

## C1

**Please describe the structure at your institution for the implementation and organisation of European and international mobility (division of tasks, operational and communication methods). (1000 ZĪMES)**

P. Stradins Medical College of the University of Latvia is implementing the international cooperation, providing establishment of new study programs, improvement of study process quality and involvement of foreign students and lecturers. In the College there are three departments – Medical Department, Department of Medical Technologies and Department of Social care, which all together implement eight study programs. The International relationship in the College is coordinated by the International coordinator. Based on the strategic plan of the College, the Heads of the Departments' in cooperation with coordinator and the Director of the College decide, in which international projects to participate, in order to raise the quality of higher education, to involve in scientific research work, to ensure qualitative and professionally prepared specialists, that could be recognized in the European labour market. The Heads of the Departments' express their proposals, the international coordinator is looking for potential cooperation partners, to start the communication. The primary communication is via e-mail, afterwards are organized study visits, to discuss in detail the objectives, tasks and expected results of the cooperation.

## C2

**Please explain the academic credit system and methodology you use to allocate credits to the different course units followed by your students abroad. (max.1000)**

Before the students go abroad in ERASMUS mobility, there is signed a trilateral agreement, where is pointed out the necessary number of ECTS, that the student has to acquire. According to Bologna Process basic documents, the host University confirms, that for a successful mobility period, the student will receive the expected points of ECTS. After returning from mobility, the College fully accepts all period that the students has spent abroad. In the appendix of College diploma the credit points are written both according to Latvian national evaluation system and to ECTS. That ensures students that their diplomas are recognized in European countries, if they choose to work abroad. Currently the College is only implementing the practice of students, and in the trilateral agreement are described the goals, tasks and expected skills and abilities for practice, which the student has to acquire during the mobility period. The period of practice confirms with College study plan, therefore the time the student has spent abroad is fully accepted.

## C3

**Please explain if all courses taught at your institution are described in the course catalogue and in which languages they are taught. (max.500)**

Currently P.Stradins College is implementing only students' practice mobility, because the College study programs are connected with higher professional education, the students are professionally prepared for the labour market. The students, who are going abroad, have their qualification practice in the foreign country. Cooperation agreements about students' practice with partner high schools are signed, therefore – also incoming students participate only in mobility practice. In the nearest future it is expected, that the College will offer a course catalogue in English, so that students would be able to participate in study mobility.

**Please describe the institutional procedures for the approval and monitoring of inter-institutional agreements for study and teaching mobility and/or learning agreements in case of traineeships (work placements). (Max 1000)**

Every year the College signs new cooperation agreements with some of the foreign higher educational institutions about students' and lecturers mobility. The potential cooperation partner is searched for, according to study directions that are being implemented in P.Stradins College. The cooperation agreement is signed after detailed communication via e-mail, and if possible study visits are organized, to learn more about the partner schools study program implementation, about practice places, about materially technical base, as well as, to make sure that student will be provided with wholesome practice and exchange of experience. Every year the cooperation agreement is reviewed with existing cooperation partners: positions and number of mobility, which depends on the period of the agreement, as well as establishment of new study programs in the specific cooperation school. The cooperation with practice organizations is implemented via high schools, because students' practice is implemented in the practice places of partners' schools.

**Please describe your institution' s language policy for preparing participants for mobility, e.g.: courses providers within or outside the HEI. (Max 750)**

The College takes into account the language knowledge of the potential participants of ERASMUS mobility, moreover, there are organized discussions in foreign language before the agreement is signed, thus evaluating student's compliance with the criteria. In addition to practice in partner high schools the students are offered to attend intensive Erasmus language courses. If the student goes abroad, where the national language is not English, extra tuition of this language is organized, e.g., Norwegian, Swedish language.

**C4**

**Please describe mentoring and support arrangements for incoming mobile participants and outgoing students for study and traineeship (max 750).**

The incoming students can stay in the dormitory of College, together with the College students, which promotes cross-cultural interaction, helps the incoming students feel safer in the new environment. The international coordinator ensures that the student is met at the airport after his/her arrival, the student receives the necessary information. The international coordinator goes together with students to practice institution, where they meet the mentor, who is responsible for the achievements of the goals in the practice. The outgoing students are ensured with help in the search of practice place, they receive support in residence search, buying tickets and insurance, using discount system, as well as they receive informational materials about specific demands in each country ensuring a qualitative practice.

**Please describe your institution's language support for incoming students and staff with a minimum of 2-month mobility period (max 500).**

For the incoming students the practice places are found according to the languages they speak. In order to ensure a qualitative communication in practice places, foreign students often receive help from Latvian students. If the student has expressed wish to learn Latvian, then is found opportunity to attend the Intensive Erasmus language courses.

**C5**

**Regarding the above two Charter principles, describe the mechanisms your institution has in place to recognise mobility achievements for study and traineeship in enterprises, (Max 750)**

After the practice is finished the incoming mobility students receive a certificate, which confirms that the student has been in P.Stradins College and students receive evaluation protocol, with the acquired ECTS points and grade. The practice institution issues students characteristics. Every student has a practice diary, which is signed by the supervisor of practice. The outgoing students are extra ensured with EUROPASS MOBILITY, which certifies all the acquired skills abroad, and is approved by both parties.

**Please describe your institution's measures to support, to promote and to recognise staff mobility (max 750).**

To acquire novelties, personnel is motivated to exchange experience, in the result in College are established and started new study programs, e.g., Podology, Radiographer, Aesthetic cosmetology; after the exchange of experience in Portugal, a mannequin was acquired, which is the only one in Baltic countries, the contents of study courses are improved. In the annual staff report the administration of College takes into account the exchange of experience abroad. Personnel receives new ideas during the exchange of experience, after coming back to Latvia it is presented in academic meetings. Lecture reading activities motivate to make scientific research, raises the quality of study course, as well as motivates to prepare study courses in English.

**C6**

**Please describe your institutional measures to support, promote and recognise the participation of your own institution's staff and students in European and international cooperation projects under the Programme. (max 750)**

The main support from P.Stradins College – to sign agreements with partner high school, in order to organize both the first and the second mobility, establishment of program for exchange of experience, informative help in buying tickets and insurance, helping to find a residence place. The students' practice period is fully accepted, using ECTS system, but for staff – the period of exchange of experience is accepted as professional improvement. Both target audiences are motivated to acquire experience abroad, which is very significant, because College implements medical and social care study programs. There are constant innovations in medicine, which is a motivating factor to acquire experience abroad. The student after the practice is more mobile and flexible in European labour market.

## D

**Please describe your institution's international (EU and non EU) strategy. In your description please explain a) how you choose your partners, b) in which geographical areas (s) and c) the most important objectives and target groups of your mobility activities (with regard to staff and students first, second and third cycles, including study and training, and short cycles). If applicable, also explain how your institution participates in the development of double/multiple/joint degrees. (Max 5000).**

a) P. Stradins Medical College of the University of Latvia implements 1.level higher professional education in 8 study programs in two directions – health care and social welfare. The College searches purposefully for cooperation partners for exchange of experience and mobility for students and lecturers, based on the study program offer. The following criteria are evaluated –

1. study direction and study program,
2. education program's (cycle) level,
3. duration of studies,
4. content of the study program,
5. provide practice.

Cooperation partners are searched–

1. Participating in international conferences and exhibitions, where the contact addresses are exchanged.
2. Actively participating in cooperation net HENRE, European Nursing Module (ENM) Network etc. programs
3. On the base of recommendations of existing cooperation partners attract new cooperation partners.
4. Using Internet search for contacts and cooperation partners, following the main criteria – study direction and program.

P.Stradins College is the only one in Latvia that prepares specialists in 3 study programs – „Biomedical laboratory assistant”, „Radiographer”, „Podology” that defines a limited partner choice in this field. Students, who are studying in these programs, are motivated to go abroad for practice, in order to improve their knowledge and skills in the chosen sphere of activity. It is crucial to find cooperation partners for these study programs, in order to raise the quality for the study process and technical provision that only can be done, in sharing the experience with educational institutions from other countries.

b) International cooperation partners are all over Europe – both in European Union countries – Lithuania, Estonia, Sweden, Spain, Bulgaria, Portugal, Germany, Hungary, Slovenia, and countries of European Economic zone – Norway, Swiss, as well as it is foreseen to attract partners from European Union candidate countries – Turkey. The College continues and develops qualitative and positive cooperation with European Union and Baltic countries, implementing good lecturer and student mobility.

The basic criterion in the choice of the cooperation partner is study programs' quality and compliance with our study programs and not the geographic placement.

c) The implementation of mobility in College takes places in three directions – student practice mobility, lecture reading activities and personnel’s exchange of experience. The main target groups are students, lecturers and College staff.

When the students are having qualification practice abroad in health and social care institutions, they are improving their professional practical skills, acquire knowledge which corresponds to European labour market and are competitive in the chosen sphere. Cooperation with European educational institutions and students practice institutions provides better educational quality, which gives an important investment in the study process. If the students has practice abroad, then he/she is a potential employee, who has skills and knowledge, to start his/her professional work anywhere in Europe. P.Stradins College implemented study programs are competitive in European labour market. When the student wants to join the mobility program, his /her grades, knowledge, level of foreign language are evaluated. Preference3s are given to students from low-income families, as well as students with disability, because it is one of the opportunities for student to prove his knowledge and acquire experience abroad. Students are equally informed about the opportunity to go abroad for practice.

Lecturers – in the College study programs are working highly qualified and professional lecturers, who are motivated to acquire new experience abroad. The study programs are connected with medicine, and this sphere develops rapidly, so the lecturers constantly have to develop their knowledge, skill and qualification. The experience shows, that if the lecturer has participate in Erasmus mobility, then is provided the transfer of practical knowledge and innovation, which is integrated in the study process – both in lecture materials, buying new technologies for technical base, as well as for practical works.

Lecture reading activities – while preparing and reading lectures for foreign students the lecturers provide mutual interaction, because simultaneously is acquired experience in reading lectures in foreign high school, also a comparison with Latvia is done. After lecturers have prepared lectures in a foreign language, they can afterwards offer lectures for incoming students in P. Stradins College. The lecturers also can participate in international research, that are organized in cooperation with partner high school.

Personnel mobility – new experience for organizing administrative work, document systematization, improvement of quality system, acquiring new technologies– information technologies, library work organization process.

**If applicable, please describe your institutional strategy for the organisation and implementation of international (EU and non-EU) cooperation projects in teaching and training in relation to projects implemented under the Programme. (Max 2000)**

In the strategy of P. Stradins Medical College of the University of Latvia are included points, that foresee the following cooperation spheres – to continue and enlarge cooperation with European Union and other countries health and social care education establishments and institutions; to enlarge the bilateral mobility of students and lecturers and administrative staff; providing international studies and practice; participation and initiative in international projects; regularly publish information for students about opportunity to participate in mobility activities, participation in international conferences and associations, e.g. HENRE, ENM.

The main activities, that are planned – students' mobility (practice and studies), staff's exchange of experience and lecture reading activities in the framework of ERASMUS program.

Student mobility in practice is foreseen in all study programs, because the mutual agreements are signed with partner high schools, with activity student practice. Student practice is organized mutually – as sending organization, and as accepting organization, evaluating all advantages and disadvantages for the organization of practice. But studies are plan for the coming years, so that students have the opportunity to improve their theoretical knowledge abroad. Potential study programs – Radiographer, Nursing. The agreements with existing partners will be assigned and new partner relationships will be established.

Lecture reading activity – lecturers are motivated to prepare lectures in foreign languages, in order to be able to compete in their branch and could offer to foreign students to study in P.Stradins College.

The projects of exchange of experience include both the professional experience– new technologies, new teaching methods, specific medical technologies , e.g., in podology, radiology and biomedicine, and personal growth.

**Please explain the expected impact of your participation in the Programme on the modernisation of your instituon (for each of the 5 priorities of the Modernisation Agenda) in terms of the policy objectives you intend to achieve. (max 3000).**

The participation of P.Stradins Medical College in the new European Commission program promotes the following:

\* enlarging the number of students in practice mobility, and study mobility, will be enlarged the number of graduates in higher professional education, which will ensure high qualified and competitive specialists for the European labour market. The graduates of P.Stradins College are specialists in the sphere of health and social care.

\* Organizing lecture reading activities and staff experience exchange mobility, is raised the quality of study programs – professional competences, providing good lectures for students. When the lecturers acquire experience abroad, they are interested in the improvement of the technical base, in order to prepare the young specialists for the labour market. Mobility promotes the development of research projects, because after ERASMUS activities appear ideas to make a common research, and compare the results of the research between the involved countries.

\* Student mobility promotes intercultural connections, mutual contacts, as well as personal and professional growth. After the mobility abroad the students have a versatile experience, which afterwards is integrated in the working process in Latvia in health and social care institutions. The participation in life-long education program provides the improvement of skills and knowledge.

\* Organizing mobility, always are involved three spheres – „ the triangle of knowledge” – knowledge, research and business, that is referred to correctly used study/practice period abroad. The College cooperates with practice institutions and ensures this connection – the

student is doing his/her qualification practice, simultaneously is done the research, as well as is considered the idea about business.

\* The College supports all participants of mobility – both students, and lecturers and staff, in order to acquire greater experience and knowledge about the foreign country. It is an interaction, because each participant gives his/her value to mobility. The funding of Erasmus program is correctly assigned to participants, based on the normative documentation of Latvia and European Commission.