



Erasmus+ Programme

Key Action 1

- Mobility for learners and staff -

Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-21

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)
Yıldız Technical University	TR ISTANBU07	Institutional: Assoc.Prof.Dr. Bayram Ali Ersoy (<i>Institutional Erasmus Coordinator</i>) Tel: +90 212 383 2069 E-mail: erasmus@yildiz.edu.tr Departmental: Assoc. Prof. Dr. Çiğdem Nas Department of Political Science and International Relations YTU Merkez Kampüsü H Blok H119 34349 Yıldız Istanbul Phone: +90 212 383 2555 Fax: +90 212 2703022	http://www.bologna.yildiz.edu.tr/ <i>aw</i>
University of Latvia Raina Blvd. 19, Riga LV-1586 Latvia	LV RIGA01	Alina Grzibovska Institutional Coordinator ad@lu.lv Phone: +371 67034334 Departmental Coordinator: Gundega Kreicberga Faculty of Social sciences Gundega.kreicberga@lu.lv	http://www.lu.lv/eng/istudents/exchange/

B. Mobility numbers per academic year

The partners commit to amend the tables below in case of changes in the mobility data by:

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 st , 2 nd or 3 rd]	Number of student mobility periods	
					Student Mobility for Studies Number of students / total months	Student Mobility for Traineeships
TR ISTANBU07	LV RIGA01	0312	Political sc.	1 st 2 nd 3 rd	2 students/10 months	-
LV RIGA01	TR ISTANBU07	0312	Political sc.	1 st 2 nd 3 rd	2 students/10 months	-

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 Number of staff / total days	Staff Mobility for Training
TR ISTANBU07	LV RIGA01	0312	Political sc.	1/5	-
LV RIGA01	TR ISTANBU07	0312	Political sc.	1/5	-

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	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TR ISTANBU07	0312	English		B1	B2
LV RIGA01	0312	Latvian for all programs	English for several programs and courses for exchange students	English B1	English B2

For more details on the language of instruction recommendations, see the course catalogue of each institution.

D. Additional requirements

TR ISTANBU07:

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.

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 ISTANBU07	Online Application Period 15 th May-15 th July	Online Application Period 15 th October-15 th December
LV RIGA01	Nomination deadline: April 15 th Application deadline: May 15 th	Nomination deadline: October 15 th Application deadline: November 15 th

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

2. The receiving institution will send its decision within **TR ISTANBU07 4 weeks, LV RIGA01 6 weeks.**
3. A Transcript of Records will be issued by the receiving institution no later than **TR ISTANBU07 4 weeks, LV RIGA01 5 weeks** after the assessment period has finished at the receiving HEI.
4. Termination of the agreement: A unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. 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

TR ISTANBU07: <http://www.bologna.yildiz.edu.tr/index.php?r=institution/grading>

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

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 ISTANBU07	incoming@yildiz.edu.tr	http://www.konsolosluk.gov.tr/tr/en/start.aspx
LV RIGA01	Sarmite.rutkovska@lu.lv + 371 670334336	http://www.lu.lv/eng/istudents/exchange/visas/

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:


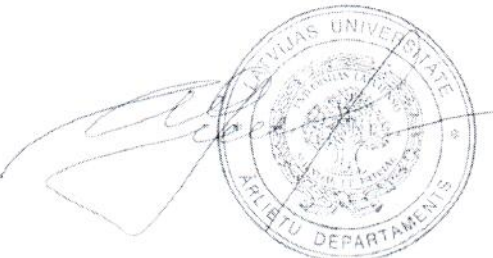
Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR ISTANBU07	incoming@yildiz.edu.tr	http://www.sgk.gov.tr/wps/portal/en?CSRT=15758577449206964749
LV RIGA01	Sarmite.rutkovska@lu.lv + 371 670334336	http://www.lu.lv/eng/istudents/exchange/advice/insurance/

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 ISTANBU07	incoming@yildiz.edu.tr	http://www.bologna.yildiz.edu.tr/index.php?r=infoforstudents/accommodation
LV RIGA01	dormitory@lu.lv +371 67034337	http://www.lu.lv/eng/services/accommodation/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹
TR ISTANBU07	<p>Assoc.Prof.Dr. Bayram Ali Ersoy</p> <p><i>Institutional Erasmus Coordinator</i></p>	06/07/2013	
LV RIGA01	<p>Mrs. Alina Grzibovska</p> <p>Director of International Relations department</p>	05/12/2013	

¹ Scanned signatures are accepted