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**Erasmus+ Programme**

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

**Inter-institutional agreement 2017/18-2020/21   
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[[1]](#footnote-1)**  **(email, phone)** | **Website**  **(eg. of the course catalogue)** |
| ISMA UNIVERSITY | **LVRIGA32** | **Postal Address:**  ISMA, Lomonosova 1/6, RIGA, LV1019, LATVIA  Institutional contact:  Rector Deniss Djakons  [erasmus@isma.lv](mailto:erasmus@isma.lv)  **International Relations Department:**  Olga Verdenhofa  [erasmus@isma.lv](mailto:erasmus@isma.lv)  +371 67100 537 | [www.isma.lv](http://www.isma.lv)  IR department http://isma.lv/en/international-relations/international-department |
|  |  | K. Donelaičio g. 73, 44249, Kaunas, Lithuania |  |

**B. Mobility numbers 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, 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 \** |
| LVRIGA32 |  | 340 | Business and Administration (broad programmes) | 1st, 2nd, 3rd | 2 students X 5 months | - |
| 345  812 | Management and Administration (ex Tourism and Catering)  Travel, Tourism and Leisure | 1st | 2 students X 5 months | - |
| 418 | Computer Science | 1st, 2nd | 2 students X 5 months | - |
|  | LVRIGA32 | 340 | Business and Administration (broad programmes) | 1st, 2nd, 3rd | 2 students X 5 months | - |
| 345  812 | Management and Administration (ex Tourism and Catering)  Travel, Tourism and Leisure | 1st | 2 students X 5 months | - |
| 418 | Computer Science | 1st, 2nd | 2 students X 5 months | - |

*[\*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 \** |
| LVRIGA32 |  | 340, 345, 812, 418 |  | 4 teachers X 8 hours | 4 staff X 8 hours |
|  | LVRIGA32 | 340, 345, 812, 418 |  | 4 teachers X 8 hours | 4 staff X 8 hours |

**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**[[2]](#footnote-2)\* | |
| Student Mobility for Studies  [*Minimum recommended level: B1*] | Staff Mobility for Teaching  [*Minimum recommended level: B2*] |
| LVRIGA32 |  | English | Latvian, Russian | B1 | 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**

*[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.]*

**LVRIGA32** ISMA Orientation meeting is compulsory for incoming students.

Disabled persons arrival upon request only as no elevator is established in ISMA premises.

**E. Calendar**

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

|  |  |  |
| --- | --- | --- |
| **Receiving institution**  **[Erasmus code]** | **Autumn term\***  **[month]** | **Spring term\***  **[month]** |
| **LVRIGA32** | Please check list of all requirements at [erasmus@isma.lv](mailto:erasmus@isma.lv)  Registration open until 20 of June for 1st semester /academic year students | November 30 |
|  |  |  |

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

2. The receiving institution will send its decision within 4 weeks.

3. A Transcript of Records will be issued by the receiving institution no later than 4 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 Agreement may be modified or amended only by written agreement between the Parties.

The Agreement may be terminated:

* Upon written consent of both parties;
* Upon initiative of one of the Parties by giving the other Party a written notice at least one academic year in advance. Neither the European Commission nor the National Agency can be held responsible in case of a conflict.

**F. Information**

**1. Grading systems of the institutions**

*[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users’ guide[[3]](#footnote-3). 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.]*

LVRIGA32 ***10-point grading scheme for assessment***

|  |  |  |  |
| --- | --- | --- | --- |
| **Achievement level** | **Grade** | **Meaning** | **Approx. ECTS grade** |
| very high | 10 | *izcili* (with distinction) | A |
| 9 | *teicami* (excellent) | A |
| High | 8 | *ļoti labi* (very good) | B |
| 7 | *labi* (good) | C |
| Medium | 6 | *gandrīz labi* (almost good) | D |
| 5 | *viduvēji* (satisfactory) | E |
| 4 | *gandrīz viduvēji* (almost satisfactory) | E/FX |
| Low | 1-3 | *negatīvs vērtējums* (unsatisfactory) | Fail |

Source <http://www.aic.lv/portal/en/izglitiba-latvija/izglitibas-sistema>

**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 RIGA32 | *+371 67100537*  *erasmus@isma.lv* | [www.isma.lv](http://www.isma.lv) |
|  |  |  |

**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 RIGA32 | *+371 67100537*  *erasmus@isma.lv* | [www.isma.lv](http://www.isma.lv) |
|  |  |  |

**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 RIGA32 | *+371 67100537*  *erasmus@isma.lv* | [www.isma.lv](http://www.isma.lv) |
|  |  |  |

**G. SIGNATURES OF THE INSTITUTIONS (legal representatives)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Institution**  **[Erasmus code]** | **Name, function** | **Date** | **Signature[[4]](#footnote-4)** |
| **LVRIGA32** | Rector Deniss Djakons |  |  |
|  |  |  |  |

1. [↑](#footnote-ref-1)
2. \* 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> [↑](#footnote-ref-2)
3. <http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm> [↑](#footnote-ref-3)
4. Scanned signatures are accepted [↑](#footnote-ref-4)