

# Erasmus+ Programme

UNIVERSITETI "ISMAIL QEMALI"  
VLORË  
ZYRA E PROTOKOLL - ARKIVËS  
NR. 1659/1 PROT.  
DATA 20.09.2023

## Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

### Inter-institutional<sup>1</sup> agreement 2023-2027<sup>2</sup> between institutions from programme and partner countries

#### [Minimum requirements]<sup>3</sup>

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 organization 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 the higher education institutions

Full name of the institution / country	Erasmus code or city <sup>4</sup>	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
Babes-Bolyai University	RO CLUJNAP01	Office for Erasmus+ Program  Ramona Onciu  Erasmus Institutional Coordinator	Str. Avram Iancu, nr. 68, RO-400083, Cluj-Napoca, Romania  ramona.onciu@ubbcluj.ro tel: +40264429762 fax: +40264429755	<a href="http://www.cci.ubbcluj.ro/">http://www.cci.ubbcluj.ro/</a>
UNIVERSITY OF VLORA 'ISMAIL QEMALI'	AL VLORE01	Academic Coordinator: Prof. Asoc.	Vice Rector for scientific research and Institutional Development.	<a href="http://www.univlora.edu.al">www.univlora.edu.al</a> <a href="https://univlora.edu.al/co">https://univlora.edu.al/co</a>

- <sup>1</sup> 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+.
- <sup>2</sup> Higher education institutions have to agree on the period of validity of this agreement.
- <sup>3</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.
- <sup>4</sup> Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

		Enkelejd Mëhilli	<a href="mailto:mehili@univlora.edu.al">mehili@univlora.edu.al</a>	<a href="#">urses-erasmus/</a>
		Administrative coordinator: Ms Rezarta Sinaliaj	International Relations and Project Office Tel. +355 695303633 <a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	
			L. Pavarësia, Rr. Kosova 9400 Vlorë, Albania	

## B. Mobility numbers<sup>5</sup> per academic year

[Paragraph to be added if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies  [total number of months of the study periods or average duration*]	Student Mobility for Traineeships*
RO CLUJNAP01	AL VLORE01	0610	ICTs	1, 2, 3	2*5 months	-
		0311	Economics	1	2*5 months	-
		0311	Economics	2	1*5 months	-
		0532	Geography	1, 2, 3	2*5 months	-
		0110	Education	1, 2, 3	2*5 months	-

<sup>5</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>)

		0232	Language and literature - English	1, 2, 3	1*5 months	-
AL VLORE01	RO CLUJNA P01	0610	ICTs	1, 2, 3	2*5 months	-
		0311	Economics	1	2*5 months	-
		0311	Economics	2	1*5 months	-
		0532	Geography	1, 2, 3	2*5 months	-
		0110	Education	1, 2, 3	2*5 months	-
		0232	Language and literature - English	1, 2, 3	1*5 months	-

*[\*Optional: subject code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods or average duration can be indicated if relevant.]*

FROM <sup>7</sup> [Erasmus code or city of the sending institution]	TO <sup>7</sup> [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching <i>[total number of days of the teaching periods or average duration*]</i>	Staff Mobility for Training *
RO CLUJNAP01	AL VLORE01	0610	ICTs	2*7 days	2*7 days
		0311	Economics	2*7 days	1*7 days
		0532	Geography	2*7 days	2*7 days

		0110	Education	2*7 days	2*7 days
		0232	Language and literature - English	1*7 days	1*7 days
AL VLORE01	RO CLUJNAP01	0610	ICTs	2*7 days	2*7 days
		0311	Economics	2*7 days	1*7 days
		0532	Geography	2*7 days	2*7 days
		0110	Education	2*7 days	2*7 days
		0232	Language and literature - English	1*7 days	1*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 or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level <sup>6</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
RO CLUJNAP01		Romanian	English	English - B2	English - B2
AL VLORE01		Albanian	English	English - B2	English - B2

<sup>6</sup> See Common European Framework of Reference for Languages

For more details on the language of instruction recommendations, see the course catalogue of each institution [*Links provided on the institution webpage*].

#### **D. Respect of fundamental principles and other mobility requirements**

The higher education institution(s) located in a **programme country**<sup>7</sup> of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

[http://eacea.ec.europa.eu/funding/2014/call\\_he\\_charter\\_en.php](http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php)

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.
- The Home Institution applies a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility taking into consideration the language requirements mentioned in this agreement.
- 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, 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.

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<sup>7</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

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 organizational 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 are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

#### **E. Any additional requirements**

*[To be completed if necessary. Other requirements may be agreed 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 including cultural preparation before mobility; the recognition tools used]*

*[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]*

#### **F. Calendar**

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

<b>Receiving institution</b>	<b>Autumn term*</b>	<b>Spring term*</b>
RO CLUJNAP01	Academic calendar: 01.10 – 15.02. Nominations: 01.07 Applications: 15.07	Academic Calendar: 22.02 – 30.06 Nominations: 01.11 Applications: 15.11
AL VLORE01	Academic calendar: October 2nd to February 23th (teaching and exams) Nomination deadline: 15th July Application deadline: 15th September	Academic calendar: March 1st to July 5th (teaching and exams) Nomination deadline: 15th December Application deadline: 15th January

[\* to be adapted in case of a trimester system or different seasons]

2. The receiving institution will send its decision within four weeks.
3. A Transcript of Records will be issued by the receiving institution no later than four weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
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 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. Information**

### **1. Grading systems of the institutions**

#### ***RO CLUJNAP01, Grading System***

***Romanian Grading Scale - 1 to 10, 10 being the maximum grade; ECTS is given if 5 is obtained.***

- 10 - EXCELLENT - outstanding performance with only minor errors
- 9 - VERY GOOD - above the average standard but with some errors
- 8 - GOOD - generally sound work with a number of notable errors
- 6 – 7 - SATISFACTORY - fair but with significant shortcomings
- 5 - SUFFICIENT - performance meets the minimum criteria
- 4 - FAIL - some more work required before the credit can be awarded
- 1, 2, 3 - FAIL - considerable further work is required

#### ***AL VLORE01, Grading System***

**ECTS grading scale:**

ECTS Grade	Romanian 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

**ECTS credits:**

one semester	one full academic year
30 ECTS credits	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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (e-mail, phone)	<b>Website for information</b>
RO CLUJNAP01	<i>Ilona Drancă</i> Tel: +40264429762 <i>ilona.dranca@ubbcluj.ro</i>	<a href="http://www.cci.ubbcluj.ro/long_learning/erasmus.php">http://www.cci.ubbcluj.ro/long_learning/erasmus.php</a>
AL VLORE01	<a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	<a href="https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf">https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf</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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details (e-mail, phone)</b>	<b>Website for information</b>
RO CLUJNAP01	<i>Ilona Drancă</i> Tel: +40264429762 <i>ilona.dranca@ubbcluj.ro</i>	<a href="http://www.cci.ubbcluj.ro/long_learning/erasmus.php">http://www.cci.ubbcluj.ro/long_learning/erasmus.php</a>
AL VLORE01	<a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	<a href="https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf">https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf</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 or city]	Contact details (e-mail, phone)	Website for information
RO CLUJNAP01	Ilona Drancă Tel: +40264429762 Ilona.dranca@ubbcluj.ro	<a href="http://www.cci.ubbcluj.ro/long_learning/erasmus.php">http://www.cci.ubbcluj.ro/long_learning/erasmus.php</a>
AL VLORE01	international@univlora.edu.al	<a href="https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf">https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf</a>

**SIGNATURES OF THE INSTITUTIONS (legal representatives)**

Institution [Erasmus code or name and city]	Name, function	Date	Signature
RO CLUJNAP01	Prof. Dr. Daniel David, Rector	13.10. 2023	
AL VLORE01	Prof. Dr. Roland ZISI Rector	20.09.2023	