



Erasmus+ Programme



Inter-institutional agreement 2018/2019 – 2020/2021 Higher Education Student and Staff Mobility –Mobility for learners and staff–

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This Inter-institutional agreement will come into effect only in the event that both institutions are holders of valid Erasmus Charter for Higher Education (ECHE) for the period mentioned above and they commit to respect the quality requirements of ECHE in all aspects related to the organisation and management of the mobility. If the Erasmus+ programme sets extra criteria, this Agreement will be reviewed.

A. Information about higher education institutions

Name of the institution	Erasmus code	Contact details ¹ (Name, E-mail, Phone)
CHARLES UNIVERSITY Faculty of Science Institute of Geology and Palaeontology	CZ PRAHA07	Mgr. Karel Martínek, Ph.D. karel.martinek@natur.cuni.cz +420 22195 1464
University of Latvia	LV RIGA01	Institutional Coordinator: Alina Grzibovska University of Latvia Raina boulevard 19 Riga LV-1586, Latvia Tel.: +371 6703 3997 Fax: +371 67225039 e-mail: ad@lu.lv Departmental Coordinator: Prof. Zaiga Krisjane e-mail: zaiga.krisjane@lu.lv

B. Mobility numbers per academic year

FROM	TO	Subject area ISCED	Subject area name ISCED	Study cycle	Total Number of students/Total number of months	
					SMS ²	SMT ³
CZ PRAHA07	LV RIGA01	0532	Earth Sciences (Geology)	1 st , 2 nd , 3 rd	2/10	-
LV RIGA01	CZ PRAHA07	0532	Earth Sciences (Geology)	1 st , 2 nd , 3 rd	2/10	-

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

² Student Mobility for Studies

³ Student Mobility for Traineeship

FROM	TO	Subject area	Subject area name	Total Number of staff mobility/Total number of days	
		ISCED	ISCED	STA ⁴	STT ⁵
CZ PRAHA07	LV RIGA01	0532	Earth Sciences (Geology)	1/5	1/5
LV RIGA01	CZ PRAHA07	0532	Earth Sciences (Geology)	1/5	1/5

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	Optional Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
	ISCED			Student Mobility for Studies	Staff Mobility for Teaching
CZ PRAHA07	0532	English	Czech	B2	B2
LV RIGA01	0532	Latvian for all programs	English for several programs and courses for exchange students	English B1	English B2

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 Mobility Unit (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.

*[To be completed if necessary, other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff]
[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

⁴ Staff Mobility for Teaching

⁵ Staff Mobility for Training

E. Calendar

1. Student nomination/application deadlines:

Receiving institution	Winter term ⁶ [month]	Summer term ⁷ [month]
CZ PRAHA07	June 15 th	October 31 st
LV RIGA01	Nomination deadline: April 15 th Application deadline: May 15 th	Nomination deadline: October 15 th Application deadline: November 15 th

- The receiving institutions will send their decisions within 6-8 weeks after deadline.
- 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 this Agreement or Changes in the data set above can be amended annually, if communicated before January 1st. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

F. Information

	CZ PRAHA07	LV RIGA01
WWW for Incoming Students	http://www.cuni.cz/UK-928.html	https://www.lu.lv/en/admission/for-international-students/exchange/
WWW Course Catalogue	http://www.cuni.cz/UK-2047.html	https://www.lu.lv/en/admission/for-international-students/exchange/courses/
Housing ⁸	http://www.cuni.cz/UK-2073.html	https://www.lu.lv/en/studies/student-life/halls-of-residence/
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	dormitory@lu.lv
WWW Visa Information ⁹	http://www.cuni.cz/UK-2045.html	https://www.lu.lv/en/admission/for-international-students/exchange/visas/
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	ad@lu.lv
WWW Insurance Information ¹⁰	http://www.cuni.cz/UK-2045.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 710	ad@lu.lv

⁶ To be adapted in case of a trimester system.

⁷ To be adapted in case of a trimester system.



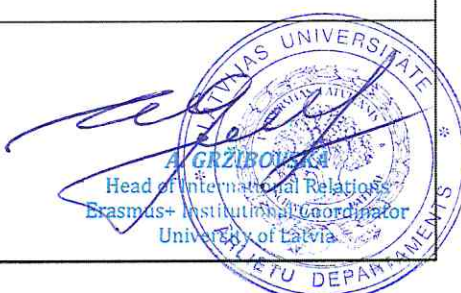
⁸ The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the ECHE.

⁹ 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 ECHE.

¹⁰ The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the ECHE. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.

ECTS Users' Guide ¹¹	http://is.cuni.cz/studium/eng/predmety/index.php	https://www.lu.lv/en/admission/for-international-students/exchange/academic/
WWW Students and Staff with Disabilities	http://www.cuni.cz/UK-2049.html	
Contact details	erasmus@ruk.cuni.cz +420 224 491 310	ad@lu.lv

F. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name function	Date	Signature Seal or Stamp ¹²
CZ PRAHA07	RNDr. Dagmar Chalupová, Ph.D. Faculty ERASMUS Coordinator	29.10.2018	 CHARLES UNIVERSITY FACULTY OF SCIENCE ERASMUS Albertov 6, 128 43 Praha 2 IČO: 00216208, DIČ: CZ00216208 UK – 107
LV RIGA01	Mrs. Alina Grzibovska Head of International Relations	29.10.18.	  ALINA GRZIBOVSKA Head of International Relations Erasmus+ Institutional Coordinator University of Latvia

¹¹ Receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹² Scanned signatures, seals and stamps are accepted