



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

UNIVERSITETI "ISMAIL QEMALI"
VLORE

ZYRA E PROTOKOLL - ARKIVES

NR. 1014 PROT.

DATA 18.01.2023

Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff
between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme

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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 years 20[22]-20[27] in:

- KA131
- 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
<p>University of Vlorë "Ismail Qemali"</p>	<p>Vlorë</p>	<p>Assoc. prof. Armëla Panajoti, contact person Dean, Faculty of Humanities and Law Email: armelap@assenglish.org; armela.panajoti@univlori.edu.al Tel. +355 69 23 844 68</p> <p>Administrative contact Ms Rezarta Sinallaj Projects and International Relation Office email: international@univlori.edu.al u.al Tel: +355695303633</p>	<p>General: https://univlori.edu.al/ Course catalogue: https://univlori.edu.al/wp-content/uploads/2020/02/student-guide-2019-2020.pdf</p>
<p>Jan Kochanowski University of Kielce/Uniwersytet Jana Kochanowskiego w Kielcach (UJK)</p>	<p>PL KIELCE02</p>	<p>Contact persons: Beata Banach-Rzaca Head of International Relations Office Tel. +48 41 349 72 67 email: bbanach@ujk.edu.pl</p> <p>Erasmus+ officers: Kinga Kozłowska (incoming students) kgola@ujk.edu.pl Tel. +48 41 349 72 97</p>	<p>https://en.ujk.edu.pl/ Useful information https://erasmus.ujk.edu.pl/info-for-incoming-students/ Course catalogue https://erasmus.ujk.edu.pl/info-for-incoming-students/courses-in-english/</p>

⁵ 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.

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



	Agnieszka Wilczkowska (outgoing students) agnieszka.wilczkowska@ujk.edu.pl Tel. +48 41 349 72 73
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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 and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE ⁷ (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods			
					Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]
PL KIELCE02	VLORA				2 x 5 months	10 months	2 x 7 days (8 teaching hours)	14 days
					2 x 5 months	10 months	2 x 7 days (8 teaching hours)	14 days
					2 x 5 months	10 months	2 x 7 days (8 teaching hours)	14 days
VLORA	PL KIELCE02	0230, 0110, 0421		1st, 2 nd , 3 rd	2 x 5 months	10 months	2 x 7 days (8 teaching hours)	14 days
		0230, 0110, 0421		1st, 2 nd , 3 rd	2 x 5 months	10 months	2 x 7 days (8 teaching hours)	14 days
		0230, 0110, 0421		1st, 2 nd , 3 rd	2 x 5 months	10 months	2 x 7 days (8 teaching hours)	14 days

⁷ <https://circaabc.europa.eu/sd/a/286ebac6-a47c-4ada-a42b-f72c3a442b/f/SCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>



The exact number and type of student/staff mobilities in the project depends on the funding granted by Erasmus+ National Agency. The tables in section 2 show an estimated number of student and staff mobilities.

Optional additional information

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 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]
PL KIELCE02		English	Polish	B1	B2
VLORA		English	Albanian, 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>



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.

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
Partners agree to share OS grant. OS grant repartition will reflect each partner's workload in support of the mobility project.	costs directly linked to the implementation of mobilities
	selection of participants
	linguistic preparation and support
	visits to partners



The receiving institution will send its decision within [X] weeks and no later than 5 weeks. 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	
PL KIELCE02	Kinga Koziarska (Incoming students) kgola@ujk.edu.pl Tel. +48 41 349 72 97 Assoc. prof. Armela Panajoti Email: armelap@assenglish.org; armela.panajoti@univloro.edu.al	https://erasmus.ujk.edu.pl/info-for-incoming-students/application-form/	
VLORA	Projects and International Relation Office International@univloro.edu.al	https://www.univloro.edu.al https://univloro.edu.al/wp-content/uploads/2019/06/Regullore-ICM-e-miraturar.pdf	

Selection criteria*			
Receiving institution	Requirement	Details	Website for information (optional)
PL KIELCE02	<ol style="list-style-type: none"> 1. Nomination 2. Academic requirements 3. Inclusion measures 4. Application 5. Orientation days 	<ol style="list-style-type: none"> 1. Before application students must be officially nominated by their home university. We may accept late applications upon agreement of both parties. The nomination should be sent to the International Relations Office and include the following information: 	https://erasmus.ujk.edu.pl/info-for-incoming-students/application-form/

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 ⁹
PL KIELCE02	Winter Term: October - February Spring Term: February - July	Winter Term: nomination deadline: 30th June application deadline: 30th July Spring Term: nomination deadline: 30th November application deadline: 30th December
VLORA	Winter Term: mid-October –February Spring Term: March – mid-July	Winter Term: nomination deadline: 15th July application deadline: 15th September Spring Term: nomination deadline: 15th December application deadline: 15th January

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



		<ul style="list-style-type: none"> - name and surname of the nominee - date of birth - e-mail - gender - field of study/academic area - level of study. 2. 30 ECTS per semester, LA, ISCED, EQF level. 3. Participants with fewer opportunities (see Erasmus+ Programme Guide) should be prioritised. 4. Completed application form online, copy of ID card/passport, official photograph jpg 236 x 295 pixels. 5. Exchange students are encouraged to participate in orientation sessions which are held at the beginning of each semester. 	
VLORA	<ol style="list-style-type: none"> 1. Academic requirements 2. CV 3. Motivation letter 4. Inclusion measures 5. Other 	<ol style="list-style-type: none"> 1. Compliance with subject area(s) For students: GPA For academic staff: Academic title/degree 2. Required for staff 3. Required for both staff and students 4. Candidates from less advantageous backgrounds are prioritized. Proof is to be submitted as part of the submission docs. 5. Application form 6. Verification letters (employment, language skills), ID document <p>Mobility plan</p>	



		<p>Teachers can also be appointed/invited by the management of the respective departments/faculties based on strategic consideration (continuous professional development, international recruitment, future project preparation, lectures integrated into the regular study programme of the receiving institution, preparation of new study material, etc.)</p>	
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* Participants are selected by their home university, based on its own criteria of selection. Then, the home university will nominate the participants. Subsequently, UJK will issue a Letter of Acceptance for the participant to confirm officially that the mobility is going to be implemented.

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 Charter¹⁰.
- 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:

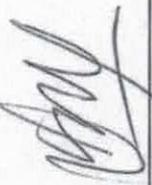
- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.

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



- 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	PL KIELCE02	Kinga Kozlarska (incoming students) kgola@ujk.edu.pl Tel. +48 41 349 72 97	https://erasmus.ujk.edu.pl/info-for-incoming-students/accommodation/
	VLORA	Projects and International Relations	https://www.univlora.edu.al https://drive.google.com/file/d/1yo9mj3USUDQS8bvN9XWmzBklChk6ZFGV/view?usp=share



		International@univlorra.edu.pl	
Language Support	PL KIELCE02	Kinga Kozlarska (Incoming students) kaola@ujk.edu.pl Tel. +48 41 349 72 97	Course of Polish language and culture for Incoming students, free of charge.
	VLORA	Assoc. prof. Armela Panajoti armelap@assendlsh.org ; armela.panajoti@univlorra.edu.pl	https://univlorra.edu.pl/
Visa	PL KIELCE02	Kinga Kozlarska (Incoming students) kaola@ujk.edu.pl Tel. +48 41 349 72 97	https://erasmus.ujk.edu.pl/info-for-incoming-students/visa/
	VLORA	Projects and International Relations International@univlorra.edu.pl	https://www.univlorra.edu.pl https://drive.google.com/file/d/1y09mi3U5UDQs8bvn9XWmzBkChK67FGV/view?usp=share
Insurance	PL KIELCE02	Kinga Kozlarska (Incoming students) kaola@ujk.edu.pl Tel. +48 41 349 72 97	https://erasmus.ujk.edu.pl/info-for-incoming-students/insurance/
	VLORA	Projects and International Relations International@univlorra.edu.pl	https://univlorra.edu.pl/ http://www.issn.gov.pl/?page_id=6814&lang=en
Inclusion of participants with fewer opportunities	PL KIELCE02	Kinga Kozlarska (Incoming students) kaola@ujk.edu.pl Tel. +48 41 349 72 97	https://erasmus.ujk.edu.pl/info-for-incoming-students/participants-with-special-needs/ Available structure for - Reduced mobility - Hearing impairments - Visual impairments Each case will be individually analysed. https://univlorra.edu.pl/
	VLORA	Projects and International Relations International@univlorra.edu.pl	
Mentoring	PL KIELCE02	Kinga Kozlarska (Incoming students) kaola@ujk.edu.pl Tel. +48 41 349 72 97	Administrative support by International Relations Office Academic support by Erasmus+ faculty and institute coordinators. Incoming students/staff will be contact with the relevant academic coordinator.
	VLORA	Assoc. prof. Armela Panajoti	https://univlorra.edu.pl/



Grant payments	PL KIELCE02	armelap@assendish.org; armela.panaioti@univlorza.edu.al Kinga Kozarska (incoming students) kajola@ujk.edu.pl Tel. +48 41 349 72 97	UJK will administer grant payments for incoming and outgoing mobilities between partner universities. https://erasmus.ujk.edu.pl/erasmus-partner-countries-ujk/student/ https://erasmus.ujk.edu.pl/erasmus-partner-countries-ujk/staff/
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7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

The recognition process is carried out at the sending institution.

Recognition tools that will be used: 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:
 - 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 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
PL KIELCE02		https://erasmus.ujk.edu.pl/info-for-incoming-students/grading-system/
VLORA		https://drive.google.com/file/d/1yo9mj3U5UDQs8bvN9XWmzBKlCh67FGV/view?usp=share_link

PL KIELCE02 Grading system

The Polish grading system in higher education is based on the 5 to 2 scale, where 5 is the best mark and 2 is the worst. Moreover, students can also be marked with additional sign of + which equals half a point: + means 0.5 more. Some courses, however, are not evaluated on such a marking scheme and for these a student may simply obtain *zai.* or *zaliczenie* which means that their workload was satisfactory and they have passed the course.

Local grade	ECTS grade	Local definition
5	A	Very good (bardzo dobry)
4+	B	Better than good (dobry plus)
4	C	Good (dobry)
3+	D	Better than satisfactory (dostateczny plus)
3	E	Satisfactory (dostateczny)
2	F	Failed/Unsatisfactory (niedostateczny)

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



Zal,	Credit/approval	Credited without marks
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VLORA Grading system

The Albanian grading system in higher education is based on the 4 to 10 scale, where 10 is the top mark and 4 is the lowest mark ("fail"), 5 is a passing grade.

ECTS Grade	Albanian Grade	Definition	Description
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

9. 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. 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 ¹²
PL KIELCE02	Erasmus+ Institutional Coordinator dr hab. inż. Barbara Gawdzik, prof UJK Vice-Rector for Education	23. 01. 2023	 Jan Kochanowski University of Kielce Erasmus+ Institutional Coordinator dr hab. inż. Barbara Gawdzik, prof. UJK
VLORA	Prof. Dr. Roland Zisi, Rector	2023-01-18	 

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

