LATVIJAS UNIVERSITATE

Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility
Inter-institutional[1] agreement 2014-2020
between programme countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details[2] (email, phone)	Website (eg. of the course catalogue)
University of Latvia	**LV RIGA01**	Alina Grzibovska ad@lu.lv Phone: +371 67034334	http://www.lu.lv/eng/istudents/exchange/
İzmir Institute of Technology	**TR IZMIR03**	Asena Altan erasmus@iyte.edu.tr Phone: +90 232 7507893	http://ects.iyte.edu.tr

B. Mobility numbers[3] per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
LV RIGA01	**TR IZMIR03**	441	Physics	1st, 2nd, 3rd	10 (2 students)	-
TR IZMIR03	**LV RIGA01**	441	Physics	2nd, 3rd	10 (2students)	-

[*Optional: subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
LV RIGA01	**TR IZMIR03**	441	Physics	5 (1 person)	7 (1 person)

[1] Inter-institutional agreements can be signed by two or more higher education Institutions
[2] Contact details to reach the senior officer in charge of this agreement and of its possible updates.
[3] Mobility numbers can be given per sending/receiving institutions *and per education field (optional*:* http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx)

| TR IZMIR03 | LV RIGA01 | 441 | Physics | 5 (1 person) | 5 (1 person) |

C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level[4]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LV RIGA01	441	Latvian for all programs	English for several programs and courses for exchange students	English B1	English B2
TR IZMIR03	421	English for all programs	English for all programs	English B1	English B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

D. Additional requirements

LV RIGA01

- Application documents received after application deadlines will not be accepted.
- In case, if the application documents aren't in Latvian, English, German or Russian language, the applicants have to add the authorized translation of these documents.
- Exchange studies for PhD students are organized according to individual plans.
- It is not possible for exchange students to defend their BA/MA/PhD thesis at the host university.
- Incoming international staff members should apply for visits to the departmental coordinators of the respective faculty (http://www.lu.lv/eng/istudents/exchange/coordinators/) with copy sent to the International Relations department (ad@lu.lv) of the University of Latvia.
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.

TR IZMIR03

- It is not possible for exchange students to defend their BA/MA/PhD thesis at the host university.
- Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available

[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]
[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

E. Calendar

1. Applications/information on nominated students must reach the receiving institution by:

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
LV RIGA01	May 15th	November 15th
TR IZMIR03	No application deadline	No application deadline

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[4] For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr

2. The receiving institution will send its decision within six weeks.
3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement
   The agreement will become operative on the date of signature of both universities and shall remain in force for a period of **6 years**. In case of the termination, a notice of at least one academic year should be sent to the partner university. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information
1. Grading systems of the institutions

LV RIGA01: the following scale is used for all types of evaluations/examinations:

Grade	Meaning	Comments	Estimated corresponding ECTS grade
10	with distinction	Knowledge of the student is substantially higher than the estimated normal level.	A
9	excellent	Knowledge of the student is higher than the estimated normal level	A
8	very good	Knowledge corresponds to the highest expected level.	B
7	labi (good)	The student has mastered the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes.	C
6	almost good	The student has generally succeeded in the course within the required limits, but he or she is either merely reproducing the knowledge rather than actively using it, or making more substantial mistakes.	D
5	satisfactory	Awarded to students, who are progressing within the limits of their individual abilities, generally are not behind the appropriate age group, but make substantial mistakes and reproduce the facts rather than analyse them.	E
4	almost satisfactory	The very last positive grade. Awarded to students, who do their best but still make grave mistakes and just reproduce most of the relevant material.	E/FX
3-1	unsatisfactory	Marks of different levels for students whose records are below the expected.	Fail

TR IZMIR03; the scale in the link below is used for all types of evaluations/examinations:
http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuErasmus&Islem=AKTSNotCevrimiIngilizce
2. Visa
The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.
Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
LV RIGA01	Sarmite.rutkovska@lu.lv + 371 670334336	http://www.lu.lv/eng/istudents/exchange/visas/
TR IZMIR03	incoming-erasmus@iyte.edu.tr +90 232 7507891	http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuErasmus&Islem=KayitIslemleriIngilizce

3. Insurance
The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.
The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
LV RIGA01	Sarmite.rutkovska@lu.lv + 371 670334336	http://www.lu.lv/eng/istudents/exchange/advice/insurance/
TR IZMIR03	incoming-erasmus@iyte.edu.tr +90 232 7507891	http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuErasmus&Islem=KayitIslemleriIngilizce

4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.
Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
LV RIGA01	dormitory@lu.lv +371 67034337	http://www.lu.lv/eng/services/accommodation/
TR IZMIR03	incoming-erasmus@iyte.edu.tr +90 232 7507891	http://ects.iyte.edu.tr/BilgiIngilizce.aspx?p_id=menuErasmus&Islem=KayitIslemleriIngilizce

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[5]
LV RIGA01	Mrs. Alina Grzibovska Director of International Relations Department	29 -10- 2013	
TR IZMIR03	Prof. Dr. Sedat AKKURT Vice Rector Responsible for International Relations	23 Oct 2013	

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[5] Scanned signatures are accepted