

**Bilateral Inter-Institutional Agreements**

**Erasmus+ Key Action 1 – Mobility of higher education students and staff**

**Mobility between Erasmus+ countries (EU Member States and third countries associated to the Programme)**

**[Requirements for bilateral Inter-Institutional Agreements 2022-2029]**

**Standard information applicable to all bilateral Inter-Institutional Agreements**

The institutions 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 related to the organisation and management of the mobility, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

**Grading systems of the institutions**

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

## First part – factsheet

The factsheet contains general information applicable to all bilateral intra-European inter-institutional agreements of a single higher education institution and must be shared with all partner institutions through the Erasmus without Paper Network. The general information must be accessible to students as well and updated as needed. Factsheet updates do not require approval since only the cooperation conditions of each agreement are subject to approval of both partners.

Name of the institution	Erasmus code	Contact details (email, phone)
Gümüşhane University	TR GUMUSHA 01	Erasmus Office: Selim TEZGEL erasmus@gumushane.edu.tr +904562331280 Departmental Coordinator: Res. Asst. Birol GÜVEN (Business Administration) bguven@gumushane.edu.tr +904562332180 Departmental Coordinator: Assoc. Prof. Dr. Tolga ZAMAN (Engineering Mathematics) tolga.zaman@gumushane.edu.tr +904562331685
University of Vlora "Ismail Qemali"	ALVLORE01	Administrative contact: Romina Tahiraj Director of Research, Development and Third-Party Relations international@univlora.edu.al

Name of the institution	Websites	URLs
Gümüşhane University	General <Faculty/faculties>	<a href="https://www.gumushane.edu.tr/">https://www.gumushane.edu.tr/</a> <a href="https://isletme.gumushane.edu.tr/en/">https://isletme.gumushane.edu.tr/en/</a> <a href="https://matematik.gumushane.edu.tr/en/">https://matematik.gumushane.edu.tr/en/</a>

	Course catalogue	<a href="https://obs.gumushane.edu.tr/ojs/bologna/index.aspx?lang=en">https://obs.gumushane.edu.tr/ojs/bologna/index.aspx?lang=en</a>
University of Vlorë "Ismail Qemali"	General	<a href="https://univloro.edu.al/">https://univloro.edu.al/</a>
	<Faculty/faculties>	<a href="https://univloro.edu.al/historiku-fsh">https://univloro.edu.al/historiku-fsh</a> <a href="https://univloro.edu.al/historiku-fe">https://univloro.edu.al/historiku-fe</a> <a href="https://univloro.edu.al/fakulteti-fshh">https://univloro.edu.al/fakulteti-fshh</a> <a href="https://univloro.edu.al/fakulteti-fshn">https://univloro.edu.al/fakulteti-fshn</a>
	Course catalogue	<a href="https://old.univloro.edu.al/wp-content/uploads/2024/08/UNI-VLORA-COURSES-IN-ENGLISH-LANGUAGE-2023-2024.pdf">https://old.univloro.edu.al/wp-content/uploads/2024/08/UNI-VLORA-COURSES-IN-ENGLISH-LANGUAGE-2023-2024.pdf</a>

## Calendar

Nominations of incoming students must reach the receiving institution by:

Name of the Institution	Autumn term [day/month]	Spring term [day/month]
Gümüşhane University	15 June	15 November
University of Vlorë "Ismail Qemali"	15 July	15 December

Applications from incoming students must reach the receiving institution by:

Name of the Institution	Autumn term [day/month]	Spring term [day/month]
Gümüşhane University	30 June	30 November
University of Vlorë "Ismail Qemali"	15 July	15 December

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

## Nomination procedure

Name of the Institution	Contact details (email, phone)	Nomination method	Website for information
<b>Gümüřhane University</b>	<a href="mailto:erasmus@gumushane.edu.tr">erasmus@gumushane.edu.tr</a> +90 4562331280	GU International office will nominate students/staff by e-mail according to the regulations of the current ICM Programme	<a href="https://erasmus.gumushane.edu.tr/tr/">https://erasmus.gumushane.edu.tr/tr/</a>
<b>University of Vlora "Ismail Qemali"</b>	<a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	Partner institutions send the following document by email to GU Minutes of Selection Committee: <a href="https://gui.v.s.gumushane.edu.tr/media/uploa ds/erasmus/files/gu-minutes-of-selection-committee-revised_m7en8pb.docx">https://gui.v.s.gumushane.edu.tr/media/uploa ds/erasmus/files/gu-minutes-of-selection-committee-revised_m7en8pb.docx</a>	<a href="https://univlora.edu.al/mobilite-te-ndekombe-tare">https://univlora.edu.al/mobilite-te-ndekombe-tare</a>

## Application procedure for incoming students

Name of the Institution	(email, phone)	<Contact details>	Website for information
<b>Gümüřhane University</b>	<a href="mailto:erasmus@gumushane.edu.tr">erasmus@gumushane.edu.tr</a> +904562331280		<a href="https://erasmus.gumushane.edu.tr/tr/sayfa/international/forms-and-documents/">https://erasmus.gumushane.edu.tr/tr/sayfa/international/forms-and-documents/</a>
<b>University of Vlora "Ismail Qemali"</b>	<a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>		<a href="https://univlora.edu.al/mobilite-te-ndekombe-tare">https://univlora.edu.al/mobilite-te-ndekombe-tare</a>

Selection Criteria for Student:

Requirement	<Score>
GPA	40%
Foreign Language	40%
Motivation Letter	+10 pts
Disability*	+10 pts
Each prior Erasmus+ mobility	-10 pts
No prior Erasmus+ mobility	+10 pts

\*There should be an original and up-to-date (no older than 3 months) doctor report.

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**Selection Criteria for Staff:**

Requirement	<Score>
Foreign Language	50%
Contributing to the application procedure of the applied ICM project	+20 pts
Disability*	+5 pts
Each prior Erasmus+ mobility	-5 pts
No prior Erasmus+ mobility	+5 pts
Last Graduation Degree	Bachelor: +1 pt Master +3 pts PhD +5 pts

\*There should be an original and up-to-date (no older than 3 months) doctor report.

The institution will send its decision within [x] weeks, and no later than 5 weeks.

**Inclusion and accessibility**

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Name of the Institution	Available infrastructure adjusted for people with:	<Description of infrastructure>	<Contact details> (email, phone)	Website for information
Gümüşhane University	- Reduced mobility - Hearing impairments - Visual impairments]		erasmus@gumushane.edu.tr +904562331280	
University of Vlorë "Ismael Qemali"	- Reduced mobility - Hearing impairments - Visual impairments]		international@univlorë.edu.al	

Name of the Institution	Available support services for people with:	<Description of support>	<Contact details> (email, phone)	Website for information
<b>Gümüşhane University</b>	<ul style="list-style-type: none"> <li>- Reduced mobility</li> <li>- Hearing impairments</li> <li>- Visual impairments]</li> </ul>	<ul style="list-style-type: none"> <li>&gt;Personalized assistance for students with motoric differences,</li> <li>&gt;Other adaptations (ex. extra time in exams, modification of the font size, etc)</li> </ul>	erasmus@gumushane.edu.tr +904562331280	
<b>University of Vlora "Ismail Qemali"</b>	<ul style="list-style-type: none"> <li>- Reduced mobility</li> <li>- Hearing impairments</li> <li>- Visual impairments]</li> </ul>		international@univlora.edu.al	

### Grading systems of the institutions

TR GUMUSHA01:

Institutional grading system:

Letter Grade	Scores	Credits	Definitions	ECTS Grades
AA	81-100	4.0	Excellent	A
BA	76-80	3.5	Very Good	B
BB	70-75	3.0		
CB	60-69	2.5	Good	C
CC	50-59	2.0	Satisfactory	D
DC	45-49	1.5	sufficient	E
DD	40-44	1.0		
FD	30-39	0.5	Fail	F
FF	<30	0.0		

## University of Vlora "Ismail Qemali":

### Credits

The Albanian Credit System is compatible with the European Credit Transfer System (ECTS)  
 1 semester = 30 ECTS credits  
 1 full academic year = 60 ECTS credits

### Grading system

ECTS grade	Points (%)	Local grade	Description of the grade	Description of the local grade in Albanian
A	90-100	10	Excellent	Shkelqyeshem
B	80-89	9	Very good	Shumë mire
C	70-79	8	Good	Mirë
D	60-69	7	Satisfactory	Kenaqshem
E	50-59	6	Sufficient	Mjartueshem
E	40-49	5	Passable	Kalueshem
FX	0-39	1-4	Fail	Mbretes

### Housing

The 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 contact points and information sources:

Name of the Institution	(email, phone)	<Contact details>	Website for information
<b>Gimnashane University</b>	erasmus@gimnushane.edu.tr +904562331280		The incoming students and staff are responsible by arranging own accommodation with the grant provided by the programme.
<b>University of Vlora "Ismail Qemali"</b>	international@univlora.edu.al		The incoming students and staff are responsible by arranging own accommodation with the grant provided by the programme.

### Visa

The institution will provide assistance, when required, in securing visas for incoming and outgoing 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:

Name of the Institution	<Contact details> (email, phone)	Website for information
Gümüshane University	erasmus@gumushane.edu.tr +904562331280	<a href="https://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa">https://www.mfa.gov.tr/visa-information-for-foreigners.en.mfa</a>
University of Vlorë "Ismail Qemali"	<a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	<a href="https://univlora.edu.al/mobilite-te-ndekombetare">https://univlora.edu.al/mobilite-te-ndekombetare</a>

#### Insurance

The institution will provide assistance in obtaining insurance for incoming and outgoing 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:

Name of the Institution	(email, phone)	<Contact details>	Website for information
Gümüshane University	erasmus@gumushane.edu.tr +904562331280		
University of Vlorë "Ismail Qemali"	<a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>		<a href="https://univlora.edu.al/mobilite-te-ndekombetare">https://univlora.edu.al/mobilite-te-ndekombetare</a>

#### Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed in line with the *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 organizations 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 incoming staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

#### **Additional information**

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*<sup>1</sup>.
- Grant payments: GU bears the responsibility for managing all financial transactions associated with outgoing and incoming exchange activities. Upon the completion of requisite documentation subsequent to the participant's arrival at GU, disbursement of compensation to participants engaged in the exchange, inclusive of both students and staff, is effectuated by the Erasmus Programme Unit situated within the GU International Office.

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 below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education.
- 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.
- 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.

The Erasmus Student Charter is available here: [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en)

- 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.
- 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.

**Second part - Cooperation conditions**

Cooperation conditions are defined and entered for each inter-institutional agreement and approved by both partners. This part is the foundation of each inter-institutional agreement. The information entered in this part cannot be changed after the agreement has been approved, unless agreed by both partners. Agreed changes are mutually confirmed by approval in EWP. The partners commit to amend the table below in case of changes in the agreed mobility numbers by no later than the end of January in the preceding academic year.

**Duration of the agreement**

From academic year [year/year]	To academic year [year/year]
2025-2026	2028-2029

**Mobility numbers per academic year**

FROM	TO	<Field of	<Field of	<Level of	Number of student mobility periods
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[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	education [ISCED]>	education – clarification>	education [EQF]>	Student Mobility for Studies [Total number of students]	<Student Mobility for Studies [Total number of months]>	<Student Mobility for Traineeships [Total number of students]>	<Student Mobility for Traineeships [Total number of months]>
TR GUMUSHA01	Universitas of Viora Ismail Qemali	0410, 0541	Business and administration ; Mathematics	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	2	10	2	6
Universitas of Viora Ismail Qemali	TR GUMUSHA01	0410, 0541	Business and administration ; Mathematics	1 <sup>st</sup> , 2 <sup>nd</sup> 3 <sup>rd</sup>	2	10	2	6

FROM	TO	<Field of education [ISCED]>	<Field of education – clarification>	Number of staff mobility periods	Staff Mobility for Teaching [Total number of staff]	<Staff Mobility for Teaching [Total number of days]>	<Staff Mobility for Training [Total number of staff]>	<Staff Mobility for Teaching [Total number of days]>
TR GUMUSHA01	ALVLORE01	0410, 0541	Business and administration; Mathematics	2	14	14	2	14
ALVLORE01	TR GUMUSHA01	0410, 0541	Business and administration; Mathematics	2	14	14	2	14

Contact person(s) for the agreement

Institution	< Contact details >	
	(email, phone)	
Gümüşhane University	Selim TEZGEL: erasmus@gumushane.edu.tr +904562331280	
University of Vloora "Ismail Qemali"	Romina Tahiraj: international@univloora.edu.al +355695120991	

Blended mobility option for students

**Recommended language skills**

The sending institution, following an 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 [Erasmuscode]	<Field of education >	Language of instruction 1	<Language of instruction 2>	Recommended language(s) of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
TRGUMUSHA01	0410, 0541	English	Turkish	B1	B2
Universitas of Vloora Ismail Qemali	0410, 0541	English	Albanian	B1	B2


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### Termination of the agreement

This agreement will be terminated by the end of the 2021-2027 Erasmus+ Program term. Mobilities in this agreement can only be executed if Gümüşhane University is granted KA171 Erasmus+ mobility funds that can be used for this agreement. Further modifications can be discussed. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies be held responsible in case of a conflict.

### Approval of the agreement

Signatures of the institutions (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature
TRGUMUSHA01	Prof. Oktay YILDIZ, Rector		
University of Vlora "Ismail Qemali"	Prof. Dr. Aurela Saliaj, Rector	16.02.2026	