Erasmus+ Programme

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

Inter-institutional[1] agreement 2014/2015-2020/2021[2]
between programme countries

[Minimum requirements][3]

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[4] (email, phone)	Website (eg. of the course catalogue)
ISTANBUL GELISIM UNIVERSITY	TR ISTANBU32	Institutional Coordinator: D. Taylan Uysal Email: erasmus@gelisim.edu.tr Phone: +902124337020 ext.249	http://gelisim.edu.tr/academics-2-2-faculties-html
Ekonomikas un kultūras augstskola	V RIGA33	Institutional Erasmus Coordinator: Zane Veidenberga, Tel.: +371 20040787 Email: erasmus@eka.edu.lv Lomonosova iela 1/5, Riga, LV 1019, Latvia	http://eka.edu.lv /public/30399.html

[1] Inter-institutional agreements can be signed by two or more higher education Institutions
[2] Higher Education Institutions have to agree on the period of validity of this agreement
[3] Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
[4] Contact details to reach the senior officer in charge of this agreement and of its possible updates

B. Mobility numbers[5] 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 *
TR ISTANBU32	LV RIGA33	15 / 34 / 22 / 21	Business and Administration Management and Administration Translation, Interpretation Design	1st 2nd	4/20	
LV RIGA33	TR ISTANBU 32	34 / 34 / 22 / 21	Business and Administration Management and Administration Translation, Interpretation Design	1st 2nd	4/20	

[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 *
TR ISTANBU32	LV RIGA33	34 / 34 / 22 / 21	Business and Administration Management and Administration Translation Interpretation Design	3/15	3/15
LV RIGA33	TR ISTANBU	34	Business and Administration	3/15	3/15

[5] 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)

	32	3.6.	Management and Administration Translation, Interpretation Design		
		22.1			
		21.5			

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[6]	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU32		Turkish	English for 8 programs and courses for exchange students	B1	B2
LV RIGA33		English	English	B1	B1

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 RIGA33:

In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: erasmus@eka.edu.lv

E. Calendar

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

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[6] 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

Receiving institution (Erasmus code)	Autumn term* [month]	Spring term* [month]
TR ISTANBU32	1 July	30 November
LV RIGA33	31st of May	15th of December

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

2. The receiving institution will send its decision within 8 weeks, provided the documents are complete.

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 institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to 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

In Latvian university system students' performance is graded on a scale from point of 1 to point of 10. Each numerical grade corresponds to a qualitative grade as follows:

Achievement level	Grade	Meaning	Approx. ECTS grade
very high	10	izcili (with distinction)	A
very high	9	teicami (excellent)	A
high	8	joti labi (very good)	B
high	7	labi (good)	C
medium	6	gandriz labi (almost good)	D
medium	5	viduvēji (satisfactory)	E
medium	4	gan triz viduvēji (almost satisfactory)	E/FX
low	3, 2, 1	negativs vērtējums (unsatisfactory)	Fail

http://eka.edu.lv/public/30399.html

TRISTANBU32 http://dio.gelisim.edu.tr/Anamenu-5-2-ects-.html

4

ECTS credits:

1 full academic year =   60 credits
1 semester   =   30 credits

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
TR ISTANBU 32	Institutional Coordinator D. Taylan Uysal Email: erasmus@gelisim.edu.tr Phone: +902124337020 ext.249	http://dio.gelisim.edu.tr/Altmenu-9-2-visaandresidencepermic-.html
LV RIGA 33	E-mail: erasmus@eka.edu.lv Tel:. +371 20040787 Fax: +371 67114111	http://www.pmlp.gov.lv/en/home/services/residence-permits/

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
TR ISTANBU32	Institutional Coordinator: D. Taylan Uysa Email: erasmus@gelisim.edu.tr Phone: +902124337020 ext.249	http://dio.gelisim.edu.tr/Altmenu-5-2-insurance-.html
LV RIGA 33	E-mail: erasmus@eka.edu.lv Tel:. +371 20040787 Fax: +371 67114111	http://eka.edu.lv/public-30399- g-r

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	Institutional Coordinator: D. Taylan Uysal Email: erasmus@gelisim.edu.tr Phone: +902124337020 ext 249	http://dio.gelisim.edu.tr/Altmenu-1-2-accomodation-.html
LV RIGA 33	E-mail: erasmus@eka.edu.lv Tel:. +371 20040787 Fax: +371 6711411	http://eka.edu.lv/public/3295.htm

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution (Erasmus code)	Name, function	Date	Signature[7]
TR ISTANBU32	Prof. Dr. Burhan AYKAÇ Rector	07.01.2014	
LV RIGA33	Arturs Licis Board Member	10. 01. 2014	

[7] Scanned signatures are accepted