



UNIVERSITETI "ISMAIL QEMALI"

VLORE

ZYBA E PROJEKTOVE - ARKIVES

NR. 2220/1 (KAPITOLI)

D. 01.12.23

**Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Mobility of higher education students and staff**

**between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme**

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 2021-2027 in:

- KA131 Higher education mobility supported by internal policy funds
- KA171 Higher education mobility supported by external policy funds

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/documents/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
UNIVERSITETI "ISMAIL QEMALI", VLORE	AL VLORE01	Armela Panajoti, Dean, Faculty of Humanities/PhD programme coordinator armelap@assenglish.org; armela.panajoti@univlora.edu.al Tel: +355692384468 Administrative contact: Rezarta Sinanlajaj Projects and International Relations Sector +355695303633 international@univlora.edu.al	General: www.univlora.edu.al Faculty/faculties: https://univlora.edu.al/fshh-departamenti-i-gjuheve-te-huajaj/ Course catalogue: https://univlora.edu.al/courses-erasmus/
UNIVERSIDAD DE ZARAGOZA	EZARAGOZ01	Jose Antonio Mayoral Murillo rector@unizar.es 876 554 742	General: www.unizar.es Faculty/faculties: https://www.unizar.es/estructura/centros Course catalogue: https://academico.unizar.es/oferta-estudios
UNIVERSIDAD DE LA RIOJA	ELOGRONO01	Juan Carlos Ayala Calvo rector@unirioja.es 941 299 101	General: www.unirioja.es Faculty/faculties: https://www.unirioja.es/facultades-escuelas-y-centros/

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.

UNIVERSIDAD DE LÉRIDA	ELLEIDA01			Course catalogue: https://www.unirioja.es/grados-y-dobles-grados/
			Jaume Puy Llorens rector@udl.cat 973 702 023	General: www.udl.cat Faculty/faculties: https://www.udl.cat/ca/es/centros/ Course catalogue: https://www.udl.cat/ca/es/estudios/estudios_centros/
UNIVERSIDAD PÚBLICA DE NAVARRA	EPAMPLON02		Ramón Gonzalo García rector@unavarra.es 948 169 103	General: https://www.unavarra.es Faculty/faculties: https://www.unavarra.es/portal-transparencia/informacion-institucional/estructura-organizativa/centros Course catalogue: https://www.unavarra.es/sites/grados/home.html

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]	Field of education	Level of education [EQF] (optional)	Number of mobility periods		
				Student Mobility Traineeship [Total number of students]	Student Mobility Traineeship [Total number of months]	Research Staff Mobility for Training [Total number of staff]

		[ISCED] ⁷ (optional)							
EZARAGOZ01	AL VLORE01	023	Languages	2	3				
		023	Languages	8			2		7
ELLEIDA01	AL VLORE01	023	Languages	2	3				
		023	Languages	8			2		7
ELOGRONO01	AL VLORE01	023	Languages	2	3				
		023	Languages	8			2		7
EPAMPLON02	AL VLORE01	023	Languages	2	3				
		023	Languages	8			2		7
AL VLORE01	EZARAGOZ01	023	Languages	2	3				
		023	Languages	8			2		7
AL VLORE01	ELLEIDA01	023	Languages	2	3				
		023	Languages	8			2		7
AL VLORE01	ELOGRONO01	023	Languages	2	3				
		023	Languages	8			2		7

⁷ <https://circabc.europa.eu/sd/a/2866ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

AL VLORE01	EPAMPLON02	023	Languages	2	3		
		023	Languages	8		2	7

Optional additional information

Short-term traineeship mobility period abroad will be possible. Adding a virtual component to the physical mobility will be encouraged.

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]	Field of education (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]
EZARAGOZ01		English		B 2 in English	C1 in English
ELLEIDA01		English		B 2 in English	C1 in English
ELOGRONO01		English		B 2 in English	C1 in English
EPAMPLON02		English		B 2 in English	C1 in English
AL VLORE01		English		B 2 in English	C1 in English

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>

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+ credit mobility period at their institution. 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
Campus Iberus organizational support : 4000€	Documentation and Contracts: Properly preparing and organizing all necessary documentation, including writing of the call, grant agreements, mobility agreements, and insurance policies for participants and partners. Keeping a record of all paperwork is essential for incoming audits. Support and Assistance: Offering ongoing support and assistance to participants throughout their mobility experience. Having a point of contact or helpdesk for addressing participants' queries or concerns can be beneficial. Accurate Budgeting and Financial Management: Developing a detailed budget for the project and tracking expenses to ensure that financial resources are used efficiently. This includes payments to the participants, and the intermediary and final report to the National Erasmus+ Agency. Record Keeping and Archiving: Properly documenting all project-related activities, communications, and outcomes for future reference and reporting purposes. Increasing Language Proficiency: Encouraging language learning and proficiency through the Online Linguistic Support tool. Evaluating Mobility Impact: Assessing the impact of mobility projects on students, staff, and the institution itself, and using this feedback to continuously improve and refine future mobility initiatives. Ensuring Equitable Access: Striving to provide mobility opportunities to students and staff from diverse backgrounds, ensuring that international experiences are accessible to all.

EZARAGOZ01 ELLEIDA01 ELOGRONO01 EPAMPLON02 AL VLORE01 Not OS.	Promoting Intercultural Exchange: Facilitating opportunities for students and staff to interact with individuals from different cultural backgrounds, fostering intercultural understanding, and promoting global citizenship. Enhancing Academic Quality: Exposing students and staff to different teaching methodologies, research environments, and academic practices at partner institutions, leading to improvements in the quality of education and research. Building International Networks: Establishing and strengthening international partnerships and networks with other universities and institutions. This can lead to future collaboration on joint research projects, academic programs, and more. Boosting Student Employability: Providing students with valuable international experiences that enhance their employability. Encouraging Research Collaboration: Facilitating collaboration between faculty and researchers at the sending and receiving institutions, fostering joint research projects and publications. Supporting Faculty Development: Enabling faculty members to engage in professional development activities, such as teaching or training assignments abroad, which can enrich their skills and perspectives. Fostering Innovation and Creativity: Encouraging students and staff to explore new ideas and perspectives through exposure to diverse cultural and educational environments, leading to increased creativity and innovation. Improving Institutional Reputation: Participating in mobility projects can enhance the reputation of the sending university as an institution that values internationalization and global engagement. Cultural and Social Awareness: Promoting cultural and social awareness among students and staff, encouraging them to become more responsible and compassionate global citizens.
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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
EZARAGOZ01 ELLEIDA01 ELOGRONO01 EPAMPLON02	Autumn Term: from October to February Spring Term: March to July	Autumn term Nominations: July 30th Spring term Nominations: November 30 th
AL VLORE01	Autumn Term: from October to February Spring Term: March to July	Autumn term Nominations: July 15th Spring term Nominations: December 20 th

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

⁹ Please specify the deadline for each term 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 and sending Institutions [Erasmus code or city]	Contact details (email)	Website for information
UNIVERSIDAD DE ZARAGOZA EZARAGOZ01	Campus Iberus International Relations Office movilidad@campusiberus.es Tel. +34 673 05 81 10	www.campusiberus.es/albania
UNIVERSIDAD DE LA RIOJA ULOGRONO01	Campus Iberus International Relations Office movilidad@campusiberus.es Tel. +34 673 05 81 10	www.campusiberus.es/albania
UNIVERSIDAD PÚBLICA DE NAVARRA EPAMPLON02	Campus Iberus International Relations Office movilidad@campusiberus.es Tel. +34 673 05 81 10	www.campusiberus.es/albania
UNIVERSITAT DE LLEIDA E LLEIDA01	Campus Iberus International Relations Office movilidad@campusiberus.es Tel. +34 673 05 81 10	www.campusiberus.es/albania
AL VLORE01	Assoc. Prof. Armela Panajoti Tel. +355 692384468 armelap@assenglish.org ; armela.panajoti@univlora.edu.al Projects and International Relations Sector international@univlora.edu.al Tel. +355 695303633	https://univlora.edu.al/ https://www.univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf

Academic and additional requirements		
Requirement	Details	Website for information (optional)
Academic requirements	Number of ECTS credits (or equivalent) already completed by a student/ current level of completion of studies Subject area (ISCED code) – both in the case of a student and a staff participant AL VLORE01 Details are described in: 1.The internal regulation of UV 2.Erasmus+ Incoming students guide.	- https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM- -english.pdf https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi 2023.pdf
CV	No specific requirements AL VLORE01 Details are described in: 1.The internal regulation of UV 2.Erasmus+ Incoming students guide.	- https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM- -english.pdf https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi 2023.pdf
Motivation letter	To be determined in the sending institution AL VLORE01 Details are described in: 1.The internal regulation of UV 2.Erasmus+ Incoming students guide.	- https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM- -english.pdf https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi 2023.pdf
	For KA171: 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.	-

For KA171: Inclusion measures ¹⁰	AL VLORE01 Details are described in: 1.The internal regulation of UV 2.Erasmus+ Incoming students guide.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Other	Erasmus+ Mobility Agreement (Research Staff Mobility for Training) accepted by sending institution in the case of staff participants	-

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*¹¹.
- 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.
- 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.

¹⁰ 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

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- 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	AL VLORE01	Projects and International Relations Sector Tel. +355 695303633 international@univlora.edu.al	University of Vlora 'Ismail Qemali' offers to incoming students accommodation in its dormitory located on the University campus. https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Language Support	AL VLORE01	Assoc. Prof. Armela Panajoti Tel. +355 692384468 armelap@assenglish.org; armela.panajoti@univlora.edu.al	University of Vlora 'Ismail Qemali' offers to incoming students linguistic support in the field of English studies.

Visa	AL VLORE01	Projects and International Relations Sector Tel. +355 695303633 international@univlora.edu.al	More information about visa regulations available at: https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf https://puneteshashtme.gov.al/regjimi-i-vizave-per-te-huajt/
Insurance	AL VLORE01	Projects and International Relations Sector Tel. +355 695303633 international@univlora.edu.al	University of Vlora 'Ismail Qemali' will provide the participant with the relevant information and support to take an insurance. https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Inclusion of participants with fewer opportunities	AL VLORE01	Projects and International Relations Sector Tel. +355 695303633 international@univlora.edu.al	University of Vlora 'Ismail Qemali' has the infrastructure to host students and staff with children as well as students and staff with disabilities (accommodation, classroom access, etc.); we would strongly advise timely notification about the nature of disability to us so that we could organise the support in a proper way. https://www.univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-_english.pdf
Mentoring	AL VLORE01	Assoc. Prof. Armela Panajoti Tel. +355 692384468 armelap@assenglish.org ; armela.panajoti@univlora.edu.al	University of Vlora 'Ismail Qemali' offers its support to incoming students, adjusted to the faculty and study programmes offered.
Grant payments	EZARAGOZ01 ULOGRONO01 EPAMPLON02 E LLEIDA01	International Relations Office Campus Iberus movilidad@campusiberus.es Tel. +34 673 05 81 10	www.campusiberus.es/albania

Alumni information	AL VLORE01	Projects and International Relations Sector Tel. +355 695303633 international@univilora.edu.al	All the info related to Alumni statistics will be handled periodically by University of Vlora 'Ismail Qemali'.
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Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	EZARAGOZ01 ULOGRONO01 EPAMPLON02 E LLEIDA01	International Relations Office Campus Iberus movilidad@campusiberus.es +34 673 05 81 10	www.campusiberus.es/albania
Language Support	EZARAGOZ01 ULOGRONO01 EPAMPLON02 E LLEIDA01	International Relations Office Campus Iberus movilidad@campusiberus.es Tel. +34 673 05 81 10	www.campusiberus.es/albania
Visa	EZARAGOZ01 ULOGRONO01 EPAMPLON02 E LLEIDA01	International Relations Office Campus Iberus movilidad@campusiberus.es Tel. +34 673 05 81 10	www.campusiberus.es/albania
Insurance	EZARAGOZ01 ULOGRONO01 EPAMPLON02 E LLEIDA01	International Relations Office Campus Iberus movilidad@campusiberus.es Tel. +34 673 05 81 10	www.campusiberus.es/albania
Inclusion of participants with fewer opportunities	EZARAGOZ01 ULOGRONO01 EPAMPLON02 E LLEIDA01	International Relations Office Campus Iberus movilidad@campusiberus.es Tel. +34 673 05 81 10	www.campusiberus.es/albania
Mentoring	EZARAGOZ01 ULOGRONO01	International Relations Office Campus Iberus	www.campusiberus.es/albania

	EPAMPLON02 E LLEIDA01	movilidad@campusiberus.es Tel. +34 673 05 81 10	
Grant payments	EZARAGOZ01 ULOGRONO01 EPAMPLON02 E LLEIDA01	International Relations Office Campus Iberus movilidad@campusiberus.es Tel. +34 673 05 81 10	www.campusiberus.es/albania

7. 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.]*

AL VLORE01

The PhD students are entitled to their research activities which are recognized after their periodical reporting to their respective PhD supervisors and the PhD programme coordinator at UV during their mobility period at the host institution.

More information available at https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

EZARAGOZ01
ULOGRONO01
EPAMPLON02
E LLEIDA01

The recognition of activities for doctoral students is done according to the criteria of the doctoral schools of each of the sending institutions.

On the other hand, all participants will receive a Europass Mobility done by Campus Iberus that recognizes their stay and the competencies acquired.

- 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 [x] 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' guide¹². 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
Not applicable		

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

10. Termination of the agreement

SIGNATURES OF THE INSTITUTIONS (legal representatives)

¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
EZARAGOZ01	Jose Antonio Mayoral Murillo rector@unizar.es 876 554 742		
ELOGRONO01	Juan Carlos Ayala Calvo rector@unirioja.es 941 299 101		
ELLEIDA01	Jaume Puy Llorens rector@udl.cat 973 702 023		
EPAMPLON02	Ramón Gonzalo García rector@unavarra.es 948 169 103		
AL VLORE01	Prof. Dr. Roland Zisi rektori@univlora.edu.al +355 33 222288	01.12.2023	

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation