



ERASMUS UNIVERSITY CHARTER Application form

Final date for submission: 28/02/2007

New

Renewal

If renewal please give your EUC number:

68974-IC-1-2002-1-LV-ERASMUS-EUC-1

Correspondence language: EN

Erasmus Policy Statement original language: EN

If the original language is not English, French or German, the Erasmus Policy Statement should also be provided in one of those three languages

Erasmus Policy Statement translation language: not applicable

Acknowledgement of receipt

Applicants are invited to consult the website of the Education, Audiovisual & Culture Executive Agency - EACEA to confirm the receipt of their Erasmus University Charter (EUC) application. If by **14.03.2007** the application has not been registered on the website, the applicant should contact the EACEA EACEA-EUC@ec.europa.eu.

Institutional profile

A.1. Identification of the applicant institution

Full legal name of the institution in the national language	LATVIJAS UNIVERSITATE		
Translation of this name in English	University of Latvia		
Erasmus ID code of the institution	LV RIGA 01		
Internet address	http://www.lu.lv		

A.2. Identification of the legal representative

First name and surname of the legal representative of the institution	Ivars Lacis		
Title (optional) (e.g. Prof., Dr, etc.)	professor	Gender	Male
Department/Unit			
Official function within the institution	rector		
Phone (including country and area codes)	+ 371/ /7034300		
Fax (including country and area codes)	+ 371/ /7034302		
E-mail address (only one address)	ivars.lacis@lu.lv		
Legal address of the institution			
Street/Nr.	Raina Blvd.19		
Post code & Town	LV 1586 Riga		
Country Code, Country	LV, Latvia		

A.3. Erasmus institutional co-ordinator - contact person

First name and surname	Aline Grzhibovska		
Title (optional) (e.g. Prof., Dr, etc.)		Gender	Female
Department/Unit	International Relations Department		
Official function within the institution	director		
Phone (including country and area codes)	+ 371/ /7034334		
Fax (including country and area codes)	+ 371/ /7243091		
E-mail address (only one address)	alina.grzibovska@lu.lv		
<u>Correspondence</u>			
Street/Nr.	Raina Blvd.19		
Post code & Town	LV 1586 Riga		
Country Code, Country	LV, Latvia		

A.4. Statistical data on the applicant institution

<i>The data required relate solely to higher education.</i>					
Foundation year of your institution					1919
Level of degrees awarded					
First cycle degrees					Yes
Second cycle degrees					Yes
One-tier degrees					Yes
Third Cycle(without PhD)					Yes
Doctoral degrees					Yes
Number of students enrolled in 2005/2006 on higher education courses		Part-time	10206	Full-time	16933
Number of students graduated in 2005/2006		First Cycle			3917
		Second Cycle			2449
		One-tier degrees			38
		Third Cycle(without PhD)			29
		Doctoral degrees			42
Number of teaching staff (total) in 2005/2006					854
Number of teaching staff (full-time equivalent) in 2005/2006					706
Number of administrative staff (full-time equivalent) in 2005/2006					1045
Number of these administrative staff members directly working in European/international relations in 2005/2006 (full-time equivalent)					4
First year of participation in Erasmus Programme with funding from the European Community					1999

B**Fundamental principles**

The institution agrees to comply with the following:

YES

01 Inter-institutional agreements have been signed with all the institutions for the mobility purposes	<input checked="" type="checkbox"/>
02 No university fees for tuition, registration, examinations, access to laboratory and library facilities are to be charged to in-coming Erasmus students	<input checked="" type="checkbox"/>
03 Full recognition is given to students for satisfactorily completed activities during their mobility period	<input checked="" type="checkbox"/>
04a Highest quality is ensured for: the organization of student and staff mobility	<input checked="" type="checkbox"/>
04b Highest quality is ensured for: the organization of student placements (optional, ref. EPS - D4)	<input checked="" type="checkbox"/>
05a Curriculum information is up to date, easily accessible, transparent	<input checked="" type="checkbox"/>
05b An academic credit transfer system is applied	<input checked="" type="checkbox"/>
06 Equal academic treatment and services are ensured for home and Erasmus students	<input checked="" type="checkbox"/>
07 The integration of visiting Erasmus students in the activities of the institution is supported	<input checked="" type="checkbox"/>
08 Transcripts and information are provided in a timely manner to incoming Erasmus students and their institutions	<input checked="" type="checkbox"/>
09 Erasmus teaching activities are facilitated and acknowledged	<input checked="" type="checkbox"/>
10 The institution promotes and gives visibility to the Erasmus activities	<input checked="" type="checkbox"/>
11 The Erasmus Charter and the EPS are publicized in the institution and are easily accessible to the students	<input checked="" type="checkbox"/>
12 The institution complies with the non-discrimination objectives set out in the Lifelong Learning Programme	<input checked="" type="checkbox"/>

C**Information on the organisation of mobility**

1.a Recognition matters: Is your institution using ECTS (ECTS credits, learning agreement, transcript of records) to facilitate academic recognition of Erasmus study periods abroad?

- in all faculties/departments Yes
- in some faculties/departments ?

1.b Recognition matters: Will your institution use ECTS as an internal credit accumulation system?

- in all faculties/departments Yes
- in some faculties/departments ?

2. Diploma Supplement

Does your institution award a Diploma Supplement to students? Yes

3. Support for teaching staff mobility: What provision will be made to facilitate and support ERASMUS teaching staff mobility?

- a) Additional financial support from your institution Yes
- b) Acknowledgement of teaching activity abroad as an important part of academic career Yes
- c) Help with practical arrangements (travel, accomodation etc.) Yes
- d) Other (please specify) ?

4. Support for disabled students/teachers: Will your institution provide special facilities for:

- a) Erasmus students/teachers with visual disability? No
- b) Erasmus students/teachers with hearing disability? No
- c) Erasmus students/teachers with other physical disability? Yes

Erasmus Policy Statement (EPS)

In order to complete this section, please refer to the instructions given below. Please note that your EPS shall be given wide visibility in your institution and must be published on the web page of your institution. The EPS should set out the overall Erasmus co-operation strategy of your institution in relation with its mission statement, underlying its Erasmus cooperation plan as well as any other activities to be proposed in the framework of the Lifelong Learning Programme (LLP).

a) Please describe briefly your institution's strategy, objectives and priorities for its Erasmus activities (mobility, multilateral projects and thematic networks, etc.) and any other actions in the context of the Lifelong Learning Programme (2007-2013).

b) Please also provide information on the following points:

What specific actions are planned to give visibility to Erasmus activities and what type of publicity will be given to the Erasmus University Charter and the EPS?

What kind of arrangements, if any, does the Institution ensure to comply with non-discrimination objectives (e.g. actions related to gender equality, integration of disabled students and staff, enhancement of social and economic cohesion and combating of xenophobia and racism)?

The University of Latvia (UL) was founded as a national university. Its mission and development strategy stresses the importance of academic traditions, international cooperation and intercultural dialogue. Efficiency and effectiveness of international activities-main objectives of internationalization. The UL will continue to promote: mobility of students and staff with the aim to ensure quality of studies and raise the personnel qualification, joint-curriculum development and wider involvement of visiting lecturers, creation of multidisciplinary programmes, introduction of flexible learning models and innovative elements in training, learning of European languages, focused approach towards international perspective for non-mobile students, maintenance of a stimulating and supportive environment for international students and scholars, allocation of additional finances for Erasmus activities. The participation in international organizations, networks, multilateral projects guarantees the UL international recognition as an excellence centre. Being already active in LLP subprogrammes and Jean Monnet Programme, the UL will continue active partnership within EU and third countries as well as to foster transnational mobility of students and staff, to promote quality in studies and research. The approved national concept on LLL is the legal basis for the implementation of the Erasmus cooperation strategy.

The EPS is developed and assessed in Senate Commissions with participation of the Student's Council. The dean's council and the UL administration is regularly informed about the EPS implementation. These measures create a supportive environment for international activities. The EPS and Erasmus University Charter will be published on UL web page and in a regular newspaper, the faculty coordinators will continue to inform the students and staff about the current news.

The UL ensures the discharge of the following non-discrimination principles: gender equality, social and economic cohesion, combating of xenophobia and racism by the UL Satversme (Law) and its active position in promoting the realization of these principles. Different supportive measures have been implemented to integrate disabled students and staff into university activities.

Quality of academic mobility activities:

What kind of specific measures are implemented in the institution to ensure high quality in academic mobility activities?

Details should be provided on: recognition and credit systems, the provision of information on curricula, information and counselling of outgoing students, tutoring and integration of incoming students, provision of student services (in particular accommodation), preparatory and refresher language courses, support and acknowledgement of staff mobility.

The UL ensures high quality in academic mobility activities by issued university regulations, transparent procedures, regular counselling, availability of institutional information system and internal audit of institutional procedures. Information on curricula and special courses for international students is available on web page and is open to domestic and international students. Recognition procedure is regulated by the university regulations and assessed by the Senate Academic Commission. To facilitate academic recognition the UL has applied an academic credit transfer system and uses ECTS credits in learning agreements, transcripts and Diploma Supplement. Outgoing students receive information on current international activities and are advised by the faculty coordinators and International Relations Department on Erasmus procedures before departure. The constant contact remains while the students study abroad. Tutoring of incoming students starts from the moment the application is received. The IRD coordinator in cooperation with the faculty coordinators continues counselling the exchange students upon arrival. Regular contact is maintained within the whole period of studies and even after. The UL Student's Council in cooperation with the Erasmus Student Network members by organizing different indoor and outdoor activities assist the incoming students to integrate. Accommodation is provided to all incoming students in two neighbouring hostels, where the domestic students are also accommodated. Language courses almost in all European languages are available within the curricula and there is possibility to refresh one's knowledge. The UL supports staff mobility by provision of counselling services and practical arrangements in travel and accommodation reservation, arranging flexible periods of teaching at home and financial support. Acknowledgement of teaching abroad is ensured within the academic election procedures.

Quality of student placement activities:

What kind of specific measures are implemented to ensure high quality in student placements? Give details on how the work-programme and the placement agreement are prepared and implemented. Please describe the practical arrangements agreed between the parties. Please specify also the monitoring and evaluation of the placement period as well as its recognition in the curriculum.

The existing good contacts of faculties with employers through accreditation of the programmes and feedback from the graduates, regular contacts with Employers' Confederation of Latvia and the activities of the Career Centre of the UL ensure high quality in student placements. The working agreements will include the detailed information on responsibilities of the involved parties, signed by the UL, an employer and a student. The accomplishment will be assessed within the whole period of the placement. The previous cooperation with partner universities, contacts with employers through the international branches of companies will assist in finding the best possible placements and in assessment of the results. The parties will agree on placement period, amount of working hours, responsibilities of a student and a employer, counselling procedures, documentation and reports. The UL is interested in combining student placements alongside with studies. The faculty coordinators will monitor constantly the placement process. The faculty board will evaluate the working assignment and the final report. The International Relations Department will assist in arranging working permit and other requested formalities. As practical training is considered the integral part of the study process, its evaluation and recognition in the fulfilled curricula will be carried out according to the university regulations on recognition of study credits and will be included into the Diploma Supplement.

Endorsement of the application

"I, the undersigned, Head and legal representative of the applicant institution,

- certify that the information contained in this application is complete and correct to the best of my knowledge. All Erasmus activities will be implemented on the basis of written agreements with the relevant authorities of the partner institutions;
- agree to the content of the Erasmus University Charter outlined above and commit my institution to respect and observe these obligations;
- confirm that the information given in the application submitted online and in this paper version is identical;
- agree to the publication of the Erasmus Policy Statement by the European Commission.

Place: *Riga*

Name:

Date (dd/mm/yy): *20.02.2007*

I. Lācis

Original signature of the legal representative of the Institution (as identified in section A.2 above)



Original stamp or seal of the Institution