



UNIVERSITY OF
LATVIA

PROCEDURE FOR ORGANISING

ERASMUS+ MOBILITY

AT THE UNIVERSITY OF LATVIA

Appendix

APPROVED
by the UL order
No. 1/363
of 18.12.2014.

As amended by 24.09.2021.

Amendments: UL order No. 1/209 of 04.08.2015.

Amendments: UL order No. 1/100 of 29.02.2016.

UL order No. 1/318 of 28.07.2016.

UL order No. 1/339 of 30.10.2017.

UL order No. 1-4/465 of 24.09.2021.

Adopted in accordance with Section 81 (1) and (3)
of the Law on Higher Education Institutions

1. General provisions

1.1. Use of terms

1.1.1. **Selection Committee** – a selection committee approved by the order of the Dean of the faculty or the delegation to the Board of the Department to select students, academic and administrative staff of the faculty for participation in the Erasmus+ programme. The Selection Committee shall not include any person who may have a conflict of interest in the decision to nominate an applicant for participation in the Erasmus+ programme.

1.1.2. **Erasmus+ activities** – the participation of students, academic and administrative staff in the academic process at a partner university, as well as student traineeships in foreign companies/organisations under the Erasmus+ programme of the European Union (EU).

1.1.3. **Erasmus+ agreements:**

1.1.3.1. **Erasmus+ Inter-institutional Agreement** – an agreement between the University of Latvia (UL) and a partner university on study mobility and mobility of academic staff, signed on behalf of the UL by the Erasmus Institutional Coordinator.

1.1.3.2. **Erasmus+ Grant Agreement** – a funding agreement concluded by the UL with a student for study/traineeship funding or with academic/administrative staff for mobility funding, signed on behalf of the UL by the Erasmus Institutional Coordinator.

1.1.3.3. **Erasmus+ Learning Agreement for Traineeships** – an agreement between the UL student, the UL and a foreign traineeship company/organisation on the tasks to be carried

out during the intended traineeship period and their recognition in the relevant UL study programme, signed by the study programme director on behalf of the UL. Erasmus+ Learning Agreement for Traineeships with a foreign student at the UL is an exception; it is signed by the UL traineeship supervisor on behalf of the UL.

1.1.3.4. **Erasmus+ Learning Agreement for Studies** – an agreement between the UL student, the UL and the partner university on the study courses to be taken during the intended study period and their recognition in the relevant UL study programme, signed by the study programme director on behalf of the UL. Erasmus+ Learning Agreement for Studies with a foreign student at the UL is an exception; it is signed by the UL Faculty Coordinator on behalf of the UL.

1.1.3.5. **Erasmus+ Mobility Agreement for Teaching** – an agreement between a UL lecturer, the UL and a partner university on the programme of the visit, signed by the Dean of the faculty on behalf of the UL. Erasmus+ Mobility Agreement for Teaching with a foreign lecturer at the UL is an exception; it is signed by the Dean of the faculty or the UL Faculty Coordinator on behalf of the UL.

1.1.3.6. **Erasmus+ Mobility Agreement for Training** – an agreement between the UL staff, the UL and the partner university on the programme of the visit, signed by the Erasmus Institutional Coordinator on behalf of the UL. Erasmus+ Mobility Agreement for Training with foreign staff at the UL is an exception; it is signed by the Erasmus Institutional Coordinator or the UL Erasmus+ Faculty Coordinator on behalf of the UL.

1.1.4. **Erasmus+ mobility:**

1.1.4.1. **Student mobility** – studies at a partner university (student mobility for studies (SMS)) or a traineeship at a foreign company/organisation (student mobility for traineeships (SMP)).

1.1.4.2. **Staff mobility for teaching (STA)** – guest lectures at a partner university delivered by the university academic staff or the invited company/organisation staff.

1.1.4.3. **Staff mobility for training (STT)** – professional development activities (excluding conferences) and work observation activities for administrative staff at a partner university.

1.1.4.4. **Blended Intensive Programmes** – short, intensive programmes that use innovative methods of teaching and learning, including online collaboration, where both students and the staff can be learners.

1.1.5. **Coordinators of the International Affairs at the Faculties** (Faculty Coordinators) – persons authorised by the Dean to organise international cooperation at the faculty.

1.1.6. **Nomination** – nomination of a student or a member of the academic or administrative staff for mobility according to the results of a competition.

1.1.7. **Partner university** – a foreign higher education institution with which the UL has concluded an Erasmus+ Inter-institutional Agreement for the exchange of students and academic staff.

1.2. The **aim** of the Erasmus+ Mobility Procedure at the UL (the Procedure) is to ensure mobility of students, academic and administrative staff of the UL in accordance with the **principles of the Erasmus+ Charter for Higher Education 2021–2027**.

1.3. Erasmus+ study and academic staff mobility take place under Erasmus+ Inter-institutional Agreements. Erasmus+ traineeship and administrative staff mobility is based on individual agreements between the mobility participants and the partner universities and companies/organisations.

1.4. Mobility of students and staff at the faculty shall be organised by the Faculty Coordinator(s), who shall be approved by the Dean's order. A copy of the order shall be submitted to the Mobility Division of the Department of Student Services (DSS MD).

1.5. A copy of the Dean of the faculty's order to create the Selection Committee or to delegate the selection to the Board of the Department shall be submitted to the DSS MD.

2. **Preparation of Erasmus+ Inter-institutional Agreements**

2.1. The conclusion of **Erasmus+ Inter-institutional Agreements** is initiated by the UL or partner universities. Students, academic and administrative staff have the right to initiate the conclusion of Erasmus+ Inter-institutional Agreements by submitting a proposal to the relevant faculty department. The Department shall review the proposal and coordinate it with the Dean. If the Dean supports the conclusion of the Erasmus+ Bilateral Agreement, the Department shall send the proposal to the DSS MD, indicating the semesters of the exchange and the contact persons agreed upon with the partner university.

2.2. The DSS MD shall prepare the Erasmus+ Inter-institutional Agreement, using the agreement form provided by the European Commission (EC) (Appendix 1) or the Inter-Institutional Agreement Manager tool of the Erasmus Dashboard platform. Erasmus+ Inter-institutional Agreements specify the type of mobility (study mobility, academic staff mobility), the levels of exchange students (Bachelor's, Master's, doctoral), the field of study, the number of mobility participants and the duration of mobility (study months per academic year), as well as the number of mobility participants, the duration of mobility and the minimum number of academic hours per academic year for academic staff. The agreements shall also contain information on the assessment systems in both countries, the requirements for foreign language proficiency levels, the study application deadlines, as well as information on the possibility to apply for a place in the dormitory.

2.3. Erasmus+ Inter-institutional Agreements are signed by the UL Erasmus Institutional Coordinator.

2.4. Erasmus+ Inter-institutional Agreements are held by the DSS MD.

3. **Erasmus+ programme participation conditions for students**

3.1. *The Erasmus+ programme* is open to UL students (including foreign nationals) who are full-time students at the UL and who:

3.1.1. have completed at least the first year of the study programme (60 ECTS) at the UL;

3.1.2. have met their academic and financial obligations within the deadlines;

3.1.3. are not on an academic leave of absence;

3.1.4. have a good command of the foreign language that meets the criteria set by the partner university.

3.2. The minimum duration of a mobility for studies period under the Erasmus+ programme is three months; for a mobility for traineeship period the minimum duration is two months. The only exceptions are short-term mobility for doctoral students and short-term study/traineeship mobility in combination with a virtual period of 5–30 days.

3.3. Students may participate in Erasmus+ mobility for studies and mobility for traineeship several times, up to a maximum of 12 months at each level of studies (Bachelor's, Master's, doctoral).

3.4. The study courses to be taken during the study mobility period shall be at least 24 ECTS per semester or 80% of the semester course load of 30 ECTS.

4. **Organising the application and selection of students**

4.1. The Faculty Coordinator shall inform students about study and/or traineeship opportunities and Erasmus+ application deadlines by posting information on the faculty's website and social networks, as well as by organising informative events.

4.2. The student shall submit an application for participation in the Erasmus+ programme, as well as additional information in accordance with the requirements set by the faculty, to the Faculty Coordinator.

Student applications shall be evaluated by the Selection Committee. All members of the Faculty Selection Committee and the Faculty Coordinators shall sign a declaration of conflict of interest according to the form (Appendix 10).

4.3. Student participants in the Erasmus+ programme are selected through an open competition procedure which ensures fair and transparent selection. The Selection Committee shall decide on the nomination of students for participation in the Erasmus+ programme, taking into account the students':

4.3.1. study results;

4.3.2. motivation;

4.3.3. knowledge of foreign languages;

4.3.4. additional criteria, if established by the Faculty Council.

4.4. The Selection Committee shall keep minutes of its proceedings. The original minutes of the Erasmus+ candidate selection process shall be kept by the Faculty Coordinator; a copy shall be submitted to the DSS MD.

4.5. The Faculty Coordinator shall communicate the decision electronically to the applicant via the e-mail address indicated in the application and shall make the decision publicly available at the faculty.

4.6. The Faculty Coordinator shall submit the decision of the Selection Committee with the list of students nominated for the Erasmus+ programme (including reserve students) to the DSS MD, indicating:

4.6.1. the name and the surname of the student;

4.6.2. the student's e-mail address and contact telephone number;

4.6.3. the partner university or company/organisation;

4.6.4. the completed Erasmus+ study application forms (Appendix 2) or traineeship application forms (Appendix 3).

4.7. A student who has been nominated for Erasmus+ mobility for studies shall, within the application deadlines, apply online to studies at the partner university and inform the responsible person of the DSS MD and/or, if requested by the partner university, submit a paper version of the application documents to the DSS MD no later than two weeks before the application deadline. The responsible person of the DSS MD shall review the compliance of the submitted application documents and send them to the partner university. Before leaving for Erasmus+ studies, the student shall coordinate the courses to be taken at the partner university with the UL study programme director and complete the Erasmus+ Learning Agreement for Studies in paper (Appendix 4) or digital format via the Online Learning Agreement platform, signed by the UL study programme director on behalf of the UL. A copy of the signed tripartite Erasmus+ Learning Agreement for Studies shall be kept at the DSS MD.

4.8. The student who has been nominated for Erasmus+ mobility for traineeship shall notify the responsible person of the DSS MD about the company/organisation of the traineeship abroad and the agreed period of the traineeship, and submit to the DSS MD, no later than one month before the start of the traineeship period, a completed Erasmus Learning Agreement for Traineeships in paper (Appendix 5) or digital format via the Online Learning Agreement platform, signed by the UL study programme director and the student on behalf of the UL. A copy of the signed tripartite Erasmus+ Learning Agreement for Traineeships shall be kept at the DSS MD.

4.9. If, upon arriving at the partner university, the student discovers that in the new study semester the study courses have been changed and differ from those specified in the Erasmus+ Learning Agreement for Studies, the student shall prepare an amendment to the Erasmus+ Learning Agreement for Studies and agree upon it with the UL study programme director within 1 (one) month from the moment of their arrival.

4.10. Students shall fulfil other requirements set by the Erasmus+ programme, if necessary.

5. Departure and reporting procedures for UL students

5.1. The responsible person of the DSS MD shall organise information events and inform nominated Erasmus students about the preparatory work to be done before leaving for Erasmus+ studies or traineeships. The DSS MD shall prepare draft orders in the UL Information System (LUIS) for the awarding of Erasmus+ grants. The Head of the Administration of the UL shall sign the orders regarding the awarding of Erasmus+ grants.

5.2. Students who have received the approval of a partner university or a company/organisation shall submit an application addressed to the Dean of the faculty (Appendix 6) for registration for studies/traineeship abroad to the UL study programme secretary; doctoral students shall submit it to the person authorised by the Department of Studies (DS). The UL study programme secretary or the person authorised by the DS shall prepare the registration order on studies/traineeship abroad in LUIS. The application form shall be attached to the student's personal file by the secretary.

Upon the participant's return from the Erasmus+ study or traineeship mobility, the secretary shall prepare a semester registration order in LUIS, indicating the deadline for the completion of the academic obligations.

5.3. Termination of Erasmus+ mobility:

5.3.1. If the nominated student has not fulfilled any of the obligations set out in this policy by the time of departure, the Selection Committee has the right to decide to withdraw the nomination.

5.3.2. If the nominated student wishes to withdraw from the Erasmus+ mobility, they shall inform the partner university or the company/organisation in a timely manner, submit an application for withdrawal to the Faculty Coordinator and inform the DSS MD in writing via e-mail. The Faculty Coordinator shall nominate the next student from the faculty reserve list. If there is no reserve candidate, the Selection Committee shall decide on the nomination of another participant.

5.4. Students whose approved mobility period is one semester may apply for an extension of the mobility period in the following semester by agreeing upon it with the partner university, the UL study programme director and the DSS MD and completing the *request for extension of Erasmus+ form* in writing no later than 1 month before the end of the mobility period.

If the student has received the approval from the UL study programme director to extend the Erasmus+ study period for one more semester, they shall agree upon the selected study courses for the second semester with the UL study programme director and execute an amendment to the Erasmus+ Learning Agreement for Studies or a new Erasmus+ Learning Agreement for Studies before the beginning of the next semester at the partner university. If the UL study programme director does not agree on the study courses specified in the amendment to the Erasmus+ Learning Agreement for Studies or in the new

Erasmus+ Learning Agreement for Studies and does not sign the amendment to the Agreement or the new Agreement before the start of the new semester at the partner university, the study mobility period shall be deemed not to have been extended.

5.5. A student may apply for an extension of the mobility period or start a traineeship mobility in a foreign organisation/company at the end of the mobility period. The student shall agree on this in writing with the foreign organisation/company, the UL study programme director and the DSS MD no later than one month before the end of the mobility period. If the UL study programme director does not agree on the traineeship tasks specified in the amendment to the Erasmus+ Learning Agreement for Traineeships or in the new Erasmus+ Learning Agreement for Traineeships and does not sign the amendment to the Agreement or the new Agreement before the end of the current mobility period, the mobility period shall be deemed not to have been extended or not to have been agreed upon.

5.6. During the Erasmus+ mobility period, the student shall send the responsible person of the DSS MD an interim report on the progress of exchange studies at the partner university (Appendix 7) or a mid-term report on the progress of traineeship at the foreign company/organisation (Appendix 8). The due dates for the submission of the interim report are specified in each student's Erasmus+ Grant Agreement concluded between the UL and the student.

5.7. At the end of the Erasmus+ mobility period, students will receive an electronic invitation to complete and submit the online EC Individual Report. The student shall submit the final reporting documents on the results of the mobility to the DSS MD in accordance with the requirements of the Erasmus+ programme and the conditions of the Erasmus Grant Agreement. The student shall do this within 30 calendar days after the end of the Erasmus+ mobility period.

5.8. The results of studies and traineeship achieved during the Erasmus+ mobility shall be recognised in accordance with the procedure established by the UL regulations. Courses successfully completed and agreed upon in writing with the UL study programme director in the Erasmus+ Learning Agreement for Studies shall be recognised in full.

6. Organising the application and selection of the academic and administrative staff of the UL

6.1. Academic and administrative staff of the UL, including foreign citizens, are eligible to participate in the Erasmus+ mobility programme, if they:

6.1.1. are not on leave (other than sabbatical leave);

6.1.2. have a good command of the foreign language that meets the criteria set by the host party.

6.2. Academic staff participating in Erasmus+ mobility must hold at least 8 teaching hours (academic hours) per week or a shorter time period at the partner university.

6.3. The academic and administrative staff of the faculty shall be informed about mobility opportunities by the Faculty Coordinator(s).

6.4. Applications for participation in exchange programmes shall be evaluated by the Selection Committee of the faculty and a decision on the nomination of academic and administrative staff shall be taken. The Faculty Coordinator shall communicate the decision electronically to the applicant via the e-mail address indicated in the application and shall make the decision publicly available at the faculty.

6.5. The Selection Committee shall keep minutes of its proceedings. The original minutes of the Erasmus+ candidate selection process shall be kept by the Faculty Coordinator; a copy shall be submitted to the DSS MD.

6.6. The Faculty Coordinator shall submit a list of nominated mobility participants (including reserve candidates) to the DSS MD, indicating:

6.6.1. name, surname;

6.6.2. e-mail address and contact telephone number;

6.6.3. partner university or company/organisation;

6.7. The nominated mobility participants shall agree with the partner universities on the dates of the visit and the work programmes and shall prepare the application form for business trip.

6.8. The DSS MD shall advise the nominated participants on the mobility arrangements and assist them in preparing the necessary documentation for the visit.

6.9. If the nominated participant wishes to withdraw from the mobility, they shall inform the partner university or the company/organisation in a timely manner, submit an application for withdrawal to the Faculty Coordinator and inform the DSS MD. The Faculty Coordinator shall nominate the next participant from the faculty reserve list. If there is no reserve candidate, the Selection Committee shall decide on the nomination of another participant.

6.10. The DSS MD shall organise the provision of information on mobility opportunities for staff of departments of Administration and other structural units of the UL. The Head of the department or respective structural unit shall nominate the candidate(s); the selection and nomination shall be carried out by the Head of the Administration of the UL, in agreement with the DSS MD on the financial resources available.

6.11. The Erasmus+ mobility work programme of the academic and administrative staff of the Faculty shall be coordinated by the Dean, while the mobility work programme of administrative staff of departments of Administration and other structural units – by the UL Erasmus Institutional Coordinator.

6.12. In accordance with the Erasmus+ mobility provisions, academic and administrative staff shall submit a report on the results of the mobility to the DSS MD upon their return from the Erasmus+ mobility.

7. Enrolment of foreign students at the UL within the Erasmus+ programme

7.1. Students from partner universities who have been nominated by their partner university to study at the UL may apply for studies at the UL within the mobility framework.

7.2. The DSS MD shall inform foreign students about study opportunities at the UL, about the electronic application procedure, as well as about the application procedure for a place in the dormitory.

The application deadlines for students from partner universities are May 15 (for the autumn semester or the whole academic year) and November 15 (for the spring semester).

7.3. Before starting their studies or upon the start of their studies, foreign students shall agree upon the elective courses at the UL with the UL Faculty Coordinator, including the courses in their Erasmus+ Learning Agreement. The student shall submit the Agreement to the DSS MD electronically along with the following application documents:

7.3.1 a copy of the passport/ID;

7.3.2. a transcript of records;

7.3.3. proof of proficiency in the foreign language chosen for the studies;

7.3.4. a certificate confirming the status of the student from their home university, if a visa is required.

7.4. Upon receiving the online application, the DSS MD shall review the student's documents for compliance with the admission requirements for exchange studies at the UL. If the student's documents meet the admission requirements, the DSS MD shall agree with the Faculty Coordinator in question to perform an in-depth assessment of the student's documents. The Faculty Coordinator shall agree upon the list of selected study courses with the University lecturers of the relevant study courses, sign the applicant's Erasmus+ Learning Agreement for Studies and submit it to the DSS MD.

7.5. After receiving a positive decision from the faculty, the DSS MD shall prepare and send an e-mail to the applicant, confirming their admission to study at the UL and the application procedure for a place in the dormitory, inform about the necessary entry and residence formalities in the Republic of Latvia, as well as prepare and send an official letter of acceptance along with a signed study agreement to the student/partner university. In addition, students shall be informed about the registration procedure for studies at the UL and the introductory events organised for foreign exchange students.

7.6. Upon arrival in Latvia, a foreign student shall fill in the UL Foreign Student Registration Form (Appendix 9), as well as receive information on residence formalities at the Office of Citizenship and Migration Affairs of the Ministry of the Interior of the Republic of Latvia.

7.7. The DSS MD shall prepare a draft order in LUIS on the matriculation of a foreign student. The order on the matriculation of a foreign student shall be signed by the Head of the Administration of the UL. The DSS MD shall produce a UL student identity card for foreign students.

7.8. At the end of the registration week of each semester, the DSS MD shall organise an introduction seminar for international students, where they shall be informed about the study procedure at the UL, the use of LUIS, the registration procedure for study courses, introduced to the Student Council of the University of Latvia (SC UL) and ESN Riga (Erasmus Student Network) and provided practical advice and informative materials for studying at the UL and living in Latvia.

7.9. The DSS MD supports the social and cultural programme organised by ESN for international students during the academic year.

7.10. At the end of the study period, the DSS MD shall issue a certificate to the foreign student for the study period at the UL, as well as a Transcript of Records regarding the studies at the UL, which shall be signed by the Director of the DSS MD.

7.11. If a foreign student applies for traineeship mobility at the UL, they shall individually agree on the trainee period with the relevant representative of the academic staff or the Head of the department or respective structural unit (not a faculty) and draw up a traineeship agreement, which shall be signed by the UL traineeship supervisor on behalf of the UL. At the end of the traineeship period, the UL traineeship supervisor issues the certificate to the foreign student for the traineeship period at the UL, the tasks performed and the characterisation of the trainee.

8. Admission of foreign academic and administrative staff at the UL within the Erasmus+ programme

8.1. Within the Erasmus+ programme, the UL host academic and administrative staff from partner universities.

8.2. Foreign academic and administrative staff shall coordinate the time of mobility and the work programme with the Faculty Coordinator, whereas administrative staff of other structural units – with the Head of the department or respective structural unit of the UL. The work programme of the academic and administrative staff at the faculty shall be signed by the Dean of the faculty or the UL Erasmus+ Faculty Coordinator, whereas the work programme of the administrative staff of other structural units shall be signed by the UL Institutional Coordinator or the UL Erasmus+ Faculty Coordinator.

8.3. At the end of the mobility period, the foreign academic and administrative staff shall receive a certificate of the mobility period and the work carried out, signed by the UL Institutional Coordinator or the UL Erasmus+ Faculty Coordinator.

9. Supervisory Commission

9.1. The Rector of the University of Latvia shall issue an order, approving the composition of the Erasmus Supervisory Commission. The Commission shall be composed of the Chairperson – a Pro-Rector –, as well as four other members.

9.2. The Erasmus Supervisory Commissions shall:

9.2.1. oversee the Erasmus+ programme and the implementation of the Erasmus Charter at the UL;

9.2.2. the distribution of Erasmus+ funding among the faculties as proposed by the DSS MD;

9.2.3. approve the Erasmus grant norms for students, academic and administrative staff and the grant payment procedure;

9.2.4. approve the Erasmus reports;

9.2.5. resolve disputes.

10. Funding conditions

10.1. Funding for the implementation of Erasmus+ mobility is granted by the State Education Development Agency (SEDA) in accordance with the conditions of the programme and the funding agreement concluded between the UL and SEDA for the specific Erasmus+ project.

10.2. The UL Erasmus Supervisory Commissions shall decide on the amount of Erasmus+ funding allocated to the faculties for a given Erasmus+ project, and the responsible person of the DSS MD shall communicate this to the Faculty Coordinators.

10.3. The DSS MD shall draw up a Grant Agreement for awarding the mobility grant to the mobility participant – the student (Appendixes 11–14), the member of the academic staff (Appendix 15) and the member of the administrative staff (Appendix 16). Once the Grant Agreement has been concluded, the mobility participant shall be paid the grant in accordance with the procedures established by the Erasmus Supervisory Commission for the Erasmus+ project concerned. Any amendments to the Grant Agreements between the UL and the mobility participants, other than those related to the extension of the Erasmus+ mobility period, shall be made in writing.

10.4. The Erasmus+ *student* grant is not intended to cover the full cost of living during the study period abroad.

10.5. Students whose study or traineeship period abroad includes the spring semester shall not participate in the competition for study places subsidised by the State budget (rotation). They shall retain their previous source of funding until the next rotation.

10.6. Students participating in the Erasmus+ programme, shall, in their absence:

10.6.1. are eligible to grants funded by the State budget or by philanthropists;

10.6.2. pay the UL tuition fee stipulated in the study agreement, if their studies are financed from the funds provided by natural or legal persons.

10.7. The UL shall pay grants to the Erasmus+ mobility participants, using only the funds already received from the awarding institution.

11. Duties and responsibilities of the UL staff in the implementation of the Erasmus+ programme process

11.1. the UL Institutional Coordinator:

11.1.1. administer the Erasmus+ programme at the UL;

11.1.2. sign Erasmus+ Inter-institutional Agreements;

11.1.3. sign Erasmus+ Grant Agreements;

11.1.4. cooperate with the EC.

11.2. The Faculty Coordinator shall:

11.2.1. inform students, as well as the academic and administrative staff of the faculty about mobility opportunities;

11.2.2. regularly update information on the Erasmus+ programme on the faculty's website;

11.2.3. ensure the circulation of Erasmus+ documents;

11.2.4. organise the meetings of the Selection Committee;

11.2.5. sign Learning Agreements for Studies with foreign students at the UL;

11.2.6. regularly, but not less than once per semester, submit a report to the Dean on the implementation of the Erasmus+ programme at the faculty.

11.3. The DSS MD shall:

11.3.1. ensure the circulation of the Erasmus+ programme documents;

11.3.2. prepare reports on the implementation of the Erasmus+ programme at the UL;

11.3.3. ensure the circulation of information on Erasmus+ programme mobility opportunities, documents, funding;

11.3.4. cooperate with the Erasmus+ National Agency (SEDA).

12. Provisions on the processing of personal data

12.1. The following personal data are processed by the UL in order to implement the Erasmus+ programme:

12.1.1. name;

12.1.2. surname;

12.1.3. sex;

12.1.4. passport/ID card number;

12.1.5. date and place of birth;

12.1.6. nationality;

12.1.7. address;

12.1.8. telephone number;

12.1.9. location in Latvia;

12.1.10. home university;

12.1.11. e-mail.

12.2. The personal data referred to in paragraph 12.1 shall be processed by the UL on the basis of Article 6 (1) (a) of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/46/EC (General Data Protection Regulation) (the data subject has given consent to the processing of his or her personal data) and (b) (processing is necessary for the performance of a contract to which the data subject is party).

12.3. Personal data will be stored for the following periods:

12.3.1. application form data, if an Erasmus+ mobility agreement regarding mobility at the UL is concluded in accordance with the UL Nomenclature;

12.3.2. application form data, if the Erasmus+ mobility agreement regarding mobility at the UL is not concluded – until the start of the next academic semester of the UL academic year;

12.3.3. contact details – until the beginning of the next academic year at the UL.

12.4. Personal data shall be deleted or destroyed after the data processing period has expired.

12.5. The student has the right to withdraw their consent to the processing of personal data referred to in 12.1 by writing to the UL personal data protection experts via e-mail at datu.specialisti@lu.lv.

12.6. Additional information on the processing of personal data at the UL is provided in the Privacy Policy of the UL, available on the University's website at https://www.lu.lv/fileadmin/user_upload/LU.LV/www.lu.lv/Dokumenti/Julijis_2019/Privatuma_politik_a.pdf or by contacting the UL data protection operators (datu.specialisti@lu.lv).