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INTERNAL REGULATORY ENACTMENT

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Procedure for the Organisation of the Participation of Academic and General Staff of Rīga Stradiņš University in Erasmus+ Mobility

I. General Provisions

1. The Procedure for the Organisation of the Participation of Academic and General Staff of Rīga Stradiņš University in Erasmus+ Mobility (hereinafter – the Procedure) sets out the conditions and process for organising and implementing RSU staff mobility at RSU.
2. RSU staff mobility is implemented and financed within the Erasmus+ project, which is funded by the European Commission and the Latvian state. The RSU International Department submits an Erasmus+ project application each year, forecasting the possible number of staff mobility. The project is evaluated and approved by the State Education Development Agency (National Agency). After the project approval, the VIAA and RSU conclude grant agreements on the funding allocated by the European Commission and the Latvian state for the implementation of staff mobility.
3. Any member of the academic and general staff of the University can participate in RSU staff mobility. To ensure high-quality mobility activities with maximum impact, the mobility activity should be linked to the professional development of staff and respond to their learning and personal development needs[1]. The task of RSU staff during the mobility shall be to promote the University's recognition abroad and facilitate internationalisation and international cooperation.
4. The Procedure includes several sub-sections describing the following general procedures and parts of the process:
   4.1. Types of mobility;
   4.2. Administration and registration of RSU staff mobility;
   4.3. Application of RSU staff for mobility, review and evaluation of applications;
   4.4. Preparation and application for mobility;
   4.5. Allocation of financial support;
   4.6. Follow-up actions after the mobility;
   4.7. Inbound mobility of staff from partner higher education institutions.
5. The organisation and implementation of the conditions and processes set out in the Procedure shall be ensured by the RSU International Department and its responsible employees who manage international cooperation and international project issues.
6. Terms and abbreviations used in the Procedure:
   6.1. HEI – higher education institution;
   6.2. Beneficiary Module – electronic platform for EC Erasmus+ reports;
   6.3. BIP – Blended Intensive Programmes within Erasmus+ projects;

[1] Erasmus+ Programme Guide, Edition 2 (2025): 20.01.2025 -https://erasmus-plus.ec.europa.eu/sites/default/files/2025-02/erasmus-programme-guide-v2.2025_lv.pdf p. 47

6.4. Travel Agency – a travel agency or other company with which RSU has concluded a contract or general agreement for the supply of transport tickets, insurance policies, the making of accommodation reservations and the processing of visas;
6.5. Employee – a member of the academic and general staff of the University who applies for and carries out staff mobility;
6.6. Grant Agreement – Erasmus+ grant agreement for higher education institutions, which is an official funding agreement between higher education institutions and the national agency (in Latvia – the State Education Development Agency), which sets out the procedure on receiving and use of Erasmus+ programme funds by a higher education institution;
6.7. EC – European Commission;
6.8. EMEC – RSU Staff Participation in Erasmus+ Mobility Evaluation Committee;
6.9. Funding Agreement – agreement on the allocation of funds for the implementation of staff mobility for training or teaching from the Erasmus+ project funds;
6.10. Financial Support – the funds allocated to the Employee for the implementation of the mobility activity under the Erasmus+ programme in accordance with the funding rules set out in the Grant Agreement. The Employee shall receive the Financial Support from Erasmus+ EU funds and the co-financing of the Latvian state (support rates approved in the Grant Agreement and the Decree referred to in Paragraph 16 of the Procedure);
6.11. AU – RSU Financial Department Accounting Unit;
6.12. HOP – RSU Employee self-service portal;
6.13. Foreign Official Travel Tickets – necessary travel tickets (air, rail, bus tickets, etc.) to and from the place of mobility (including baggage costs, if any);
6.14. Procedure for Foreign Official Travels – RSU Procedure for Organising and Documenting Foreign Official Travels and Justified Absence and for Making Relevant Payments;
6.15. Coordinator – the University's Erasmus+ institutional coordinator (the responsible official for the implementation of Erasmus+ programme projects at the University);
6.16. Mobility Period – the actual period of implementation of the staff mobility at the Host Organisation (activity days/dates) as indicated in the electronic confirmation of the implementation of the mobility by the Host Organisation;
6.17. Staff – academic and general staff of the University;
6.18. Staff Mobility – academic staff mobility for teaching / staff mobility for training abroad, participation of general staff in staff mobility for training abroad within the Erasmus+ KA131 project;
6.19. Project Manager – Project Manager for International Exchange Programmes;
6.20. RSU or University – Rīga Stradiņš University;
6.21. SS – RSU Student Services;
6.22. ID – RSU International Department;
6.23. Tripartite Agreement (Annex to the Funding Agreement) – Erasmus+ Mobility Agreement Staff Mobility for Training/Teaching;
6.24. Host Organisation – the institution responsible for hosting staff from abroad (in this case from RSU) and providing a programme of staff mobility for training (training period) and/or teaching (teaching period) activities. In the context of teaching mobility, it is the HEI (foreign partner university) with which the University has concluded an Inter-institutional Agreement for the organisation of mobility. In the context of staff mobility for training, it may be an HEI (foreign partner institution) or another type of foreign institution;
6.25. Management – the RSU Rector, the relevant Vice-Rector or the Chancellor, according to the subordination of the employee;
6.26. Guidelines – the current Erasmus+ Programme Guidelines (updated periodically) developed by the European Commission;
6.27. VIAA – State Education Development Agency.

7. The process of organising Staff Mobility shall be based on:
   7.1. Regulation of the European Parliament and of the Council (ES) 2021/817 – Erasmus+ Regulation;
   7.2. Law on Higher Education Institutions;
   7.3. Erasmus Charter for Higher Education;
   7.4. Labour Law;
   7.5. Cabinet Regulation No 969 "Procedures for the Reimbursement of the Expenses Relating to Official Travels";
   7.6. General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council and the Personal Data Processing Law;
   7.7. Guidelines;
   7.8. Grant Agreement;
   7.9. RSU Procedure for Organising and Documenting Foreign Official Travels and Justified Absence and for Making Relevant Payments;
   7.10. The Procedure,
   7.11. Decrees referred to in Paragraphs 15, 16 and 18 of the Procedure, as well as in accordance with other external or internal regulatory enactments.

II. Types of Erasmus+ Staff Mobility and Eligible Countries

8. **Staff mobility for teaching** – teaching period abroad at a Host Organisation (foreign HEI). The teaching period abroad provides the opportunity for any teacher in a higher education institution or staff member of a company to teach in a partner higher education institution abroad. Staff mobility for teaching purposes may be carried out in any field of study. Teaching mobility must include at least eight teaching hours per week (or other stay period shorter than one week)[2].
9. **Staff mobility for training** – training period abroad in a Host Organisation (HEI, company or any other relevant institution/organisation). The training period abroad provides an opportunity for HEI staff to participate in a training activity abroad that is relevant to their daily work in the higher education institution. This training may be implemented through training activities (other than conferences) or through periods[3] of job shadowing and observation.
10. **Blended Intensive Programmes (BIP)** – short intensive programmes using innovative learning and teaching approaches. During Blended Intensive Programmes, groups of students or staff (in the role of learners) participate in short-term physical mobility abroad combined with a mandatory virtual component that provides collaborative joint learning or working in groups online. The intensive programme must provide added value in relation to existing courses or training offered by the participating HEIs and may be multiannual[4].
11. All activities of the Erasmus+ programme, including Staff Mobility, are open to:
   11.1. EU Member States;
   11.2. Associated third countries to the Programme: Norway, Iceland, Liechtenstein, the Republic of North Macedonia, the Republic of Turkey and the Republic of Serbia.[5]
12. As the Erasmus+ Programme countries are defined in the Guidelines and the current version thereof, the list of countries may change if decided by the EC, which approves and publishes the Guidelines.

III. Administration of Staff Mobility

13. The administration of Staff Mobility shall be carried out by the ID Project Manager, while the monitoring of Staff Mobility, the preparation and storage of EMEC documents and minutes shall be carried out by the ID Coordinator.

[2] Erasmus+ Programme Guide, Edition 2 (2025): 20.01.2025 - https://erasmus-plus.ec.europa.eu/sites/default/files/2025-02/erasmus-programme-guide-v2.2025_lv.pdf p. 47
[3] Ibid., p. 48
[4] Ibid., p. 48
[5] Ibid., pp. 33, 34

14. The use of the funding for Staff Mobility shall be monitored by the ID Coordinator and the AU. In accordance with the Grant Agreements concluded, the Coordinator shall prepare the content reports and the reports on the use of funds, which shall be submitted to VIAA.
15. ID shall establish and, by the RSU Rector's Decree, approve the EMEC consisting of four members:
    15.1. Chancellor,
    15.2. ID Director,
    15.3. ID Coordinator,
    15.4. ID Project Manager.
16. ID shall, by the RSU Rector's Decree, approve:
    16.1. The duration of the implementation of maximum Staff Mobility;
    16.2. Maximum rates of financial support (European Commission funding and Latvian state co-financing) as set out in the Grant Agreement;
    16.3. Rates for travel expenses, including the use of sustainable means of transport (so-called "green travel") based on the established EC rates;
    16.4. RSU co-financing of travel expenses from RSU budget funds, which is provided only in cases where the actual costs of the Employee's travel expenses exceed the rates set by the EC;
    16.5. Other provisions for the implementation of Staff Mobility.

IV. Staff Application for Mobility, Review and Evaluation of Applications

17. ID shall announce the call for RSU staff mobility for training and teaching once a year (at the beginning of the academic year; for two weeks). If the funding for mobility for teaching allows, the call for mobility for teaching may be announced for the second time (at the beginning of the second semester of the academic year; for two weeks) by publishing information on the RSU website and MyRSU and determining the deadline for submitting mobility applications.
18. The call shall be announced for places for staff mobility for training and teaching in the Erasmus+ project to be implemented in the relevant period available and forecasted/calculated by EC (available at the Beneficiary Module). The number of available places for staff mobility for training shall be determined by the RSU Rector's Decree after the conclusion of the Grant Agreement of the Erasmus+ project to be implemented. This Decree also sets the quotas for staff mobility for training for each structural unit.
19. Before submitting a mobility application, the Employee shall:
    19.1. Agree verbally or in writing the potential application for mobility with the immediate superior / head of structural unit;
    19.2. Within the deadlines set by the ID, fill in the mobility application form available on the RSU website. This form shall include an appropriate indication of the approval of the immediate superior / head of structural unit for the mobility application;
    19.3. Take responsibility for the fact of agreeing with the immediate superior / head of structural unit. The approval of the immediate superior / head of structural unit shall confirm initial support for submission of the Staff Mobility application.
20. Information about the Employee's application for mobility shall be sent to the Employee's immediate superior / head of structural unit by means of an automatically generated e-mail.
21. After the deadline for the submission of mobility applications, the ID Coordinator together with the ID Project Manager and the ID Director shall:
    21.1. Summarise information on submitted applications for Staff Mobility,
    21.2. Examine their compliance with the Guidelines and the objectives/provisions of the Procedure;
    21.3. Summarise and examine the justification for the usefulness of the Staff Mobility applications (both for staff mobility for teaching and training);
    21.4. Not forward for further selection mobility applications that do not indicate a clear justification and objective for the mobility.

22. After the review of the Employee mobility applications, the ID Coordinator shall send the lists of mobility applications to be further selected for evaluation to the Management according to the subordination of the Employees.
23. The Management, in cooperation with the faculty dean and/or the head of structural unit under their supervision, shall evaluate the Employees' applications for mobility for teaching and provide an opinion on which of them are to be supported and submitted for approval in accordance with the following criteria:
    23.1. During one academic year, the Employee may carry out a maximum of two mobilities for teaching;
    23.2. No more than two Employees from one structural unit may participate in one teaching mobility (one Host Organisation, one period or activity) at the same time.
    23.3. In the mobility application, the Employee shall include specific activities and plans to promote cooperation between the University and the Host Organisation during the Mobility Period in accordance with the RSU Development Strategy 2022-2027 action direction "Internationality".
24. The Management, taking into account the quotas for staff mobility for training referred to in Paragraph 18 of the Procedure, in cooperation with the Faculty Dean and/or the head of structural unit under their supervision, shall evaluate applications for the staff mobility for training submitted by the Employees, prioritise them within the available quotas of the structural unit and provide an opinion on which of them are to be supported and submitted for approval in accordance with the following sequential criteria:
    24.1. Employees whose professional development is linked to academic work;
    24.2. Employees who have not participated in RSU staff mobility in the last two years (are planning to participate in mobility for the first time);
    24.3. No more than two Employees from one structural unit may participate in one mobility for training (one Host Organisation, one period or activity) at the same time;
    24.4. Employees who include clearly justified ideas, specific activities and plans in the mobility application to promote cooperation between the University and the Host Organisation during the Mobility Period in accordance with the RSU Development Strategy 2022-2027 action direction "Internationality".
25. The Management shall provide a written opinion to the ID Coordinator on all mobility applications of its Employees. The ID Coordinator shall submit the opinion to the EMEC.
26. Based on the opinion of the Management, the EMEC shall decide to support or not to support the participation of the RSU Staff in mobility. A member of the EMEC shall request the EMEC to remove them from the adoption of the resolution if the resolution is taken on the member of the EMEC themselves, their relative or business partner within the meaning of the Law on Prevention of Conflict of Interest in Activities of Public Officials. The results of the competition shall be approved by the relevant EMEC protocol. The ID Coordinator shall place the protocol in DVS and coordinate its signing.
27. The ID Project Manager shall announce the results of the competition to the RSU Employees electronically no later than one month after the deadline for submission of applications. If the Employee mobility application is supported, the ID Project Manager shall send the Employee additional information on the implementation of the Staff Mobility together with the approval.
28. Due to the priority importance of mobility for teaching at RSU and the fact that it may be difficult to plan mobility for teaching precisely, it is possible to apply for this type of mobility exceptionally outside the application deadlines announced by ID. If the Employee receives an offer to participate in mobility for teaching outside the time of the call for RSU Staff Mobility for teaching announced by the ID, the Employee shall:
    28.1. Agree in writing the potential application for mobility with the immediate superior /head of structural unit;
    28.2. Contact the ID Project Manager or ID Coordinator and inform about the possible mobility for teaching as well as about the written approval received from the immediate superior / head of structural unit.

29. The ID Coordinator shall assess whether funding is available for the mobility for teaching under the Grant Agreement. If funding is available, the ID Coordinator, in cooperation with the Management, shall carry out the actions set out in Paragraphs 21-26 of the Procedure. After the above steps have been taken, the ID Coordinator shall inform the Employee and their immediate superior / head of structural unit of the EMEC decision.
30. Considering that RSU structural units may be invited to participate in a BIP organised by a foreign HEI as a partner, exceptionally, applications for staff mobility for teaching and training within BIPs may also be submitted outside the application deadlines announced by the ID. In such case, the Employee shall:
    30.1. Agree in writing the potential application for mobility (participation in BIP) with the immediate superior / head of structural unit;
    30.2. Contact the ID Project Manager or ID Coordinator and inform about the possible application for mobility (participation in BIP) as well as about the written approval received from the immediate superior / head of structural unit;
    30.3. Contact the ID Coordinator and inform about the possible BIP and mobility.
31. The ID Coordinator shall assess whether funding is available for the mobility under the Grant Agreement. If funding is available, the ID Coordinator, in cooperation with the Management, shall carry out the actions set out in Paragraphs 21-26 of the Procedure. After the above steps have been taken, the ID Coordinator shall inform the Employee and their immediate superior / head of structural unit of the EMEC decision.
32. In exceptional cases and with a special justification, the Employees may apply for Staff Mobility in a country that is not an Erasmus+ Programme Country (see Paragraph 11 of the Procedure). To apply for mobility to such a country, the Employee shall submit a free-form application with clearly justified ideas and a proposal for potential cooperation to the Management. The relevant supervisor shall agree the availability of financial support for Staff Mobility with the ID Coordinator and, if funding is available, seek the written approval of the RSU Rector for such exceptional mobility.

V. Mobility Registration and Document Preparation

33. After the announcement of the results of the competition, the Employee shall maintain communication with the ID Project Manager on Staff Mobility and inform about the planned mobility. If the Employee does not inform ID about the planned mobility and does not start preparing for staff mobility for training (e.g. the Employee has not informed ID about the planned Host Organisation or the indicative Mobility Period, has not started preparing the Tripartite Agreement, has not received the Host Organisation's approval for mobility) by the end of the relevant calendar year, ID, in cooperation with EMEC, shall reserve the right to refuse the approved Staff Mobility, informing the Management thereof. Before the withdrawal of the mobility approval, the Employee shall be warned in writing and given a deadline to take the necessary action.
34. Not later than one month before the planned Staff Mobility period, the RSU Employee shall:
    34.1. Organise communication and document circulation with the Host Organisation where the mobility will take place;
    34.2. Receive from the Host Organisation an electronic confirmation of the Mobility Period, which shall be sent to the ID Project Manager;
    34.3. Send the electronic confirmation referred to in the previous Paragraph to their immediate superior, thus informing them of the planned absence and agreeing on the actual Mobility Period and purpose.
35. If the RSU Employee plans to go on a mobility for teaching to a Host Organisation, they shall, in communication with the ID Project Manager, make sure that an inter-institutional cooperation agreement has been concluded with the Host Organisation. If no such cooperation agreement has been concluded, the ID Coordinator shall contact the Host Organisation and invite it to conclude a cooperation agreement. Without the timely conclusion of the inter-institutional cooperation agreement, the Employee’s participation in mobility for teaching is not possible.

36. Upon receipt of the electronic confirmation of the implementation of the mobility from the Employee, the ID Project Manager shall:
    36.1. Register the Employee mobility in the Beneficiary Module;
    36.2. Create the Employee's personal file;
    36.3. Draw up the Employee Funding Agreement, which shall include the data on the Financial Support in accordance with the Decree referred to in Paragraph 16 of the Procedure;
    36.4. Send the Employee the Funding Agreement and the form of the Tripartite Agreement, as well as additional information on the implementation of the Staff Mobility (conditions and application for a foreign official travel in HOP).
37. Upon receipt of the documents, the Employee shall:
    37.1. Complete the Funding Agreement with the necessary personal data and bank account information;
    37.2. Send the completed Funding Agreement to the ID Project Manager;
    37.3. Complete the Tripartite Agreement form and organise the signing of the Tripartite Agreement together with the Host Organisation. The immediate superior of the Employee shall be indicated as the *Contact person name and position* of the sending institution. The document shall be signed by the Employee, immediate superior and the representative of the Host Organisation.
    37.4. Send the completed and signed Tripartite Agreement to the ID Project Manager.

VI. Signing of Mobility Documents, Application for a Foreign Official Travel and Granting of Financial Support

38. Upon receipt of the documents referred to in Paragraph 37 of the Procedure from the Employee, the ID Project Manager shall:
    38.1. Review the Funding Agreement and the Tripartite Agreement and communicate with the Employee for corrections, if necessary;
    38.2. Organise the signing of the Funding Agreement in the DVS. The document shall be signed by the Employee and the RSU Rector or their authorised person (Acting Rector during the period of replacement). The document shall be countersigned by the ID Director and the ID Project Manager.
39. The Employee applies for a foreign official travel in HOP (Staff Mobility shall be drawn up as a foreign official travel) in accordance with the University's internal regulatory enactments (see the Procedure for Foreign Official Travels and the document flow scheme No 1.4 included therein). The application shall be submitted in HOP no later than 15 (fifteen) working days before the foreign official travel. The ID Project Manager, ID Coordinator, immediate superior / head of structural unit and the Management countersign the foreign official travel application in HOP, thus agreeing on the actual Mobility Period and the Employee’s absence.
40. The time of the foreign official travel indicated in the Employee HOP application cannot exceed the Mobility Period by more than two days (one day before the Mobility Period, one day after the Mobility Period).
41. After the approval of the foreign official travel, the RSU AU Project Accountant shall transfer the Financial Support to the Employee’s bank account (in accordance with the Funding Agreement and the approved foreign official travel).
42. Conditions for the use of Financial Support for Staff Mobility:
    42.1. The support shall be calculated in accordance with the financing rules specified in the Grant Agreement and the Decree referred to in Paragraph 16 of the Procedure;
    42.2. The support shall be intended to cover accommodation, travel and daily expenses during the Mobility Period.
    42.3. The support shall be paid only for the days of the Mobility Period (activities) indicated in the electronic confirmation of the Host Organisation on the implementation of the mobility;

42.4. No support shall be paid for the days spent by the Employee travelling to and from the Staff Mobility;
42.5. The Employee shall personally assume responsibility for the use of the Financial Support;
42.6. The unused part of the support within of Staff Mobility does not have to be returned to RSU or included in the foreign official travel report in HOP.

43. Reconciliation and use of mobility expenses:
43.1. The following travel expenses for foreign official travel shall be purchased only through the Travel Agency / Company with which RSU has concluded a contract or general agreement:
43.1.1. Foreign Official Travel tickets;
43.1.2. Insurance policies (purchase is mandatory under Section 7 of the Funding Agreement).
43.2. The Employee shall contact and agree on the desired flight / travel times and transport costs (taking into account the Financial Support granted) with this Travel Agency in person no earlier than the next day after receiving the e-mail from HOP on the approved foreign official travel (see the Procedure for Foreign Official Travels and the document flow scheme No 2.4. included therein).
43.3. As the Employee receives the Financial Support in their bank account, the Travel Agency shall invoice them for the Foreign Official Travel tickets, which the Employee shall pay within the due date from the received Financial Support (see Paragraph 41 of the Procedure).
43.4. Other travel costs for local public transport, transport between accommodation and the place of mobility, and transport from the airport/bus station/station to the accommodation and back to the accommodation shall be planned and used by the Employee at their discretion within the Financial Support. The above-mentioned Travel Agency shall not purchase these travel tickets.
43.5. The accommodation booking shall be made by the Employee at their own discretion and after the approval of the foreign official travel by HOP and the receipt of Financial Support.
43.6. The daily expenses during the Mobility Period shall be planned and spent by the Employee at their own discretion within the Financial Support.

44. If the actual costs of the Employee's travel exceed the rates set by the EC (approved in the Grant Agreement and in the Decree referred to in Paragraph 16 of the Procedure), the Travel Agency shall invoice RSU (for costs exceeding the rates set by the EC). RSU shall pay the invoice (co-finance Staff Mobility) from RSU budget funds. The Employee shall not be involved in this process.

45. If the total maximum funding limit for travel expenses (EC rates and the determined RSU co-financing, which are approved in the Grant Agreement and the Decree referred to in Paragraph 16 of the Procedure) is also exceeded, the Employee shall cover the excess amount from their own personal funds.

46. If during the preparation for the Staff Mobility, before the submission of the application for the foreign official travel, the circumstances and parameters of the approved mobility (e.g. Host Organisation, country of mobility, Mobility Period, purpose of mobility) change significantly, the following actions shall be taken:
46.1. The Employee shall immediately inform the ID Coordinator and the ID Project Manager of the changes;
46.2. The ID Coordinator shall review the changes in the Employee's mobility application and inform the Management thereof;
46.3. The ID Coordinator, in cooperation with the Management, shall carry out the actions set out in Paragraphs 21-26 of the Procedure.
46.4. After the above steps have been taken, the ID Coordinator shall inform the Employee and their immediate superior / head of structural unit of the EMEC decision.

47. If during the preparation for the Staff Mobility, after the submission of the application for the foreign official travel, the circumstances and parameters of the approved mobility (e.g. host organisation, country of mobility, Mobility Period, purpose of mobility) change significantly, the following actions shall be taken:
    47.1. The Employee shall immediately inform the ID Coordinator and the ID Project Manager of the changes;
    47.2. The Employee shall take the actions set out in Section 7 of the Procedure for Foreign Official Travels and in the document flow chart No 3.4 included in the Procedure for Foreign Official Travels;
    47.3. The ID Coordinator shall review the changes in the Employee's mobility application and inform the Management thereof;
    47.4. The ID Coordinator, in cooperation with the Management, shall carry out the actions set out in Paragraphs 21-26 of the Procedure.
    47.5. After the above steps have been taken, the ID Coordinator shall inform the Employee and their immediate superior / head of structural unit of the EMEC decision.

VII. Participation in Mobility and Administration of Staff Mobility

48. The Employee shall participate in the Staff Mobility at the Host Organisation and shall implement the objectives set out in the mobility application.
49. Within 30 days after the Staff Mobility Period, the Employee shall:
    49.1. Prepare and submit the HOP foreign official travel report (KAP-2) with a justification of usefulness (electronically or in paper form). The justification for the usefulness of the foreign official travel shall be approved by the Employee's immediate superior (see Section 2 of the Procedure for Foreign Official Travels);
    49.2. Complete the Beneficiary Module of the electronic report;
    49.3. Submit to the ID Project Manager the declaration of the Host Organisation (Certificate of Attendance, Forms SSD-11 and SSD-12) on the participation of the Employee in the mobility (electronically or in paper form).
50. The ID Project Manager shall keep the Employee’s declaration of participation in the mobility and add it to the Employee’s personal file.
51. If the Employee is unable to participate in the approved Staff Mobility for justified reasons, they shall immediately inform the ID Coordinator and the ID Project Manager of their withdrawal from the mobility. In this case, the approved Staff Mobility shall be cancelled or, if possible, rescheduled for another/later date. If the Mobility Period cannot be rescheduled and participation is mandatory (as part of previously agreed international cooperation), another Employee from the same structural unit may go on Staff Mobility. In such a case, the ID Coordinator, in cooperation with the Management, shall carry out the actions set out in Paragraphs 21-26 of the Procedure. After the above steps have been taken, the ID Coordinator shall inform the Employee and their immediate superior / head of structural unit of the EMEC decision.
52. If the Employee fails to fulfil the obligations set out in the Tripartite Agreement during the period of Staff Mobility abroad (a substantiated report or document from the Host Organisation has been received on this fact):
    52.1. The ID Coordinator shall comply with the provisions of Section 6.1, Section 12 and Section 13 of the Funding Agreement;
    52.2. The ID Coordinator or ID Project Manager shall contact the Employee and request a written explanation for the non-fulfilment of the Tripartite Agreement and assess the situation;
    52.3. The ID Coordinator shall inform the Employee's intermediate supervisor / head of structural unit and the Management about the non-fulfilment of the obligations of the Tripartite Agreement.
    52.4. If the reason for the failure to comply with the obligations of the Tripartite Agreement is circumstances directly dependent on the Employee, then upon request of the Host Organisation coordinator, the Tripartite Agreement contact person of the Host

Organisation (*Contact person name and position*) or the ID Coordinator and on the basis of a relevant Management Decree, the Employee shall be obliged to immediately terminate the participation in the Staff Mobility and return to the University.

52.5. The Employee's immediate superior / head of structural unit and the Management shall agree with the EMEC on the full or partial repayment of the Financial Support granted (see Paragraphs 41 and 42 of the Procedure). The resolution shall be confirmed by the EMEC protocol.

52.6. If EMEC decides to require the Employee to reimburse the Financial Support in full or in part, the Financial Support granted to the Employee shall be reimbursed within 30 days. The Employee shall not be obliged to reimburse the Financial Support in full or in part if the reason for the non-fulfilment of the obligations set out in the Tripartite Agreement on Staff Mobility is force majeure (including health problems of the Employee confirmed by a written certificate from a doctor) or other circumstances directly independent of them (Section 16 of the Funding Agreement; supporting documents are required).

53. If an insured event occurs during the Mobility Period that may affect foreign official travel services paid by the Employee or RSU, the Employee shall be obliged in the shortest possible time to:
    53.1. Take the necessary steps to claim the insurance indemnity;
    53.2. Prepare all event justification documents;
    53.3. Apply for changes to the approved foreign official travel in accordance with Section 7 of the Procedure for Foreign Official Travels.

VIII. Admission of Foreign Academic and General Staff to RSU

54. Within the Erasmus+ programme, the University, in cooperation with partner universities and other institutions, shall host academic and general staff mobility from abroad. The organisation (e.g. signing of the Tripartite Agreement) and the implementation (e.g. booking of premises, provision of access) of this type of mobility process shall be carried out by the RSU structural unit that receives the foreign academic or general staff.
55. The ID Coordinator shall provide support to the University structural units in attracting cooperation partners and preparing/concluding cooperation agreements, if necessary.
56. In order to ensure the reception of foreign academic or general staff at RSU and the traceability of the University's internationalisation, RSU structural units shall be obliged to inform the ID Coordinator about the reception of foreign academic or general staff at RSU at least 30 days before the actual Mobility Period, providing the ID Coordinator with the following information:
    56.1. Mobility Period, purpose and provisional programme;
    56.2. Number of mobility participants, country and institution represented;
    56.3. Names, surnames, titles of the mobility participants.
57. The ID Coordinator shall register and maintain information on the mobility of inbound foreign academic and general staff, creating a database of this type of mobility.
58. After the completion of the mobility of foreign academic or general staff, the head of the host RSU structural unit (or their authorised representative) and the ID Coordinator shall sign a certificate on the mobility period and activities carried out during the mobility of foreign academic and general staff.

IX. Blended Intensive Programmes (BIP)

59. RSU shall define three ways in which the structural units and Employees participate in the implementation of the BIP activities:
    59.1. RSU organises BIP;
    59.2. RSU participates in a BIP organised by another HEI as a partner;
    59.3. RSU staff mobility for teaching and training within the framework of BIP.

60. The RSU shall organise a BIP under the following conditions:
   - 60.1. ID shall announce the call for BIPs to be organised by RSU structural units once a year (usually at the beginning of the academic year), publishing the information on the RSU website and MyRSU.
   - 60.2. When announcing the call, the ID shall also provide information on the requirements set out in the Grant Agreement and the latest version of the Guidelines and on the funding available for administrative support for the implementation of the BIP.
   - 60.3. The RSU structural unit planning to organise a BIP shall involve at least two partner higher education institutions from at least two Erasmus+ programme countries for its implementation and, in cooperation with these institutions, shall develop the concept of the BIP in accordance with the requirements set out in the Guidelines.
   - 60.4. When planning the BIP, the partner HEIs agree on the dates for the virtual and on-site components of the BIP and the number of ECTS to be awarded.
   - 60.5. The RSU structural unit planning to organise the BIP shall coordinate the idea of organising the BIP, the content of the BIP and the preliminary programme with the dean of the relevant faculty.
   - 60.6. The RSU structural unit shall register the BIP application on the RSU website (thereby informing the ID Coordinator), indicating the BIP intention and planned activities at least 3 months before the planned start of the BIP.
   - 60.7. The ID Coordinator shall:
     - 60.7.1. Summarise the BIP applications submitted;
     - 60.7.2. Review them in the order in which they are received;
     - 60.7.3. Assess whether the implementation of the BIP is feasible considering the number of BIPs approved in the Grant Agreement and the funding available for them;
     - 60.7.4. Inform the dean of the relevant faculty electronically about the application for the BIP;
     - 60.7.5. Send the BIP application to the Vice-Rector for Studies for evaluation.
   - 60.8. The Vice-Rector for Studies, in cooperation with the dean of the faculty, shall evaluate the BIP applications, their usefulness and provide an opinion by email to the ID Coordinator on the applications to be approved or rejected.
   - 60.9. The ID Coordinator shall electronically inform the RSU structural unit planning to organise a BIP and the dean of the relevant faculty about the decision taken.
   - 60.10. If a request for the organisation of a BIP is received when the number of BIPs approved in the Grant Agreement has already been reached (approved BIPs have been implemented or are in the process of being implemented), the ID Coordinator shall:
     - 60.10.1. In agreement with the structural unit planning to organise the BIP, the ID Director and the Vice-Rector for Studies may apply to VIAA for additional funding for the implementation of the BIP;
     - 60.10.2. Reserve the right to refuse such a BIP request due to lack of funding. In this case, the ID Coordinator shall ask the RSU structural unit that has applied for this BIP to plan and apply for the BIP in the next academic year.
   - 60.11. The ID Coordinator shall register the approved BIPs in the Beneficiary Module.
   - 60.12. The RSU structural unit organising the BIP shall be responsible for the content of the BIP, the involvement of partner higher education institutions, the practical implementation of BIP activities and ensuring the required number of participants. The ID Coordinator shall provide administrative support to that structural unit.
   - 60.13. If the RSU structural unit organising the BIP has doubts about the possibility of ensuring the minimum number of participants from partner universities as set out in the Grant Agreement, it shall immediately inform the ID Coordinator, who shall assess whether the implementation of the BIP is possible and may decide to withdraw the approval of the BIP.
   - 60.14. The ID Coordinator shall control the use of the BIP funding for administrative support.

60.15. After the completion of the BIP, the RSU structural unit that organised the BIP shall sign a declaration on the Mobility Period and activities carried out by the foreign academic and general staff within the mobility.

61. The RSU shall participate in a BIP organised by another HEI as a partner under the following conditions:
    61.1. If a RSU structural unit plans to participate in a BIP organised by another HEI as a partner, it shall inform the ID Coordinator of this intention at least 3 months before the start of the BIP, indicating the planned number of RSU staff and students.
    61.2. Employees from the RSU structural unit can apply for one staff mobility for training or two mobilities for teaching in this type of BIP activity.
    61.3. The ID Coordinator shall coordinate the availability of funding for participation in BIP from the funds allocated for mobility in the active Erasmus+ KA131 project. RSU staff mobility applications for participation in BIP, where RSU is a partner, shall be considered according to the provisions of Section IV of the Procedure.

X. Exceptions, Special Conditions, Financial Matters and Supervision

62. Participation in Staff Mobility for people with disabilities is encouraged and organised on an individual basis, with the European Commission covering justified additional costs necessary to ensure the mobility and participation of the person.
63. Other obligations, duties and procedures related to the provision of Financial Support not stipulated in the Procedure shall be determined in accordance with the documents and agreements regulating the Staff Mobility, as well as external legal acts and internal regulatory enactments of the University.
64. If the external regulations on Staff Mobility provide for a different regulation from that laid down in the Procedure (for example, within the Erasmus+ KA171 project), the regulations shall apply. The implementation of them, including the initiation of internal regulatory enactments (e.g. RSU Rector's Decrees) or their amendments, if necessary, shall be organised by the ID Coordinator.
65. The number of mobilities set out and granted in the Grant Agreement, as well as the amount of funding, may be amended in accordance with the provisions of VIAA or the EC.
66. If the RSU Staff participates in Staff Mobility under an individually concluded inter-university (inter-institutional) agreement, the general criteria and conditions set out in the Procedure shall apply to them, except for application and competition.
67. ID may, if necessary, announce additional calls for Staff Mobility.
68. The process of concluding new inter-institutional agreements for the implementation of Staff Mobility shall be carried out by the ID Coordinator in cooperation with faculty representatives, study programme directors or heads of other relevant structural units.
69. Processing of personal data within administration of staff mobility shall be carried out in accordance with the General Data Protection Regulation (EU) 2016/679 of the European Parliament and of the Council, the Personal Data Processing Law and the RSU Privacy Policy.

XI. Final Provisions

70. Upon the entry into force of this Procedure, Internal Regulatory Enactment No. 1-PB-9/61/2026 of 1 September 2026, "Procedure for the Organisation of the Participation of Academic and General Staff of Rīga Stradiņš University in Erasmus+ Mobility", shall cease to have effect.

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