



**Erasmus+ Programme**  
Key Action 1  
– Mobility for learners and staff –  
Higher Education Student and Staff Mobility  
**Inter-institutional<sup>1</sup> agreement 2016-2021**  
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 <sup>2</sup> (email, phone)	Website (eg. of the course catalogue)
University of Białystok	PL BIALYST04	International Cooperation Office <a href="mailto:erasmus@uwb.edu.pl">erasmus@uwb.edu.pl</a> , <a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> Phone/Fax: +48 857457089 Erasmus Institutional Coordinator: dr hab. Anna Piszcz, prof.UwB <a href="mailto:piszcz@uwb.edu.pl">piszcz@uwb.edu.pl</a>  Departmental Coordinator: dr Emilia Żyłkiewicz-Płońska <a href="mailto:pip.erasmus@uwb.edu.pl">pip.erasmus@uwb.edu.pl</a>	<a href="http://www.uwb.edu.pl">http://www.uwb.edu.pl</a> (English version)
University of Latvia	LV RIGA01	International Mobility Unit, Student Services, University of Latvia, Raiņa boulevard 19, Riga, LV-1586, Latvia  Institutional Coordinator: Aline Grzibovska Head of International Relations e-mail: <a href="mailto:ad@lu.lv">ad@lu.lv</a> Phone: +371-67034334 Fax: +371-67243091  Departmental Coordinator: Olga Pole e-mail: <a href="mailto:olga.pole@lu.lv">olga.pole@lu.lv</a>  Academic Coordinator: Linda Daniela e-mail: <a href="mailto:linda.daniela@lu.lv">linda.daniela@lu.lv</a>	<a href="http://www.lu.lv/eng/">http://www.lu.lv/eng/</a>

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

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

## B. Mobility numbers<sup>3</sup> 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	Number of staff mobility periods	
				Staff Mobility for Teaching (total number of days of teaching periods or average duration <sup>3</sup> )	Staff Mobility for Training
PL BIALYST04	LV RIGA01	011	Educational Science	2 x 5 days	2 x 7 days
LV RIGA01	PL BIALYST04	011	Educational Science	2 x 5 days	2 x 7 days

## 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 Instruc- tion 1	Language of Instruc- tion 2	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies (Minimum recommended level: B1)	Staff Mobility for Teaching (Minimum recommended level: B2)
PL BIALYST04		Polish for all programs	English for courses offered to exchange students	English B2	English B2
LV RIGA01		Latvian	English	English B1	English 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

### PL BIALYST04:

Local mentors will help incoming students with practical issues like opening a bank account, registration procedures etc.

Applicants with special needs will be contacted before the final approval of the acceptance. Final decision depends on extra services/ facilities available. Please contact International Programmes and Relations Office in order to get more information.

### LV RIGA01:

- 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.

<sup>3</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>)

<sup>4</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>

- 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](mailto: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.

## E. Termination of the agreement

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. 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

PL BIALYST04 - <http://uwb.edu.pl/> (English version)  
*In case of additional questions, please contact Erasmus Coordinator.*

LV RIGA01: <http://www.lu.lv/eng/istudents/exchange/academic/>

### 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
PL BIALYST04	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> +48 85 7457051, +48 85 7457089	<a href="http://www.uwb.edu.pl/">http://www.uwb.edu.pl/</a> (English version)
LV RIGA01	<a href="mailto:ad@lu.lv">ad@lu.lv</a>	<a href="http://www.lu.lv/eng/istudents/exchange/visas/">http://www.lu.lv/eng/istudents/exchange/visas/</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:

Institution (Erasmus code)	Contact details (email, phone)	Website for information
PL BIALYST04	<a href="mailto:incoming@uwb.edu.pl">incoming@uwb.edu.pl</a> +48 85 7457051, +48 85 7457089	<a href="http://www.uwb.edu.pl/">http://www.uwb.edu.pl/</a> (English version)
LV RIGA01	<a href="mailto:ad@lu.lv">ad@lu.lv</a>	<a href="http://www.lu.lv/eng/istudents/exchange/advice/insurance/">http://www.lu.lv/eng/istudents/exchange/advice/insurance/</a>

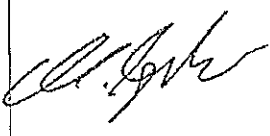
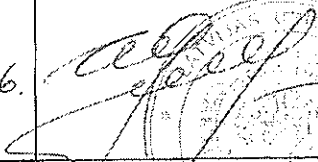
#### 4. Housing

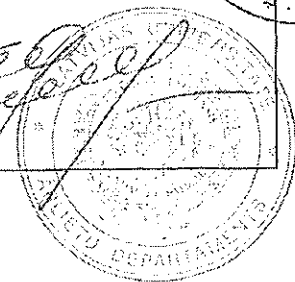
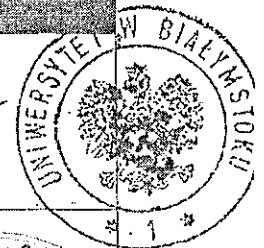
The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL BIALYST04	incoming@uwb.edu.pl +48 85 7457051, +48 85 7457089	<a href="http://www.uwb.edu.pl">http://www.uwb.edu.pl</a> (English version)
LV RIGA01	dormitory@lu.lv	<a href="http://www.lu.lv/eng/services/accommodation/">http://www.lu.lv/eng/services/accommodation/</a>

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

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
PL BIALYST04	dr hab. Mariusz Popławski, prof. UWB Vice-Rector for development and international cooperation		
LV RIGA01	Aline Grzibovska Head of International Relations	28.11.16.	



<sup>5</sup> Scanned signatures are accepted