



Erasmus+

**Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility**

**Inter-institutional¹ agreement 2015-20[17]²
between institutions from
Programme and Partner Countries³**

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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city⁴	Contact details⁵ (email, phone)	Website (eg. of the course catalogue)
ФЕДЕРАЛЬНОЕ ГОСУДАРСТВЕННОЕ АВТОНОМНОЕ ОБРАЗОВАТЕЛЬНОЕ УЧРЕЖДЕНИЕ ВЫСШЕГО ОБРАЗОВАНИЯ «НАЦИОНАЛЬНЫЙ ИССЛЕДОВАТЕЛЬСКИЙ ТОМСКИЙ ГОСУДАРСТВЕННЫЙ УНИВЕРСИТЕТ» (NATIONAL RESEARCH TOMSK STATE UNIVERSITY)/RUSSIAN FEDERATION	TSU TOMSK	Olga Maslennikova ERASMUS programme coordinator 36 Lenina str., Tomsk, Russia, 634050 (+73822) 783597 pro-77@mail.ru	http://en.tsu.ru/ http://sport.tsu.ru/node/2069 http://cjiap.tsu.ru/
BALTIJAS STARPTAUTISKĀ AKADĒMIJA (Baltic International Academy)/Latvia	LV RIGA28 PIC 948816365	Viktorija Petlak, Interinstitutional Mobility Center, ERASMUS programme coordinator 4 Lomonosova str., Riga, Latvia, LV 1003 00 371 67100603 viktorija.petlak@bsa.edu.lv	www.bsa.edu.lv http://bsa.edu.lv/lang/en/g/erasmus_in.html http://bsa.edu.lv/lang/en/g/erasmus_pluspart.html

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁵ Contact details to reach the senior officer in charge of this agreement.

B. Mobility numbers⁶ 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 or city of the sending institution]	TO [Erasmus code or city 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 * [Not relevant for 2015 and 2016]
TSU TOMSK	LV RIGA28	041	Business and administration	1 st , 2 nd	2x5=10	-
				3 rd	2x3=6	-
		0412	Finances	1 st , 2 nd	2x5=10	-
		02	Design	1 st , 2 nd	2x5=10	-
		03	Public Relations	1 st	2x5=10	-
		03	Economics	3 rd	2x3=6	-
		023	Languages and Philological Sciences	1 st	2x5=10	-
		0421	Law	1 st , 2 nd	2x5=10	-
				3 rd	2x3=6	-
		1015	Travel, tourism and leisure	1 st , 2 nd	2x5=10	-
		489	IT	1 st	2x5=10	-
0313	Psychology	1 st , 2 nd	2x5=10	-		
03	Human Resources	2 nd	2x5=10	-		
LV RIGA28	TSU TOMSK	041	Business and	1 st	2x3=6	-

⁶ 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>)

			administration	2 nd	2x3=6	-
		0412	Finances	1 st	2x3=6	-
				2 nd	2x3=6	-
		02	Design	1 st	2x3=6	-
				2 nd	2x3=6	-
		03	Public Relations	1 st	2x3=6	-
		023	Languages and Philological Sciences	1 st	2x3=6	-
		0421	Law	1 st	2x3=6	-
				2 nd	2x3=6	-
		1015	Travel, tourism and leisure	1 st	2x3=6	-
				2 nd	2x3=6	-
		489	IT	1 st	2x3=6	-
		0313	Psychology	1 st	2x3=6	-
				2 nd	2x3=6	-
		03	Human Resources	2 nd	2x3=6	-

[*Optional: subject area code & name and study cycle are optional.]

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 *
TSU TOMSK	LV RIGA28	-	All mentioned in B. block for students	10 days	-
LV RIGA28	TSU TOMSK	-	All mentioned in B. block for students	5 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 or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TSU TOMSK	-	Russian	English	B1	B2
LV RIGA28	-	Latvian	Russian English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution:

- 1) Baltic International Academy – http://bsa.edu.lv/lang/eng/erasmus_in.html and http://bsa.edu.lv/lang/eng/erasmus_pluspart.html
- 2) National Research Tomsk State University – <http://en.tsu.ru/>; <http://sport.tsu.ru/node/2069> and <http://en.cjiap.tsu.ru/node/6>

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition,

⁷ 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>

registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution, containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff is given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

Other requirements on academic or organisational aspects of mobility are given in the Regulations, which can be found here:

- 1) Baltic International Academy – http://bsa.edu.lv/lang/eng/erasmus_plusdok.html
- 2) National Research Tomsk State University – <http://sport.tsu.ru/node/2069> and <http://en.cjiap.tsu.ru/node/5>

We welcome students and staff with disabilities, together with their helpers and carers.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
TSU TOMSK	15 th April - 15 th May	15 th November – 15 th January
LV RIGA28	15 th May	15 th January

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

2. The receiving institution will send its decision within 2 weeks.
3. A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
4. 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 2015 will only take effect as of 1 September 2015+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. Information

1. Grading systems of the institutions

LV RIGA28 <http://bsa.edu.lv/lang/eng/erasmus.html>

ECTS Grade	Latvian Grade	Definition	
A	10	EXCELLENT	outstanding performance with only minor errors
B	9	VERY GOOD	above the average standard but with some errors
C	8	GOOD	generally sound work with a number of notable errors
D	6, 7	SATISFACTORY	fair but with significant shortcomings
E	5	SUFFICIENT	performance meets the minimum criteria
FX	4	FAIL	some more work required before the credit can be awarded
F	1 ÷ 3	FAIL	considerable further work is required

ECTS credits:

one semester

30 ECTS credits

one full academic year

60 ECTS credits**TSU TOMSK** <http://en.cjiap.tsu.ru/node/30>

ECTS Grade	Russian Grade	Definition	
A	5	EXCELLENT	outstanding performance with only minor errors
B	5	EXCELLENT	above the average standard but with some errors
C	4	GOOD	generally sound work with a number of notable errors
D	3	SATISFACTORY	fair but with significant shortcomings
E	3	SATISFACTORY	performance meets the minimum criteria
FX	2	FAIL	some more work required before the credit can be awarded
F	2	FAIL	considerable further work is required

ECTS credits:

one semester

30 ECTS credits

one full academic year

60 ECTS credits**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 or city]	Contact details (email, phone)	Website for information
TSU TOMSK	+73822 526-359 centrejointedu.tsu@yandex.ru	http://en.cjiap.tsu.ru/node/31 http://www.latvia.mid.ru/consotdel.html
LV RIGA28	Kudrjavceva Nellija Sofija Visa Department visa@bsa.edu.lv +371 67100610	http://bsa.edu.lv/lang/eng/erasmus_plusvisas.html http://www.pmlp.gov.lv/en/pakalpojumi/uzturesanas.html

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 or city]	Contact details (email, phone)	Website for information
TSU TOMSK	Free information line: +7(3822) 529558 E-mail: lidiadmitrieva@ngs.ru	http://inter.tsu.ru/en/ http://studentcenter.tsu.ru
LV RIGA28	Viktorija Petlak, Interinstitutional Mobility Center, ERASMUS programme coordinator erasmus@bsa.edu.lv and Free information line: +371 80001234 Fax: +371 67043701 E-mail: nvd@vmnvd.gov.lv	http://bsa.edu.lv/lang/eng/erasmus_plushi.html www.vmnvd.gov.lv



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 or city]	Contact details (email, phone)	Website for information
TSU TOMSK	+7(3822) 526-359 centrejointedu.tsu@yandex.ru lidiadmitrieva@ngs.ru	http://en.cjiap.tsu.ru/node/31
LV RIGA28	LV RIGA 28 does not have onsite accommodation facilities. Erasmus Office is pleased to support with information about accommodation in Riga. Viktorija Petlak, Interinstitutional Mobility Center, ERASMUS programme coordinator erasmus@bsa.edu.lv	http://bsa.edu.lv/lang/eng/erasmus_plusho stel.html https://www.facebook.com/groups/227044 737325637/

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁸
TSU TOMSK	Eduard V. Galazhinskiy Rector		
LV RIGA28	S.Buka Member of the Board V.Nikiforovs Member of the Board		

⁸ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

