



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds

2021-2027

UNIVERSITETI "ISMAIL QEMALI"
VLORË

ZYRA E PROTOKOLL - ARKIVËS
NR. 11881 PROT.
DATA 11.09.2023

**Erasmus+ Programme
Inter-institutional agreement 2023-2026**

Key Action 1

Learning mobility for higher education students and staff

between

Catholic University in Ružomberok and University Ismail Qemali Vlorë



The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call year 2023 (Project no. 2023-1-SK01-KA171-HED-000141842):

- KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
CATHOLIC UNIVERSITY IN RUŽOMBEROK	SK RUZOMBE01	<p>doc. PhDr. Markéta Rusnáková, PhD. Vice-rector for Foreign Relations</p> <p>Contact person:</p> <p>PaedDr. Martin Pinkoš Foreign Relations Officer - ICM martin.pinkos@ku.sk</p> <p>Hrbovská cesta 1A 034 01 Ružomberok, Slovakia Tel.: +421 44 4304693</p>	<p>General: https://www.ku.sk/en/</p> <p>Faculty: https://www.ku.sk/en/faculties/faculty-of-arts-and-letters/</p> <p>Course catalogue: https://www.ku.sk/en/foreign-relations/erasmus/student-mobilities/courses-offered-16244/</p>
UNIVERSITY OF VLORA "ISMAIL QEMALI", ALBANIA	AL VLORE01	<p>Academic coordinator: Assoc. Prof. Armela Panajoti Dean of the Faculty of Humanities armela.panajoti@univlora.edu.al; armelap@assenglish.org</p> <p>Administrative Contact Ms. Rezarta Sinanalaj Projects and International Relations Sector international@univlora.edu.al</p>	<p>General: www.univlora.edu.al</p> <p>Faculty: https://univlora.edu.al/fakulteti-i-shkencave-humane/</p> <p>Course catalogue: https://univlora.edu.al/wp-content/uploads/2020/02/student-guide-2019-2020.pdf</p> <p>https://univlora.edu.al/courses-erasmus/</p>

⁵ Higher education institutions (HEIs) from Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Mobility numbers per project period

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement.

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area (optional)	Subject area (optional)	Number of mobility periods		
				Student Mobility [Specify here total number of students]	Student Mobility for Teaching [Specify here total number of months]	Staff Mobility for Training [Specify here total number of staff and days]
AL VLORE01	SK RUZOMBE01	023	Languages (Italian, English)	-----	-----	1 x 7 days
SK RUZOMBE01	AL VLORE01	023	Languages (Italian, English)	-----	-----	1 x 7 days
AL VLORE01	SK RUZOMBE01	023	Languages (Italian, English)	4	4 x 5 months	-----

Optional additional information

All the mobilities under this Inter-Institutional Agreement must be completed by 31/07/2026 at the latest.

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

2. 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 skills⁸ at the start of the mobility period (see also section 5 “Preparation and Support”).

Receiving institution [Erasmus code or city]	Subject area (optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
SK RUZOMBE01		English, Italian		B1	B2
AL VLORE01		English, Italian		B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

⁸ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

3. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organization or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- For tuition, 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.

4. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

Applications/information on nominated staff must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Term duration	Deadline⁹
SK RUZOMBE01	Winter Term: from February to July Spring Term: from September to December	July, 30 December, 15
AL VLORE01	Winter Term: October 2nd to February 23th (teaching and exams) Spring Term: March 1st to July 5th (teaching and exams)	15th September 15th January

The receiving institution will send its decision within 2 weeks and no later than 5 weeks.

⁹ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure

Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
SK RUZOMBE01	PaedDr. Martin Pinkoš Foreign Relations Officer martin.pinkos@ku.sk	https://www.ku.sk/en/foreign-relations/

Selection criteria – SK RUZOMBE01

Requirement	Details	Website for information (optional)
Academic requirements	Subject area:	https://www.ku.sk/en/foreign-relations/
Other	Application form Teaching/Training Agreement	https://www.ku.sk/en/foreign-relations/

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
AL VLORE01	armelap@assenglish.org; armela.panajoti@univlora.edu.al Dean, Faculty of Humanities international@univlora.edu.al Projects and International Relations Sector	https://univlora.edu.al/ https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM_-_english.pdf
Selection criteria – VLORË		
Requirement	Details	Website for information (optional)
Academic requirements	Subject area: 023	

Other	<p>Application form (students/staff)</p> <p>Academic requirements for students:</p> <ol style="list-style-type: none"> 1. Academic achievement (GPA). 2. Written and spoken command of English. <p>Academic requirements for staff:</p> <ol style="list-style-type: none"> 1. Academic merit (ranked according to the academic title/degree) for teaching staff. 2. Work experience/ performance (for administrative staff). 3. Written and spoken command of English in compliance with the proficiency level laid down in the inter-institutional agreement. 	<p>https://univflora.edu.ae/wp-content/uploads/2023/01/Regulation-ICM- -english.pdf</p>
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5.Preparation and support

The Higher Education Institution(s) in a Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the *Erasmus Student Charter*¹⁰.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

¹⁰ The Erasmus Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.

- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	SK RUZOMBE01	PaedDr. Martin Pinkoš Foreign Relations Officer martin.pinkos@ku.sk	https://www.ku.sk/en/foreign-relations/
Accommodation	AL VLORE01	Projects and International Relations international@univlora.edu.al Qyteza Studenti Vlore trajtimi.studentit.vlore@gmail.com	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf https://univlora.edu.al/ , https://www.facebook.com/people/Qyteza-Studenti-Vlore/100046352926013/
Mentoring	SK RUZOMBE01	PaedDr. Martin Pinkoš Foreign Relations Officer martin.pinkos@ku.sk	https://www.ku.sk/en/foreign-relations/
Mentoring	AL VLORE01	Assoc. prof. Armela Panajoti, dean armelap@assenglish.org ; armela.panajoti@univlora.edu.al	https://univlora.edu.al/
Insurance	SK RUZOMBE01	PaedDr. Martin Pinkoš Foreign Relations Officer martin.pinkos@ku.sk	https://www.ku.sk/en/foreign-relations/
Insurance	AL VLORE01	Projects and International Relations international@univlora.edu.al	https://univlora.edu.al/ https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Grant payments	SK RUZOMBE01	PaedDr. Martin Pinkoš Foreign Relations Officer martin.pinkos@ku.sk	https://www.ku.sk/en/foreign-relations/

6. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

AL VLORE01: *The European Credit Transfer and Accumulation System*

- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - 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.
 - Providing staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

7. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide¹¹. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
SK RUZOMBE01		
AL VLORE01		https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

SK RUZOMBE01:

ECTS Grade	Slovakian Grade	Definition	
A	1	EXCELLENT	outstanding performance with only minor errors
B	1,5	VERY GOOD	above the average standard but with some errors
C	2	GOOD	generally good work with a number of notable errors
D	2,5	SATISFACTORY	fair but with significant shortcomings
E	3	SUFFICIENT	performance meets the minimum criteria
FX	4	FAIL	considerable further work is required

¹¹ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

ECTS Grade	Albanian 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 good work with a number of notable errors
D	7	SATISFACTORY	fair but with significant shortcomings
E	6	SUFFICIENT	performance meets little above the minimum criteria
E	5	PASS	performance meets the minimum criteria
FX	4	FAIL	considerable further work is required

2. Any other information regarding the terms of the agreement (optional)

8. 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 January 2023 will only take effect as of 1 January 2023+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."

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature and Stamp ¹²
CATHOLIC UNIVERSITY IN RUŽOMBEROK SKRUZOMBE01	doc. Ing. Jaroslav Demko, CSc. Rector		
UNIVERSITY OF VLORA "ISMAIL QEMALI" AL VLORE01	Prof. Dr. Roland Zisi, Rector	11.09.2023	 

¹² Scanned copies of signatures or digital signatures may be accepted depending on the national legislation