



Erasmus+ Programme

Key Action 1

– Mobility for learners and staff –

Higher Education Student and Staff Mobility

Inter-institutional 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 ¹ (email, phone)	Website (eg. of the course catalogue)
UNIVERSIDADE DO ALGARVE	P FARO02	Sofia Nunes , E.U. Programmes Coordinator mobilidade@ualg.pt +351 289 800 003	www.ualg.pt
BIZNESA AUGSTSKOLA TURIBA	LV RIGA09	Imants Bergs, Institutional coordinator Imants.Bergs@turiba.lv Phone: +371 67625371	www.turiba.lv

¹Contact details to reach the senior officer in charge of this agreement and of its possible updates.

B. Mobility numbers² 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 November 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 *
P FARO02	LV RIGA09	340 / 812	Business & administratio n; Tourism & Hospitality	1 st and 2 nd	2 (18)	Only by individual agreement
LV RIGA09	P FARO02	340 / 812	Business & administratio n; Tourism & Hospitality	1 st and 2 nd	2 (18)	Only by individual agreement

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 *
P FARO02	LV RIGA09	340 / 812	Business & administration; Tourism & Hospitality	3 (21)	Only by individual agreement
LV RIGA09	P FARO02	340 / 812	Business & administration; Tourism & Hospitality	3 (21)	Only by individual agreement

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:

² 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>)

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P FARO02		Portuguese	English	B1 English	B2 English
LV RIGA09		English	Latvian	B2 English	B2 English

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

E. Calendar

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

Receiving institution [Erasmus code]	Autumn term* [month]	Spring term* [month]
P FARO02	May 31 st	October 31 st
LV RIGA09	June 30 th	November 30 th

2. **LV RIGA09:** Students have to apply in our online application system and follow all requirements in that.
3. A Transcript of Records will be issued by the receiving institution no later than 6 weeks after the assessment period has finished at the receiving HEI.
4. Termination of the agreement
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. 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

P FARO02:

We are preparing some information regarding this issue. Once we have it the agreement will be updated.

LV RIGA09:

10 = with distinction = Knowledge of student is substantially higher than an estimated normal level.

9= excellent = Knowledge of student is higher than an estimated normal level

8= very good = Knowledge corresponds to the highest expected level.

7= good = The student has achieved the subject deeply and with understanding, is progressing within the expected limits, but makes minor mistakes.

6= almost good = The student has generally achieved the course within the necessary limits but he or she is either: more reproducing the knowledge than actively using it, or makes more substantial mistakes.

³ 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>

5= satisfactory = Awarded to students, which are progressing within the limits of their individual abilities, in general are not behind the appropriate age group, but make substantial mistakes and are more fixing the facts than analyzing them.

4= almost satisfactory = the very last positive grade. Might be awarded to students who do their best but still make severe mistakes and are practically just reproducing most of the necessary material.

3-1= unsatisfactory = different levels of marks for students whose record is below the expected for the appropriate age group.

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	Website for information
P FARO02	+351 289 800 003 mobilidade@ualg.pt	http://www.ualg.pt/home/en/content/coming-0
LV RIGA09	International@turiba.lv	http://www.turiba.lv/en/studijas/exchange-students/342/

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	Website for information
P FARO02	+351 289 800 003 mobilidade@ualg.pt	http://www.ualg.pt/home/en/content/insurance-0
LV RIGA09	International@turiba.lv	http://www.turiba.lv/en/studijas/exchange-students/342/



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
P FARO02	+351 289 800 003 mobilidade@ualg.pt	http://www.ualg.pt/home/en/content/accommodation-0
LV RIGA09	Marika.Anca@turiba.lv	http://www.turiba.lv/en/studijas/exchange-students/accommodation/360/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁴
P FARO02	Teresa Cerveira Borges, Pro-rector and Institutional Coordinator	12/12/13	
LV RIGA09	Imants Bergs Vice-Rector for study development and International Relations	31.10.2013.	

⁴ Scanned signatures are accepted