



# Erasmus+ Programme

## Key Action 1 - Mobility for learners and staff - Higher Education Student and Staff Mobility

### Inter-institutional agreement 2014-2021 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 (email, phone)	Website (eg. of the course catalogue)
<b>Istanbul Gelişim Üniversitesi (Istanbul Gelişim University)</b>	TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal Email: dtuysal@gelisim.edu.tr Phone: +902124337020 Ext:249	<a href="http://en.gelisim.edu.tr/student.php">http://en.gelisim.edu.tr/student.php</a>
<b>Rīgas Celtniecības koledža (Riga Building college)</b>	LV RIGA40	Institutional Coordinator: Sandra Svike Email: Sandra.svike@rck.lv Phone: +37167225530	<a href="http://www.rck.lv/international-cooperation/erasmus">www.rck.lv/international-cooperation/erasmus</a>

## B. Mobility numbers<sup>1</sup> per academic year

[Paragraph to be added, if the agreement is signed for more than one 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, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
TR ISTANBU32	LV RIGA40	732	Building	1 <sup>st</sup>	3x10	-
		731	Architecture	1 <sup>st</sup>	3x10	
		738	Restoration	1 <sup>st</sup>	3x10	
LV RIGA40	TR ISTANBU32	732	Building	1 <sup>st</sup>	3x10	-
		731	Architecture	1 <sup>st</sup>	3x10	
		738	Restoration	1 <sup>st</sup>	3x10	

[\*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 *

<sup>1</sup> 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 ISTANBU32	LV RIGA40	732	Building	1x5	1x5
		731	Architecture	1x5	
		738	Restoration	1x5	
LV RIGA40	TR ISTANBU32	732	Building	1x5	1x5
		731	Architecture	1x5	
		738	Restoration	1x5	

### 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 <sup>2</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU32	732 731 738	Turkish for all programmes	English for 8 programs and courses for exchange students	B1	B2
LV RIGA40	731 732 738	Latvian	English	B1	B2

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

<sup>2</sup> 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>

## D. Additional requirements

*[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]
TR ISTANBU32	1 July	30 November
LV RIGA40	1 Juny	1 December

*[\* to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within 5 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

4. Termination of the agreement

*The inter-institutional agreement is terminated at the end of the contractual period or by mutual understanding of the partners. In the event of unilateral termination, a notice of at least one academic year should be given. 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

**TRISTANBU32**

<http://dio.gelisim.edu.tr/Anamenu-5-2-ects-.html>

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>3</sup>. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]*

<sup>3</sup> [http://ec.europa.eu/education/lifelong-learning-policy/ects\\_en.htm](http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm)



## 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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR ISTANBU32	D. TAYLAN UYSAL – erasmus@gelisim.edu.tr +902124227000 ext. 249	<a href="http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.html">http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermit-.html</a>
LV RIGA40	Institutional Coordinator: Sandra Svike Email: Sandra.svike@rck.lv Phone: +37167225530	<a href="http://www.rck.lv/international-cooperation/erasmus">www.rck.lv/international cooperation/erasmus</a>

## 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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR ISTANBU32	D. TAYLAN UYSAL – erasmus@gelisim.edu.tr +902124227000 ext. 249	<a href="http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.html">http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.html</a>
LV RIGA40	Institutional Coordinator: Sandra Svike Email: Sandra.svike@rck.lv Phone: +37167225530	<a href="http://www.rck.lv/international-cooperation/erasmus">www.rck.lv/international cooperation/erasmus</a>


## 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
TR ISTANBU32	D. TAYLAN UYSAL – erasmus@gelisim.edu.tr +902124227000 ext. 249	<a href="http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html">http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html</a>
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#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)



Institution [Erasmus code]	Name, function	Date	Signature <sup>4</sup>
TR ISTANBU32	Prof. Dr. H. Murat Özler Vice-Rector	13.01.2014	
LV RIGA40	Irēna Lūse Director		

<sup>4</sup> Scanned signatures are accepted

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU32	D. TAYLAN UYSAL - erasmus@gelisim.edu.tr +902124227000 ext. 249	<a href="http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html">http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html</a>
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LV RIGA40	Irēna Lūse Director	20.01.14	

<sup>4</sup> Scanned signatures are accepted