funding agreement regarding the awarding of a grant to the mobility participant – student, academic or general staff member. After the signing of the funding agreement, a grant will be issued to the mobility participant, in accordance with the procedure specified by the Erasmus supervision committee for the academic year in question. Any amendments to funding agreements between RISEBA and mobility participants that are not related to an extension of the Erasmus+ mobility period will be made in writing.

10.4. In signing the funding agreement, mobility participants sign an attestation that under the auspices of the Erasmus+ programme, they are not receiving parallel grants in another mobility.

10.5. Erasmus+ grant students will not have absolutely all their subsistence costs covered during their study period abroad.

10.6. During their absence, students, who participate in the Erasmus+ programme, will pay the tuition fees stipulated in the agreement regarding studies at RISEBA.

10.7. RISEBA only pays grants to Erasmus+ mobility participants from funds that have already been received from the institutions providing such funding.

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