Anadolu Üniversitesi

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05.07.2022-340233

Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff

between third countries associated to the Programme and third countries not associated to the Programme

The institutions 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 years 20[21]-20[27] in: 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 Education[1] and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR[2] and in line with the technical standards of the European Student Card Initiative[3], 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. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city[4]	Contact details [5] (email, phone)	Websites
ANADOLU UNIVERSITY PIC NUMBER: 983142434 OID NUMBER: E10169364	TR ESKISEH01	Prof. Dr. Bilge Kağan ÖZDEMİR, Erasmus Institutional Coordinator Phone: 0090 222 335 05 80 Ext: 4463 Fax: 0090 222 330 74 37 bilgeko@anadolu.edu.tr	General: http://www.anadolu.edu.tr/en Faculty/faculties: https://www.anadolu.edu.tr/en/academics Course catalogue: http://abp.anadolu.edu.tr/
UNIVERSITY OF VLORA "ISMAIL QEMALI"	VLORA	**Institutional coordinators:** **Academic issues:** Assoc. Prof. Enkelejd Mëhilli Vice-Rector for Scientific Research and	General: https://univlora.edu.al/ Faculty/faculties: https://univlora.edu.al/fakulteti-i-

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

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

[3] https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

[4] Higher education institutions (HEIs) from EU 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.

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

PIC NUMBER: **934361522**
 	
 OID NUMBER: **E1015959336**
	Institutional Development
	 Administrative contact:
	 Rezarta Sinanaliaj
	 Director of the Directory Internal Quality Assurance and Projects
	
	 Academic coordinators:
	 • Assoc. Prof. Fioralba Vela (041/1015)
	   fioralba.vela@univlora.edu.al
	 • Dr. Florian Miti (0311)
	   florian_m2002@yahoo.com
	 • PhD. Erjon Hitaj (0421)
	   ehitaj@yahoo.it
	 • PhD. Ilva Lamaj (0222/01112)
	   ilva83@hotmail.it
	 • Assoc. Prof. Veneranda Hajrulla (0114)
	   veneranda.hajrulla@univlora.edu.al
		shkencave-teknike/
		
		 https://univlora.edu.al/fakulteti-i-shkencave-humane/
		
		 https://univlora.edu.al/fakulteti-i-shendetit-publik/
		
		 https://univlora.edu.al/fakulteti-i-ekonomise/
		
		 Course catalogue:
		 https://univlora.edu.al/sektori-projekteve/erasmus/

2. Mobility numbers per academic year

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 mobility periods

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, 1st, 2nd, 3rd]	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
TR ESKISEH01	VLORA	041	Business Administration	1st,2nd,3rd	2 X 5 months	2 X 5 months
VLORA	TR ESKISEH01	041	Business Administration	1st,2nd,3rd	2 X 5 months	2 X 5 months
TR ESKISEH01	VLORA	0311	Economics	1st,2nd,3rd	2 X 5 months	2 X 5 months
VLORA	TR ESKISEH01	0311	Economics	1st,2nd,3rd	2 X 5 months	2 X 5 months
TR ESKISEH01	VLORA	1015	Tourism Management	1st,2nd,3rd	2 X 5 months	2 X 5 months
VLORA	TR ESKISEH01	1015	Tourism Management	1st,2nd,3rd	2 X 5 months	2 X 5 months
TR ESKISEH01	VLORA	0421	Law	1st,2nd,3rd	2 X 5 months	2 X 5 months
VLORA	TR ESKISEH01	0421	Law	1st,2nd,3rd	2 X 5 months	2 X 5 months
TR ESKISEH01	VLORA	0222	History	1st,2nd,3rd	2 X 5 months	2 X 5 months
VLORA	TR ESKISEH01	0222	History	1st,2nd,3rd	2 X 5 months	2 X 5 months
TR ESKISEH01	VLORA	0112	Pre-school Education	1st,2nd,3rd	2 X 5 months	2 X 5 months

					2 X 5 months	2 X 5 months
VLORA	TR ESKISEH01	0112	Pre-school Education	1st,2nd,3rd	2 X 5 months	2 X 5 months
TR ESKISEH01	VLORA	0114	English Language Teaching	1st,2nd,3rd	2 X 5 months	2 X 5 months
VLORA	TR ESKISEH01	0114	English Language Teaching	1st,2nd,3rd	2 X 5 months	2 X 5 months

Number of staff mobility periods

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	Staff Mobility for Training
TR ESKISEH01	VLORA	041	Business Administration	2 X 5-16 days	2 X 5-16 days
VLORA	TR ESKISEH01	041	Business Administration	2 X 5-16 days	2 X 5-16 days
TR ESKISEH01	VLORA	0311	Economics	2 X 5-16 days	2 X 5-16 days
VLORA	TR ESKISEH01	0311	Economics	2 X 5-16 days	2 X 5-16 days
TR ESKISEH01	VLORA	1015	Tourism Management	2 X 5-16 days	2 X 5-16 days
VLORA	TR ESKISEH01	1015	Tourism Management	2 X 5-16 days	2 X 5-16 days
TR ESKISEH01	VLORA	0421	Law	2 X 5-16 days	2 X 5-16 days
VLORA	TR ESKISEH01	0421	Law	2 X 5-16 days	2 X 5-16 days
TR ESKISEH01	VLORA	0222	History	2 X 5-16 days	2 X 5-16 days
VLORA	TR ESKISEH01	0222	History	2 X 5-16 days	2 X 5-16 days
TR ESKISEH01	VLORA	0112	Pre-school Education	2 X 5-16 days	2 X 5-16 days
VLORA	TR ESKISEH01	0112	Pre-school Education	2 X 5-16 days	2 X 5-16 days
TR ESKISEH01	VLORA	0114	English Language Teaching	2 X 5-16 days	2 X 5-16 days
VLORA	TR ESKISEH01	0114	English Language Teaching	2 X 5-16 days	2 X 5-16 days

e.g. blended mobility, etc.

3. 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[6] 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: B1]	Staff Mobility [Minimum recommended level for teaching: B2]
TR ESKISEH01		Turkish	English	B1	B2
VLORA		Albanian	English	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.

4. 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 organisation 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.

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[6] 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

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
The Organisational support (OS) will be used by the applicant organisation to cover costs directly linked to the implementation of mobility activities.	-

5. 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 students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Term duration	Deadline[7]
TR ESKISEH01	Winter Term: from September to February	**Applications:** End of July **Nominations:** End of May
	Spring Term: from February to June	**Applications:** End of January **Nominations:** Mid-December
VLORA	Winter Term: from October to February	**Nominations:** 31st of July
	Spring Term: from March to July	**Nominations:** 31st of December

The receiving institution will send its decision within 3 weeks and no later than 5 weeks.

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[7] 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
TR ESKISEH01	Responsible for Incoming Students Inst. Gülsüm Uğuz E-mail: gulsumuguz@anadolu.edu.tr Tel: 0090 222 330 74 37 Responsible for Incoming Staff Inst. Lili Feng Bahtiyar E-mail: lilifeng@anadolu.edu.tr Tel: 0090 222 330 74 37	http://uib.anadolu.edu.tr/en
VLORA	Projects and International Relations Sector: E-mail: international@univlora.edu.al	https://univlora.edu.al/sektori-projekteve/miresevini/

Requirement	Details
Student Mobility	1. To be enrolled at one of the full-time programmes (including evening education programmes) at the home university and not to be in the position of graduation. 2. If benefited from any of Lifelong Learning Programme/Erasmus+ programmes in the current cycle (BA, MA, PhD), total duration of mobilities cannot exceed 12 months, including the intended activity. 3. GPA for BA students: minimum 2.20 over 4.00 GPA for MA and PhD students: minimum 2.50 over 4.00 4. To have a document that certifies at least B1 level (or 60 points over 100) of English. 5. All the applicant students are listed in a descending order according to their Erasmus+ Ranking Score calculated as adding % 50 of GPA to % 50 of foreign language score and are nominated beginning from the top of the list for the available quota.
Staff Mobility	Points will be added to or deduced from the base point according to the selectin criteria. The selectin criteria will be announced for each application call via e-mail.

6. Preparation and support

The Higher Education Institution(s) in an EU 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*[8].
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

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

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:

- 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 &
Accommodation		Responsible for Incoming Students Inst. Gülsüm Uğuz E-mail: gulsumuguz@anadolu.edu.tr Tel: 0090 222 330 74 37 Responsible for Incoming Staff Inst. Lili Feng Bahtiyar E-mail: lilifeng@anadolu.edu.tr Tel: 0090 222 330 74 37	Participants will be informed by e-mail.
Visa			Please contact the Turkish Embassy in your cour
Insurance	TR ESKISEH01		Participants will be informed by e-mail.
Inclusion of participants with fewer opportunities			In case of additional requirements with regard t aspects (e.g. students with special needs) please contact uib@anadolu.edu.tr https://uib.anadolu.edu.tr/en/higher-education- https://www.anadolu.edu.tr/en/campus-life/cam services
Accommodation		Projects and International Relations Sector: E-mail: international@univlora.edu.al	https://drive.google.com/file/d/1yo9mj3U5UDQS8bvN
Visa	VLORA		
Insurance			

Inclusion of participants with fewer opportunities			

7. Recognition

Institutions commit to:
- Ensure recognition for activities satisfactorily completed.

TR ESKISEH01

Following the receipt of the Transcript of Records from the Receiving Institution, the Sending Institution should recognise the student's academic outcomes successfully completed at the Receiving Institution. The Sending Institution should fully recognise the total number of ECTS credits (or equivalent) contained in Learning Agreement (Table B) and count them towards the student's degree, without the need for the student to take any further courses or exams. After the mobility, the Sending Institution should send the TOR which includes all transferred courses to Anadolu University Office for International Affairs.

VLORA

University of Vlora "Ismail Qemali" has an internal regulation of mobilities which presents all the division of competences and detailed information on mobility procedure. A detailed information is found in the following link:

https://drive.google.com/file/d/1 Q7f5O6r-yuKReXixQ9rDbbzMSesID4/view?usp=sharing

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- 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:

  o 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.

  o 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.

  o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through <u>EGRACONS</u> according to the descriptions in the <u>ECTS users' guide</u>[9]. 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
TR ESKISEH01	–	https://abp.anadolu.edu.tr/en/kurumsal/oncekiOgrenme
VLORA		*(see table below)*

LETTER GRADES AND GRADE POINTS

Grades counted for GPA		Grades not counted for GPA	
Local Grade / **Grade Point**		**Local Grade**	**Explanation**
AA	4.0	YT	Pass. Student passed a course which is not counted for GPA.
AB	3.7	YZ	Fail. Student failed a course which is not counted for GPA.
BA	3.3	EK	Incomplete. Student has not completed the requirements of the course yet
BB	3.0	MU	Exempt. Indicates courses taken at another institution and accepted by AU or exemption from a course or program through examination administered by AU
BC	2.7		
CB	2.3	TR	Transfer. Credit transfer from another higher education institution before Erasmus, institution from which the student transferred or taken from another higher education.
CC	2.0	DV	Continuing. Grade given at the end of the first semester for year-long courses
CD	1.7	DZ	Not Attended. Not satisfying the attendance requirement, student failed the course.
DC	1.3	KL	Removed. The course is removed from the program.
DD	1.0	SD	Not Responsible. Having completed the required total credit hours for the program, the student is not held responsible for the course
FF	0.0	CK	Withdrawal. Student withdrew from the course during the first four weeks.

Grades: AA and AB = ECTS grade A, BA and BB = ECTS grade B, BC and CB = ECTS grade C, CC and CD = ECTS grade D, DC and DD = ECTS grade E, FF = ECTS grade F

Points (%)	Examination (Alphabetical point scale)	Grades	Description of the local grade in Albanian
90-100	A „excellent"	10	„shkëlqyeshëm"
80-89	B „very good"	9	„shumë mirë"
70-79	C „good"	8	„mirë"
60-69	D „satisfactory"	7	„kenaqshëm"
50-59	E „sufficient"	6	„mjaftueshëm"
40-49	E „pass"	5	„kalueshëm"
0-39	FX „fail"	1-4	„jokalues"

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

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

10. 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.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[10]
TR ESKISEH01	Prof. Dr. Fuat ERDAL, Rector	1 9 -07- 2022	
VLORA	Prof. Dr. Roland Zisi Rector	27-06-2022	

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[10] Scanned copies of signatures or digital signatures may be accepted depending on the national legislation