

Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional¹ 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 ² (email, phone)	Website (eg. of the course catalogue)
University of Latvia Raina Blvd. 19 Riga LV – 1586 Latvia	LV RIGA01	Alina Grzibovska Institutional Coordinator ad@lu.lv Phone: +371 67034334 Departmental coordinator: Doc. Sandris Lācis Faculty of Physics Mathematics Sandris.lacis@lu.lv	http://www.lu.lv/eng/istudent/s/exchange/
Universität Rostock	D ROSTOCK01	Institutional Coordinator Koeppé Sören, P.: +49 381 498 1226 auslandsamt@uni-rostock.de Departmental Coordinator PD Dr. Reinhard Mahnke P.: + 40 381 498 69 44 reinhard.mahnke@uni-rostock.de	www.uni-rostock.de/en/international/news http://www.physik.uni-rostock.de/en/

B. Mobility numbers³ 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, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
LV RIGA01	D ROSTOCK01	0533	Physics	2nd 3rd	10 (2 students)	-
D ROSTOCK01	LV RIGA01	0533	Physics	2nd	5 (1 student)	-

[*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	TO	Subject	Subject area	Number of staff mobility periods
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¹ Inter-institutional agreements can be signed by two or more higher education Institutions

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

³ 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>

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	area code * [ISCED]	name *	Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
LV RIGA01	D ROSTOCK01	0533	Physics	5 (1 person)	7 (1 person)
D ROSTOCK01	LV RIGA01	0533	Physics	5 (1 person)	7 (1 person)

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 ⁴	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
LV RIGA01	0533	Latvian for all programs	English for several programs and courses for exchange students	English B1	English B2
D ROSTOCK01	0533	German	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].

D. Additional requirements

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.

D ROSTOCK01:

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E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
LV RIGA01	Nomination deadline: April 15 th Application deadline: May 15 th	Nomination deadline: October 15 th Application deadline: November 15 th
D ROSTOCK01	July 15 th	January 15 th

LV RIGA01

2. The receiving institution will send its decision within **6 weeks**.
3. A Transcript of Records will be issued by the receiving institution no later than five weeks after the assessment period has finished at the receiving HEI.

D ROSTOCK01

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 five weeks after the assessment period has finished at the receiving HEI.

Both

4. Termination of the agreement
The agreement will become operative on the date of signature of both universities and shall remain in force for a period of **7 years**. In case of the termination, a notice of at least one academic year should be sent to the partner

⁴ 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>

university. 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

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

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

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 RIGA01	Sarmite.rutkovska@lu.lv + 371 670334336	http://www.lu.lv/eng/istudents/exchange/visas/
D ROSTOCK01	Incoming.io@uni-rostock.de P.: +49 381 498 1222	http://www.uni-rostock.de/en/international/incoming/visiting-students-erasmus/entry-and-arrival/

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 RIGA01	Sarmite.rutkovska@lu.lv + 371 670334336	http://www.lu.lv/eng/istudents/exchange/advice/insurance/
D ROSTOCK01	Incoming.io@uni-rostock.de P.: +49 381 498 1222	http://www.uni-rostock.de/fileadmin/UniHome/Internationales/Aus dem Ausland/Checkliste vor der Anreise en CD.pdf

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 RIGA01	dormitory@lu.lv +371 67034337	http://www.lu.lv/eng/services/accommodation/
D ROSTOCK01	Incoming.io@uni-rostock.de P.: +49 381 498 1222	http://www.uni-rostock.de/en/international/incoming/visiting-students-erasmus/where-to-live

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
LV RIGA01	Mrs. Alina Grzibovska Director of International Relations Department	19/12/2013	
D ROSTOCK01	Sören Koepp ERASMUS Institutional Coordinator	07/01/2014	

⁵ Scanned signatures are accepted