



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1

Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme

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The institutions 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, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Validity period of the agreement

Timeframe	Academic Year*	Call Year*
Start of validity	[2022/2023]	
End of validity	[2028/2029]	

¹ Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties/ Course catalogue)
University of Latvia	LV RIGA01	<p>Institutional Coordinator: Alina Grzibovska</p> <p>University of Latvia Raina boulevard 19 Riga LV- 1586, Latvia Tel.: +371 6703 3997 Fax: +371 67225039 e- mail: ad@lu.lv</p> <p>Departmental Coordinator Daina Andrejeva e-mail: daina.andrejeva@lu.lv</p>	<p>https://www.lu.lv/en/admissions/exchange-studies/</p>
Kocaeli University	TR KOCAELI02	<p>Institutional Coordinator :</p> <p>Assoc. Prof. Dr. Banu İNAN KARAGÜL Kocaeli Üniversitesi Umuttepe Yerleşkesi Sosyal Tesisler No : 30, 41380, İzmit/Kocaeli/TÜRKİYE Tel : +902623033862 E-mail : international@kocaeli.edu.tr</p> <p>Departmental Coordinator</p> <p>Murat Esmer E-mail : murat.esmer@kocaeli.edu.tr</p>	<p>http://int.kocaeli.edu.tr/index_en.php</p> <p>https://ects.kocaeli.edu.tr/index.cfm?Dilid=</p>

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

B. Mobility numbers³ per academic year

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional) * [ISCED]	Subject area name (optional) *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional) *	Number of student mobility periods			
					Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional) * [total number of students]	Student Mobility for Traineeships (optional) * [total number of months]
LV RIGA01	TR KOCAELI 02	0421	Law	1 st , 2 nd , 3 rd	2	5 months each	-	-
TR KOCAELI 02	LV RIGA01	0421	Law	1 st , 2 nd , 3 rd	2	5 months each	-	-

☐ Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional) * [ISCED]	Subject area name (optional) *	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional) * [total number of staff]	Staff Mobility for Training (optional) * [total number of days]
LV RIGA01	TR KOCAELI 02	0421	Law	2	5 days each	-	-
TR KOCAELI02	LV RIGA01	0421	Law	2	5 days each	-	-

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

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	0421	Latvian for all programs	English for several programs and courses for exchange students	English B1	English B2
TR KOCAELI02	0421	English for courses for exchange students		English B1	English B2

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
LV RIGA01	15.04	15.10
TR KOCAELI02	15.05	15.11

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
LV RIGA01	15.05	15.11
TR KOCAELI02	15.07	15.12

Application procedure for incoming students

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>

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
LV RIGA01	exchange@lu.lv	https://www.lu.lv/en/admissions/exchange-studies/
TR KOCAELI02	International Relations Unit Tel: +90(262) 303 38 43-44 E-mail: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
LV RIGA01	<ul style="list-style-type: none"> 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. <p>Incoming international staff members should apply for visits to the departmental coordinators of the respective faculty (https://www.lu.lv/en/admission/for-international-students/exchange/coordinators/) with copy sent to the Mobility Division (ad@lu.lv) of the University of Latvia.</p>		
TR KOCAELI02			

The receiving institution will send its decision within [5] weeks, **and no later than 5 weeks.**

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
LV RIGA01		Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.		
TR KOCAELI02		Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available.		

F. Information

1. 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	https://www.lu.lv/en/studies/student-life/accommodation/

TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=accommodation
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2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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	ad@lu.lv	https://www.lu.lv/en/gribustudet/arzemiu-studentiem-eng/exchange/visas/
TR KOCAELI02	International Relations Unit Phone: +90(262) 303 38 43-44 Email: international@kocaeli.edu.tr	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=student-visa

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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	ad@lu.lv	https://www.lu.lv/en/admission/for-international-students/degree/insurance-and-medical-treatment-emergency-assistance/
TR	International Relations Unit	http://int.kocaeli.edu.tr/index_en.php?enpages=page&id=insurance

KOCAELI02	Phone: +90(262) 303 38 43-44 Email: international@kocaeli.edu.tr	
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4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information
LV RIGA01	Grading system		https://www.lu.lv/en/gribustudet/arzemju-studentiem-eng/exchange/academic/
TR KOCAELI02	Grading system		http://ogr.kocaeli.edu.tr/KOUBS/akts/index.cfm?Dilid=1

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 disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."]

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ⁵
LV RIGA01	Alina Grzibovska Head of International Relations	9.02.2022	 A. GRZIBOVSKA Head of International Relations Erasmus+ Institutional Coordinator University of Latvia
TR KOCAELI02	Assoc. Prof. Dr. Banu İNAN KARAGÜL Erasmus Institutional Coordinator	07/02/2022	 

⁵ Scanned signatures are accepted