



# Erasmus+ Programme

## Key Action 1

### – Mobility for learners and staff –

### Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2014/15-20/21<sup>2</sup>

### between programme countries

### [Minimum requirements]<sup>3</sup>

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 <sup>4</sup> (email, phone)	Website (eg. of the course catalogue)
<b>University of Rostock</b> International Office	D ROSTOCK 01	<b>Institutional Coordinator</b> Sören Koepp P.: +49 381 498 1209 <a href="mailto:auslandsamt@uni-rostock.de">auslandsamt@uni-rostock.de</a>	<a href="http://www.uni-rostock.de/en/international/news/">http://www.uni-rostock.de/en/international/news/</a>
<b>Faculty of Mathematics and Natural Sciences</b> Institute of Physics		<b>Departmental Coordinator</b> PD Dr. Reinhard Mahnke P.: + 49 381 498 69 44 <a href="mailto:reinhard.mahnke@uni-rostock.de">reinhard.mahnke@uni-rostock.de</a>	<a href="http://www.physik.uni-rostock.de/en/">http://www.physik.uni-rostock.de/en/</a>
<b>Liepaja University</b>	LV LIEPAJA 01	<u>Institutional Coordinator:</u> Patriks Morevs Head of Foreign Affairs Department Liepaja University Liela street 14, Liepaja,	

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>4</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		LV-3401 Ph: 00371 63407762 Fax: 00371 63424223 <a href="mailto:acentrs@liepu.lv">acentrs@liepu.lv</a>  <u>Erasmus Coordinator:</u> Liga Anskevica <a href="mailto:erasmus@liepu.lv">erasmus@liepu.lv</a>	
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## B. Mobility numbers<sup>5</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 *
D ROSTOCK 01	LV LIEPAJA 01	0533	Physics	1 <sup>st</sup> , 2 <sup>nd</sup>	1x6= 6 (total months)	
		0533	Physics	1 <sup>st</sup> , 2 <sup>nd</sup>	1x6= 6 (total months)	
LV LIEPAJA 01	D ROSTOCK 01	0533	Physics	1 <sup>st</sup> , 2 <sup>nd</sup>	1x6= 6 (total months)	
		0533	Physics	1 <sup>st</sup> , 2 <sup>nd</sup>	1x6= 6 (total 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 *
D ROSTOCK 01	LV LIEPAJA 01	0533	Physics	1x2 (2weeks)	
		0533	Physics	1x2 (2weeks)	
LV LIEPAJA	D	0533	Physics	1x2 (2weeks)	

<sup>5</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>)

01	ROSTOCK01	0533	Physics	1x2 (2weeks)	
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### 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>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
D ROSTOCK01	0533	German	English	B1	B2
LV LIEPAJA 01	0533	Latvian	English	B1 [EN]	B2 [EN]

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.]*

### E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
D ROSTOCK01	July 15 <sup>th</sup>	January 15 <sup>th</sup>
LV LIEPAJA 01	June 15 <sup>th</sup>	November 15 <sup>th</sup>

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

- D ROSTOCK01: The receiving institution will send its decision within 5 weeks.  
LV LIEPAJA 01: The receiving institution will send its decision within 5 weeks.
- D ROSTOCK01: 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.  
LV LIEPAJA 01: 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.
- Termination of the agreement  
*[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that 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. The termination clauses must include the following*

<sup>6</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>

disclaimer: "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

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide<sup>7</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.]

#### D ROSTOCK01:

##### European ECTS grading scale

A	Excellent	Outstanding performance with only minor errors
B	Good	Above the average standard but with some errors
C	Satisfactory	Generally good work with a number of notable errors
D / E	Pass / Sufficient	Passable performance, meeting the minimum criteria
F	Fail*	Considerable further work is required
DNA	Did not attend*	Absent from exam
I	Incomplete*	No exam taken / did not fulfill all course requirement
S	Signed*	Completed practice / training
R	Refused*	Did not complete practice / training

\* no credit

##### Local Grading

1,0 – 1,3	sehr gut
1,7 – 2,3	gut
2,7 – 3,3	befriedigend
3,7 – 4,0	ausreichend
5,0	nicht ausreichend
	(nicht bestanden)
	nicht angetreten

##### Equivalent ECTS Grading

A	Excellent
B	Good
C	Satisfactory
D / E	Pass / Sufficient
F	Fail
DNA	Did not attend

#### LV LIEPAJA 01:

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

10-point grading scheme for assessment:

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

<sup>7</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>
D ROSTOCK01	<a href="mailto:Incoming.io@uni-rostock.de">Incoming.io@uni-rostock.de</a> P.: +49 381 498 1222	<a href="http://www.uni-rostock.de/en/international/incoming/visiting-students-erasmus/entry-and-arrival/">http://www.uni-rostock.de/en/international/incoming/visiting-students-erasmus/entry-and-arrival/</a>
LV LIEPAJA 01	Patriks Morevs <a href="mailto:acentrs@liepu.lv">acentrs@liepu.lv</a> Ph.: +3716340776 2	<a href="http://www.pmlp.gov.lv/en/">http://www.pmlp.gov.lv/en/</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>
D ROSTOCK01	<a href="mailto:Incoming.io@uni-rostock.de">Incoming.io@uni-rostock.de</a> P.: +49 381 498 1222	<a href="http://www.uni-rostock.de/fileadmin/UniHome/Internationales/Aus_dem_Ausland/Checkliste_vor_der_Anreise_en_CD.pdf">http://www.uni-rostock.de/fileadmin/UniHome/Internationales/Aus_dem_Ausland/Checkliste_vor_der_Anreise_en_CD.pdf</a>
LV LIEPAJA 01	Patriks Morevs <a href="mailto:acentrs@liepu.lv">acentrs@liepu.lv</a> Ph.: +37163407762	<a href="http://www.liepu.lv/en/44/general-information-for-students">http://www.liepu.lv/en/44/general-information-for-students</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:

<b>Institution [Erasmus code]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
D ROSTOCK01	<a href="mailto:Incoming.io@uni-rostock.de">Incoming.io@uni-rostock.de</a> P.: +49 381 498 1222	<a href="http://www.uni-rostock.de/en/international/incoming/visiting-students-erasmus/where-to-live">http://www.uni-rostock.de/en/international/incoming/visiting-students-erasmus/where-to-live</a>
LV LIEPAJA 01	Patriks Morevs <a href="mailto:acentrs@liepu.lv">acentrs@liepu.lv</a> Ph.: +37163407762	<a href="http://www.liepu.lv/en/25/accommodation">http://www.liepu.lv/en/25/accommodation</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>8</sup>
D ROSTOCK01	Sören Koepe ERASMUS Institutional Coordinator	16.07.2014	 
LV LIEPAJA 01	Patriks Morevs Institutional Erasmus Coordinator Head of foreign Affairs Department	04.08.2014	

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<sup>8</sup> Scanned signatures are accepted