



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

UNIVERSITETI "ISMAIL QEMALI"
VLORE
ZYRA E PROTOKOLL - ARKIVËS
NR. 140311 PROT.
DATA 20.07 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,
between the University of Belgrade, Serbia¹
and, University of Vlora "Ismail Qemali", Albania**

¹Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

The institutions² 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 2022-2024(5) in:

- KA131

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 Education³ and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR⁴ and in line with the technical standards of the European Student Card Initiative⁵, 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.

² 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.

³ https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

⁴ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁵ 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 ⁶	Contact details ⁷ (email, phone)	Websites
University of Vlora "Ismail Qemali", L. Pavarësia, Rr. Vlorë-Skelë, Vlorë, 9400, Albania	AL VLORE01	<p>For academic matters: Assoc. prof. Armela Panajoti, dean, Faculty of Humanities/professor, Department of Foreign Languages armelap@assenglish.org; armela.panajoti@univlora.edu. al</p> <p>For administrative matters: Ms Rezarta Sinanaliaj Projects and International Relations Sector international@univlora.edu.al</p>	<p>General: https://univlora.edu.al/</p> <p>Faculty/faculties: 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; https://univlora.edu.al/courses-erasmus/</p>
University of Belgrade, Studentski trg 1, 11000 Belgrade, Republic of Serbia	RS BELGRAD02	<p>For academic matters: Academic Coordinator at the Faculty of Philology Prof. Dr. Dalibor Sokolovic dalibor.sokolovic@fil.bg.ac.rs</p> <p>For administrative matters: Dr. Milena Sikanic International Relations Office milena.sikanic@rect.bg.ac.rs</p>	<p>Study in Belgrade http://www.bg.ac.rs/en/study-in-belgrade/about-belgrade.php</p> <p>FAQs by incoming: http://www.bg.ac.rs/en/study-in-belgrade/faq.php</p> <p>Course catalogue: http://bg.ac.rs/en/education/search-study-programs.php</p> <p>UB Google Map https://goo.gl/NUYCao</p> <p>Center for Serbian as a Foreign Language www.learnserbian.fil.bg.ac.rs/</p> <p>UB mobility platform: https://mobion.bg.ac.rs/</p> <p>Welcome Guide www.bg.ac.rs/welcomeguide.pdf</p>

⁶ 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.

⁷ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Mobility numbers per academic year

All the mobilities under this Inter-Institutional Agreement must be completed by 10/07/2024 at the latest.

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 ⁸ (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]
RS BELGRAD02	AL VLORE01	023	- Languages	/	3 persons	15 months	1 person	7 days

Optional additional information

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⁸ <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 skills⁹ 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]
AL VLORE01	...	English	Albanian, Italian	B1	B2
RS BELGRAD02	...	Serbian	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.

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 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.

⁹ 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 among themselves: 70% for the University of Belgrade - 30% for the University of Vlora "Ismail Qemali", per each implemented and completed mobility, including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
AL VLORE01	Welcome activities, orientation and counselling of incoming students and staff on the choice of courses to take/teach, following up on academic progress and integration into the local environment.
RS BELGRAD02	Welcome activities, classes of Serbian language free of charge for incoming exchange students, financial management.

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 students must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Term duration	Deadline ¹⁰
AL VLORE01	Winter Term: October 2nd to February 23th (teaching and exams) Spring Term: March 1st to July 5th (teaching and exams)	Winter Term: nomination deadline: 15th July application deadline: 15th September Spring Term: nomination deadline: 15th December application deadline: 15th January
RS BELGRAD02	Winter Term: Teaching and exam period: October 1 st - February 15 th Spring Term: Teaching and exam period: February 16 th – September 30 th	Winter Term: Nomination deadline: April 15st Applications by nominated students must reach the receiving institution by: May 15st Spring Term: Nomination deadline: October 31st Applications by nominated students must reach the receiving institution by: November 30st

The receiving institution will send its decision within 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:

¹⁰ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
AL VLORE01	<p>When the University of Vlora "Ismail Qemali" is the receiving institution, the nominations should be sent by Home institution to the following email address/es:</p> <p>armelap@assenglish.org; armela.panajoti@univlora.edu.al Dean, Faculty of Humanities</p> <p>international@univlora.edu.al Projects and International Relations Sector</p>	<p>https://univlora.edu.al/</p> <p>https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-_-english.pdf</p>
RS BELGRAD02	<p>When the University of Belgrade (RS BELGRAD02) is the receiving institution, the nominations should be sent by Home institution to the following email address:</p> <p>milena.sikanic@rect.bg.ac.rs</p> <p>Dr. Milena Sikanic</p> <p>International Relations Office</p>	<ol style="list-style-type: none"> 1. Selection of students and staff of the University of Belgrade (RS BELGRAD02) shall be carried out by the University of Belgrade (RS BELGRAD02) as their sending institution, in a just, objective and transparent manner, with equal opportunities for all candidates by using the online application system: http://mobion.bg.ac.rs/ and the Selection criteria published on it. 2. All students and staff coming to the University of Belgrade (RS BELGRAD02) are required to register through the online application system at: http://mobion.bg.ac.rs/ by the dates specified in the Calendar 1.a of the Section E of this Agreement. 3. All Erasmus+ KA1 mobility nominations from the University of Belgrade (RS BELGRAD02) must be sent exclusively from the International Relations Office of the UB, duly signed by the Rector, or Vice-Rectors. Those applications and nominations sent directly to host university by candidates or other Faculties/Institutes of the University of Belgrade should not be accepted

		<p>and the International Relations Office of the University of Belgrade should be informed about it</p> <p>Please note that the applications received through the above manner will not be financially supported by the grant approved under the current project this agreement is subject to.</p> <p>4. Persons with disabilities are asked to visit the following link: http://www.bg.ac.rs/en/members/centers/students-with-disabilities.php</p>
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Selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements	Number of ECTS credits (or equivalent) already completed / current level of completion of studies Subject area (ISCED code) EQF level	/
AL VLORE01	<p><u>Academic requirements for students:</u></p> <ol style="list-style-type: none"> 1. Academic achievement (GPA). 2. Very good command of written and spoken English. <p><u>Academic requirements for staff:</u></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. Very good command of written and spoken English in compliance with the proficiency level laid down in the inter-institutional agreement. 	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf
CV	Relevant academic and professional summary	/

AL VLORE01	<i>Required for staff</i> (Europass format).	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf
Motivation letter	Short (up to 1 page maximum) explication focusing on how the mobility and the chosen courses match candidate's study program at the home university, and how they contribute to their academic and/or professional objectives.	/
AL VLORE01	<i>Required for both student and staff</i> (integrated in the application form).	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf
Inclusion measures ¹¹	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process.	/
AL VLORE01	<p>With reference to STUDENTS FROM PARTNER INSTITUTION:</p> <ol style="list-style-type: none"> In case of candidates of equal academic merit, priority is given to: <ol style="list-style-type: none"> students with fewer opportunities (different (dis)abilities, educational levels, social backgrounds, economic situations, health statuses, or the place of origin etc.) or in a disadvantaged situation (economic, social, cultural, geographical or health etc.). During the selection process, extra points are granted for this item upon providing evidence to demonstrate their disadvantageous status/position. students who have not participated in a mobility exchange before within the same study cycle. When possible, the committee tries to respect gender equality in participant selection. <p>With reference to STAFF FROM PARTNER INSTITUTION:</p>	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf

¹¹ You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

	<ol style="list-style-type: none"> 1. Priority is given to staff who have not previously participated in a mobility exchange. 2. When possible, the committee tries to respect gender equality in participant selection. <p>Extra points are given to staff with fewer opportunities in the selection process.</p>	
Other	/	/

5. 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*¹².
- 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.

¹² 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.

Institution [Erasmus code or city]	Preparatory & Support Measures	Contact details (email, phone)	Website for information & arrangements
AL VLORE01	Accommodation	Projects and International Relations international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

		Qyteza Studenti Vlore trajtimi.studentit.vlore@gmail.com	https://univlora.edu.al/ ; https://www.facebook.com/people/Qyteza-Studenti-Vlore/100046352926013/
	Language Support	Assoc. prof. Armela Panajoti, dean armelap@assenglish.org ; armela.panajoti@univlora.edu.al	https://univlora.edu.al/
	Visa	Projects and International Relations international@univlora.edu.al	https://univlora.edu.al/ ; http://punetejashtme.gov.al/en/regjimi-i-vizave-per-te-huajt/ https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
	Insurance	Projects and International Relations international@univlora.edu.al	https://univlora.edu.al/ https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
	Inclusion of participants with fewer opportunities	Projects and International Relations international@univlora.edu.al	https://univlora.edu.al/
	Mentoring	Assoc. prof. Armela Panajoti, dean armelap@assenglish.org ; armela.panajoti@univlora.edu.al	https://univlora.edu.al/
	Grant payments	n/a	n/a
	Alumni information	Projects and International Relations international@univlora.edu.al	https://univlora.edu.al/
	Accommodation	Dr. Milena Sikanic	https://bg.ac.rs/en/study-in-belgrade/accomodation.php

RS BELGRAD02		International Relations Office milena.sikanic@rect.bg.ac.rs	
	Language Support	Dr. Milena Sikanic International Relations Office milena.sikanic@rect.bg.ac.rs	https://bg.ac.rs/en/study-in-belgrade/serbian-language.php
	Visa	Dr. Milena Sikanic International Relations Office milena.sikanic@rect.bg.ac.rs	https://bg.ac.rs/en/study-in-belgrade/visa.php
	Insurance	Dr. Milena Sikanic International Relations Office milena.sikanic@rect.bg.ac.rs	https://bg.ac.rs/en/study-in-belgrade/health-insurance.php
	Inclusion of participants with fewer opportunities	Dr. Milena Sikanic International Relations Office milena.sikanic@rect.bg.ac.rs	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc. http://bg.ac.rs/en/members/centers/students-with-disabilities.php
	Mentoring/ Buddy arrangement	ESN Belgrade	https://belupgrade.esn.rs/
	Grant payments	Dr. Milena Sikanic International Relations Office milena.sikanic@rect.bg.ac.rs
	Alumni information	/	/

6. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g. the European Credit Transfer and Accumulation System.]*

- | |
|---|
| <ul style="list-style-type: none">• AL VLORE01: <u>European Credit Transfer and Accumulation System</u>• RS BELGRA02 will be using <u>the European Credit Transfer and Accumulation System</u> |
|---|

- 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 5 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.

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' guide¹³. 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		
		VLORA	ECTS	
AL VLORE01	/	<i>Grade</i>	<i>Grade</i>	<i>Predicate</i>
		10	A	Excellent
		9	B	Very Good
		8	C	Good
		7	D	Satisfactory
		6	E	Sufficient
		5	E	Pass
		1-4	FX	Fail
		Grading scale is published at the following website: https://bg.ac.rs/en/study-in-belgrade/grading-scale.php		
RS BELGRAD02	/			

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

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9. Termination of the agreement

This agreement is valid from the date of the last signature and shall remain in force **until July 31, 2024**.


¹³ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

This agreement may be amended or modified by a written agreement signed by the legal representatives of both Universities. It may be renewed on the same terms, or on terms as agreed by the two partner institutions.

In the event of unilateral termination, a written notice of at least one academic year is needed and started activities have to be finished in line with eventually signed documents. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

If the European Commission decides not to support the cooperation between our two institutions as agreed in this Inter-institutional Agreement, partner institution will then agree in writing about the realization of the cooperation agreed in this Inter-institutional Agreement.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
AL VLORE01	Prof. Dr. Roland Zisi Rector	20.07.2017	
RS BELGRAD02	Prof. Dr. Vladan Djokić Rector		

¹⁴ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation