



RĪGAS STRADIŅA
UNIVERSITĀTE

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INTERNAL REGULATORY ENACTMENT

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Procedure for Implementing Exchange Programmes

Issued pursuant to
Law on Higher Education Institutions,
Section 15¹(3)(c), Section 84

I. General Provisions

1. The Procedure sets out the conditions for the implementation of exchange programmes and how the following is organised at Rīga Stradiņš University (hereinafter referred to as the University):
 - 1.1. students applying for studies or placement abroad within the framework of exchange programmes;
 - 1.2. employees applying for participation in exchange programmes;
 - 1.3. selection of students and employees, allocation of individual financial support;
 - 1.4. providing study or placement process for students of foreign partner universities (hereinafter referred to as visiting students);
 - 1.5. providing inbound mobility for employees and teaching staff of foreign partner universities;
 - 1.6. recognition of the period of studies or placement for students within the framework of exchange programmes and crediting of credit points acquired at the foreign partner university or placement institution.
2. Terms and abbreviations used in the Procedure:
 - 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;
 - 2.2. **Employee** – a member of the academic and administrative staff of the University;

- 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;
- 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;
- 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;
- 2.6. **SIS** – Student Information System;
- 2.7. **AAD** – Academic Affairs Department;
- 2.8. **SS** – Student Services;
- 2.9. **ID** – International Department;
- 2.10. **Erasmus+ Institutional Coordinator at the University** – person responsible for the implementation of *Erasmus+* exchange programme projects at the University;
- 2.11. **Student** – a student of any study programme and level of studies at the University;
- 2.12. **Host institution** – the institution abroad to which the University employee is travelling for teaching or experience exchange activities;
- 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

3. Students of all study levels at the University who meet the following selection criteria can apply for participation in an exchange programme:
 - 3.1. 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;
 - 3.2. the student has not been a subject of a disciplinary measure;
 - 3.3. 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 2nd year of studies) is not lower than 7 points;
 - 3.4. the student has completed at least the first semester of studies and has settled all academic and financial obligations with the University;
 - 3.5. the student's mobility is not planned for the last semester of the final year of studies.
4. 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

5. Following the University Rector's decree, the SS shall announce applications for studies and placement within the framework of exchange programmes through the University's information distribution channels (website, MyRSU) and by sending information to the faculties electronically. The deadline for submitting applications for the participation in an exchange programme during the following academic year shall be 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 SS in cooperation with the *Erasmus+* Institutional Coordinator at the University may set additional application deadlines.

6. The SS shall collect the applications submitted by the students and submit 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 the SS (hereinafter collectively referred to as the responsible person of the faculty) shall evaluate the students on the list of candidates according to the criteria set out in Section II of the Procedure and send the information gathered electronically to the SS.
7. Within two weeks of receiving the information from the responsible person of the faculty, the SS shall prepare lists of candidates from each faculty for the second round of selection. The SS shall send a refusal for further participation in the exchange programme with specified reasons to candidates who do not meet the criteria defined in Section II.
8. For the second selection round, the SS shall establish and, by Rector's decree, approve an Exchange Programme Candidate Selection Committee (hereinafter referred to as the Selection Committee) for each RSU faculty, consisting of at least three members and a chairperson. The Selection Committee shall include the study programme group leader or the study programme director (hereinafter jointly referred to as the study programme director), an SS/AAD representative, 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 shall have a quorum if at least half of its members, including the SS/AAD representative, take part in the decision making. The Selection Committee meetings shall be minuted. The minutes shall be signed in the DMS by the chairperson of the Selection Committee meeting.
9. The SS shall coordinate interview times with the Selection Committee members and inform candidates of their interview times.
10. In the second round of selection, the Selection Committee shall interview and evaluate the candidates. The candidate's rating on a 10-point scale, rounded up to two decimal places, shall be determined by the following criteria:
 - 10.1. academic results – 50% of the total assessment;
 - 10.2. knowledge of the foreign language – 25% of the total assessment;
 - 10.3. motivation, social activity – 25% of the total assessment;
 - 10.4. other criteria established for the exchange programme.
11. The Selection Committee shall fill out a candidate evaluation form, which is signed in the DMS by the members of the Selection Committee and submitted to the SS for execution.
12. Based on the candidate evaluation form submitted by the Selection Committee, candidates shall be ranked by an SS employee completing the candidate ranking form. The ranking form shall be approved by the chairperson of the relevant Selection Committee by signing the document in the DMS.
13. The results of the second selection round shall be as follows:
 - 13.1. confirmation of participation (including information on the allocation of individual financial support);
 - 13.2. placing the candidate on the Waiting List.
14. The SS shall announce the results of the second selection round to candidates by email no later than two months after the deadline for submitting applications. Study programme directors and deans shall be informed of the approved ranking form in the DMS no later than two months after the deadline for submission of applications.
15. In case of the same assessment, preference for participation in the exchange programme shall be given to students of senior years of studies or to the candidate with a higher average weighted grade.
16. The candidate may appeal the results of the second selection round to the Rector of the University in accordance with the procedure established by laws and regulations.
17. Until the start of participation in the exchange programme, the Selection Committee may decide on the results of the second selection round for participation in the exchange programme and cancel the individual financial support awarded if it finds that the candidate:

- 17.1. no longer meets the selection criteria defined in Section II of the Procedure (the SS shall verify the compliance prior to concluding the financing agreement);
- 17.2. 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.
18. If a candidate declines to participate in the exchange programme or does not meet the selection criteria set out in Section II of the Procedure, the next candidate in the approved ranking (waiting list) will receive confirmation of participation.
19. The maximum amount, rates and other conditions of the student's individual financial support shall be 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.
20. 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 shall be obliged to reimburse all or part of the individual financial support granted, concluding an agreement with the University regarding this in the contract for a funding agreement within the framework of the exchange programme. The repayment term for the individual financial support granted shall be determined by agreement. The financial support debt to be repaid shall be comparable to the tuition fee debt. The student shall 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 Programme to Be Completed in the University's Student Exchange Programme

21. 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) shall be 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 leaving for the exchange programme.
22. The student's individual study plan or placement programme shall ensure, as far as possible, that the content of the planned studies or practical training corresponds to the relevant 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 shall plan the student's further studies at the University upon return from the exchange programme according to an individual study plan. The student:
 - 22.1. shall send the completed documents requested by the relevant institution 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.);
 - 22.2. shall submit to the SS not later than one month before the start of the planned exchange programme 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 (Learning Agreement, 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.
23. Based on the mobility documents submitted by the student, the SS shall prepare an agreement between the University and the student on individual financial support for studies or

- placement within the framework of the exchange programme and a decree from the relevant Vice-Rector on the student's participation in the exchange programme. The student shall sign the agreement within the time limit set by the SS – even if the student is going on an exchange programme without receiving individual financial support.
24. 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 shall immediately inform the SS employee who administers outgoing student mobility, and, in consultation with the coordinator of the partner university or partner institution abroad and the University study programme director or head of specialty, prepare amendments to the study or placement mobility agreement with a revised list of courses or placement programme to be completed.
 25. Upon arrival at the foreign partner university or placement institution, the student shall comply with its study organisation procedures, other internal regulations and the instructions of the partner university coordinator.
 26. Upon a reasoned request from the SS employee who administers outgoing student mobility (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 shall be obliged to immediately terminate their participation in the exchange programme and return to the University.
 27. After participating in an exchange programme (studies or placement abroad):
 - 27.1. within a month, the student shall submit to the SS the transcript of achievements or placement evaluation of the foreign partner university or partner institution and confirmation of the duration of the mobility period;
 - 27.2. based on the documents submitted by the student, the SS shall prepare 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 send it to the relevant faculty. The prepared draft document shall be added to the DMS for further coordination;
 - 27.3. the dean of the faculty and/or the study programme director and/or the head of the specialty shall compare the academic recognition confirmation with the conditions of the study or placement mobility agreement, supplement the information with the relevant University study courses/placement topics that are recognised after participation in the exchange programme. The document shall be approved in the DMS. 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 shall be entered in the student's academic certificate or diploma supplement in accordance with the University's internal regulations;
 - 27.4. all documents submitted by the student shall be added to the student's personal file.
 28. If the student has not completed the scope of studies provided for in the individual study plan or placement programme, the uncompleted amount shall constitute an academic failure for the student. The volume of the academic failure and the additional courses to be taken shall be determined by the study programme director or the head of specialty.
 29. The University shall credit 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 completed shall be credited without additional examinations or other proof of knowledge acquired in substitution for study courses of the University study programme. Completed placement topics shall be credited without additional examinations, or the student shall defend the placement and receive the final assessment at the University.
 30. If the content of the student's individual study plan or placement programme within the framework of the exchange programme differs significantly from the overall plan of the University's study programme for the relevant stage of studies (according to the assessment

of the relevant faculty), the relevant faculty shall organise the student's further studies at the University in accordance with an individual study plan.

31. The student shall be obliged to provide the SS with all information related to the exchange programme (in the Erasmus+ programme project – in the Beneficiary Module online system) within the set deadlines.
32. Recognition and subsequent equivalence of study courses or placement completed as part of the exchange programme shall be ensured at no additional cost to the student.

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

33. The task of University employees shall be to promote the recognition of the University abroad, to promote internationalisation and international cooperation in the fields of teaching and exchange of experience.
34. The maximum amount of the employee's individual financial support, rates and other conditions for participation in exchange programmes shall be 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 specific exchange programmes and funding.
35. The International Department (ID) shall establish and, by decree of the Rector, approve a committee for evaluating the participation of University staff in exchange programmes (hereinafter referred to as the Evaluation Committee), consisting of at least three members. The Evaluation Committee shall include the Vice-Rector for Administration and Development, the ID Director, the Erasmus+ Institutional Coordinator at the University.
36. The ID shall announce applications for University staff mobility within the framework of exchange programmes, setting the application deadline and programme conditions in accordance with the exchange programme conditions. University employees participating in exchange programmes (hereinafter referred to as candidates) shall fill in the application form available on the RSU website within the deadlines set by the ID. Candidates shall coordinate their planned visit with their immediate superior prior to submitting their application and make a note of this on the application form. If necessary, the ID may announce additional applications for staff participation in exchange programmes.
37. After the application deadline, the Erasmus+ Institutional Coordinator at the University shall:
 - 37.1. collect information on the applications submitted;
 - 37.2. inform each candidate's immediate superior of the applications received;
 - 37.3. collect information on the justification for the usefulness of teaching and experience exchange;
 - 37.4. assess the relevance of applications to the conditions and objectives of the programme.
38. The Erasmus+ Institutional Coordinator at the University shall send lists of submitted candidate applications to the Vice-Rector for evaluation according to the candidates' subordination.
39. The Vice-Rector, in cooperation with the dean of the faculty and/or the head of the structural unit under their supervision, shall evaluate the applications of candidates, decide which of them are to be supported and forwarded for approval in accordance with the following criteria in order of priority:
 - 39.1. candidates who carry out teaching visits (at least 5 working days);
 - 39.2. candidates who are participating in an exchange programme for the first time in the last five years;
 - 39.3. candidates who include in their application clearly justified ideas, specific activities and plans to promote cooperation between the University and the relevant foreign partner university or partner institution in accordance with the action line Internationalisation of the Rīga Stradiņš University Development Strategy for 2022–2027.

40. The Vice-Rector shall give a written opinion to the Erasmus+ Institutional Coordinator at the University on all applications from candidates under their supervision. The *Erasmus+* Institutional Coordinator at the University shall forward the opinion to the Evaluation Committee. In accordance with the opinion, the Evaluation Committee shall decide on the support for staff participation in the exchange programme on a competitive basis.
41. If, after evaluating the candidates in accordance with the criteria set out in this section of the Procedure, the number of supported applications exceeds the amount of funding available, the Erasmus+ Institutional Coordinator at the University shall inform the relevant structural unit thereof. The most suitable representatives of the academic staff shall be determined by the dean of the candidate's faculty, while the most suitable representatives of the administrative staff shall be determined by the immediate superior at the candidate's structural unit.
42. After the competition for participation in exchange programmes has ended, the results of the competition shall be confirmed by a corresponding Evaluation Committee protocol, which shall be approved in the DMS and signed by the members of the Evaluation Committee.
43. The ID shall announce the results of the competition for participation in exchange programmes to candidates electronically no later than within a month after the deadline for submitting applications. Together with the electronic confirmation of participation in the exchange programme, the ID shall send the candidate a draft staff experience mobility agreement or a draft teaching mobility agreement.
44. The employee shall organise communication and document circulation with the partner institution where the mobility will take place. In cooperation with the partner institution, the employee shall receive a confirmation from the partner institution regarding the period and course of participation in the exchange programme. The employee shall send this document to their immediate superior, thereby informing them of the planned absence and agreeing on the mobility period. The immediate superior shall discuss the mobility period and process with the employee, if necessary.
45. No later than one month before the start of the planned participation in the exchange programme, the employee shall submit a signed staff experience or teaching mobility agreement to the ID and the confirmation of the partner institution of the period of participation in the exchange programme. On the basis of the documents submitted, the ID shall prepare 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 (acting on their behalf during their absence).
46. Documents for participation in the exchange programme shall be endorsed by the heads of all structural units where the employee is employed (participates in projects). An employee's participation in an exchange programme shall be formalised as a foreign official travel in accordance with the University's internal regulations.
47. Upon return from participation in the exchange programme, the employee shall submit reports to the ID within ten working days in accordance with the regulations of the exchange programmes (for the Erasmus+ programme project – in the Beneficiary Module online system).
48. Upon a reasoned request from the coordinator of the foreign partner university or partner institution or the Erasmus+ Institutional Coordinator at the University and on the basis of the decree of the relevant Vice-Rector, the employee shall be obliged to immediately terminate participation in the exchange programme and return to the University.
49. If the employee does not fulfil the set plan during their participation in an exchange programme abroad, the relevant Vice-Rector shall decide on the full or partial repayment of the individual financial support granted (see Paragraph 20 of this Procedure). The employee 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 Visiting Students of Exchange Programmes

50. Students from partner universities who have been nominated by the partner university shall be eligible for studies or placement at the University within the framework of exchange programmes.
51. Faculty deans and study programme directors shall inform the SS employee who administers incoming student mobility about the study courses to be offered to exchange students of the partner universities and about the placement institutions (medical treatment institutions) in accordance with the approved study programme plans for the given academic year, which meet the following criteria:
 - 51.1. the study courses or placement programme can be implemented over the semester of the given academic year;
 - 51.2. the study courses or placement programme can be implemented in English.
52. The faculty dean or the director of the study programme shall agree with the SS upon the study courses or placement programme to be offered within the framework of the exchange programme for the following academic year by 1 May of each calendar year.
53. The SS employee who administers incoming student mobility shall collect information about the study courses offered and send it to the Erasmus+ Institutional Coordinator at the University, who posts this information in the relevant section of the University's website.
54. Before the start of their studies or placement, incoming visiting student candidates shall submit electronically the electronic forms prepared by the University with their chosen University study course or placement programme plan to the SS employee who administers incoming student mobility by 15 July in the autumn semester and by 15 December in the spring semester. The study course or placement programme plans submitted by the visiting student candidates shall be approved by the SS employee who administers incoming student mobility.
55. The SS employee who administers incoming student mobility shall ensure 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 visiting students of exchange programmes with regard to their studies at the University, and the production of student ID cards.
56. The SS employee who administers incoming student mobility shall ensure 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.
57. The SS employee who administers incoming student mobility shall inform visiting students of exchange programmes about lecture and class schedules, study process issues specified in internal and external regulations during the RSU Orientation Week for International Students.
58. The SS employee who administers incoming student mobility shall send an informative email to all department office managers with a list of visiting students for the relevant academic year or semester, including their course selections and the group number in which the student is included.
59. The SS employee who administers incoming student mobility shall ensure communication with visiting students about the study process during the academic year or semester.
60. Teaching staff shall provide the study process for visiting students of exchange programmes according to the planned study plans.
61. At the end of the study exchange or placement, the student shall request and receive a transcript of their academic achievements by applying for it on the University's MyRSU platform.

VII. Admission of Foreign Academic and General Staff

62. As part of exchange programmes, the University, in cooperation with partner universities and other institutions, shall host foreign academic and general staff.
63. The Erasmus+ Institutional Coordinator at the University shall provide support to partner universities and structural units of the University in attracting cooperation partners, if necessary.
64. The academic and general staff of the University or the structural unit of the University hosting the foreign academic or general staff shall agree upon the period for participation in the exchange programme 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 shall be the responsibility of all structural units of the University to inform the Erasmus+ Institutional Coordinator at the University of the planned mobility activity.
65. At the end of participation in the exchange programme, the Erasmus+ Institutional Coordinator at the University, the host faculty or other structural unit of the University shall prepare a certificate confirming the period of participation of foreign academic and general staff in the exchange programme and the activities carried out within its framework.

VIII. Exceptions, Special Conditions, Financial Matters and Monitoring

66. Participation in exchange programmes for people with functional disabilities shall be 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.
67. 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.
68. Where the regulations governing the exchange programme provide for different regulations from those laid down in this Procedure, the regulations governing the programme concerned shall apply. Their implementation, including, if necessary, the initiation or amendment of internal regulations (for example, a Rector's decree), shall be organised by the ID (Erasmus+ Institutional Coordinator at the University).
69. The results of the selection and evaluation competition for the exchange programme (number of mobility places awarded, amount of funding) may be amended as determined by the institution responsible for the exchange programme (in Latvia or abroad).
70. 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.
71. Students with a study place funded by natural and legal persons shall be obliged to pay the tuition fee for the mobility period within the time limits and in the amount specified in the study agreement.
72. Teaching remuneration for work with the visiting students of exchange programmes for University lecturers shall be determined by the Rector's decree.
73. New cooperation partners for the implementation of exchange programmes shall be involved by the ID in cooperation with faculty representatives, directors of study programmes or heads of other relevant structural units. Before concluding a cooperation agreement with a foreign university or relevant institution, the following shall be assessed:
 - 73.1. study programmes, their content and credit point system of the foreign university;
 - 73.2. experience of the foreign university and opportunities to ensure the implementation of exchange programmes;
 - 73.3. compliance of the activities of the foreign university/institution with the relevant structural unit of the University.

74. The Erasmus+ exchange programme, including the use of funds, shall be monitored by the Erasmus+ Institutional Coordinator at the University and the Accounting Unit of the University's Finance Department. In accordance with the funding agreements concluded, the Erasmus+ Institutional Coordinator at the University shall prepare content reports and reports on the use of funds, which are submitted to the institution responsible for the specific exchange programme.

IX. Final Provision

75. With the entry into force of this procedure, the Procedure for Implementing Exchange Programmes at Rīga Stradiņš University (approved at the Senate of Rīga Stradiņš University meeting on 10 September 2024, minutes No. 2-S-1/8/2024).

Chair of the Senate

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