



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds.

2021-2027

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

UNIVERSITETI "ISMAIL QEMAL" VLENJE
ZYRA E PROJEKTOVE - ATKIVËS
NR. 347/11 PROT.
DATA 13.02.2024

CSV : UJAPFIR-7f22-15a8-69cc-7bdc-5d99-6fa7-7716-526d

Web : <https://sede.uaen.es/publico/validadordedocumentos>

FIRMANTE(1) : JOSE IGNACIO JIMENEZ GONZALEZ | FECHA : 06/02/2024 13:06 | Sin acción específica | Sello de Tiempo: 06/02/2024 13:06



Information in highlight are instructions and should be deleted before signing the agreement.

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:

- 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/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

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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
UNIVERSITY OF JAÉN	E JAEN 01	José Ignacio Jiménez González Vice-Chancellor for Internationalization Myriam Cano Rubio Director for International Mobility Programmes International Relations Office Campus Las Lagunillas s/n, 23071Jaén +34 953213480 secret@ujaen.es agreements@ujaen.es	https://www.ujaen.es/ https://www.ujaen.es/internacional/ Academic offer in English: https://www.ujaen.es/internacional/en/internacional/informacion-academica/asignaturas-en-otros-idiomas Offer in Spanish https://www.ujaen.es/estudios/oferta-academica/
University of Vlora "Ismail Qemali" L. Pavarësia, Rr. Kosova 9400 Vlorë, Albania	ALVLORE01	Academic coordinator: Assoc. Prof. Enkelejd Mëhilli Vice-Rector for Scientific Research and Institutional Development	Web: https://univlora.edu.al/ Faculty of Health: https://univlora.edu.al/fakulteti-i-shendetit-publik/ Faculty of Technical Sciences and Nature: https://univlora.edu.al/fakulteti-i-shkencave-teknike/ Faculty of Humanities: https://univlora.edu.al/fakulteti-i-shkencave-humane/

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.



			mechilli@univlora.edu.a1 Administrative contact: Rezarta Sinanaliaj Project and International Relations Sector international@univlora.edu.a1 +355695303633	Faculty of Economy: https://univlora.edu.a1/ Course catalogue: https://univlora.edu.a1/courses-erasmus/
[...]				



2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement. In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).

Number of student and staff mobility periods

The table serves as a template - the partners are free to adjust it, e.g. to add or delete columns or separate student and staff mobilities.

FROM		TO	Subject area		Study cycle	****Number of mobility periods			
[Erasmus code or city of the sending institution]		[Erasmus code or city of the receiving institution]	ISCED CODE ⁷ (optional)	NAME (optional)	[short cycle, 1 st , 2 nd or 3 rd] (optional)	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]
E JAEN 01		ALVLORE 01							
ALVLORE 01		E JAEN 01	0410	Business and administration	1 st	2	10	1	7
			0610	Information and Communication	1 st , 2 nd	2	10	1	7

⁷ <https://cirabc.europa.eu/sd/a/285ebac6-aa7c-4ada-a42b-f2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>



		Technologies					
	0710	Engineering and engineering trades	1 st	2	10	1	7
	0230	Languages	1 st , 2 nd , 3 rd	2	10	1	7
	Administrative staff					2	14

**** Numbers are merely indicative and may vary according spots occupation

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”).

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>





The table serves as a template - the partners are free to adjust it, e.g. to separate requirements for students and staff.

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]
E JAEN 01		Spanish	English	Spanish B1 OR English B1	Spanish B2 OR English B2
ALVLORE01		ALBANIAN	ENGLISH	Minimum recommended level in at least one of the languages: B1	Minimum recommended level in at least one of the languages for teaching: B2

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- For tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

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
E JAEN 01	Winter Term: from September to January Spring Term: from February to June	30 th June 30 th November

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





ALVLORE01	Winter Term: from October to February Spring Term: from March to July	15 th July 15 th December
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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
E JAEN 01	secrel@ujaen.es incoming@ujaen.es outgoing@ujaen.es	https://www.ujaen.es/internacional/
ALVLORE01	international@univlora.edu.al +355695303633	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

Selection criteria		
Please sum up in this table the selection criteria. This is a non-exhaustive list – partners are invited to agree on the eventual list of selection criteria.		
Requirement	Details	Website for information (optional)
Academic requirements	Selection criteria for students: •Academic performance. All the students are eligible	Details are described in: 1.The internal regulation of UV.



	to apply despite their grade point and they will be evaluated following the academic performance • Number of ECTS credits (or equivalent) already completed before the start of the mobility: min. 30 ECTS (only for students enrolled in the 1st study cycle) • Subject area (ISCED code): according to the table in section 2 • Language skills level as required in the IIA, proved by a document • In case of equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds (including refugees, asylum seekers and migrants). • Lower priority will be given to those who have already participated in mobility actions in the same study cycle under the LLP-Erasmus Programme, Erasmus Mundus Programme or Erasmus+ Programme. Selection criteria for staff: • Full-time employee • Academic merit (ranked according to the academic title/degree) for teaching staff. Work experience/performance (for administrative staff). • Language skills level as required in the IIA, proved by a document • Lower priority will be given to those who have already participated in mobility actions under the LLP-Erasmus Programme, Erasmus Mundus Programme or Erasmus+ Programme	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-_english.pdf 2.Erasmus+ Incoming students guide. https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
CV	If requested by host university	
Motivation letter	Yes	

Inclusion measures ¹⁰	During selection process must be considered the <u>accredited situations</u> for people with fewer opportunities for economic, social, cultural, geographical or health reasons, ensuring equal opportunities to participants eligible for mobility. Inclusion and diversity must be part of the criteria to select applications and both institutions will make participation easier to the participants (e.g. visually impaired people or people with low digital competences, reinforced mentorship, language learning support, psychological support ...) Bonus points in the selection process for: • Students/staff undertaking their first ever Erasmus mobility • Students/staff with fewer opportunities	
Other	Teachers can also be appointed/invited by the management of the respective departments/faculties based on strategic considerations (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.)	

6. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

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



• Ensure that students are aware of their rights and obligations as defined in the Erasmus+ Student Charter¹¹.

• 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.

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

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- 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.

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The table serves as a template - the partners are free to adjust it, e.g. to add more measures, to replicate per partner HEI etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	E JAEN 01	secrel@ujaen.es	https://www.ujaen.es/internacional/mapa-alojamientos?page=0
	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Language Support	E JAEN 01	cealm@ujaen.es	https://cealm.ujaen.es/
Visa	E JAEN01		https://www.ujaen.es/internacional/en/international-students/exchange-students/visa
Insurance	E JAEN 01	secrel@ujaen.es	https://www.ujaen.es/internacional/estudiante-internacional/estudiantes-de-intercambio/seguro-de-movilidad-para-estudiantes-entrantes
Inclusion of participants with fewer opportunities e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.	E JAEN 01	secrel@ujaen.es alocana@ujaen.es	https://www.ujaen.es/servicios/neduespeciales/en
Mentoring		ujabuddy@ujaen.es	https://www.ujaen.es/internacional/en/uja-students/buddy-program





Grant payments			
Alumni information			

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Language Support	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Visa	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Insurance	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Inclusion of participants with fewer opportunities	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2019/06/Rregullo-re-ICM-e-miratu-ar.pdf
Mentoring	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Grant payments	ALVLORE01	N/A	N/A
Alumni information	ALVLORE01	international@univlora.edu.al	www.univlora.edu.al



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.]*

<https://www.ujaen.es/internacional/informacion-academica/escalas-de-calificaciones-ratios-y-conversion-ects>

AL VLORE01: The European Credit Transfer and Accumulation System applies for the recognition of the study periods abroad. Subjects are chosen in agreement with the coordinators from both universities, with the aim of achieving the highest possible compatibility or complementarity, thus enabling automatic recognition in the case of compatible subjects, or recognition in the Diploma Supplement for compatible subjects.

https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

- 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:
 - 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 [x] weeks after the assessment period has finished at the receiving HEI. *[it should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
 - 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
E JAEN 01		https://www.ujaen.es/internacional/informacion-academica/escalas-de-calificaciones-ratios-y-conversion-ects
ALVLORE01	N/A	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

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

10. Termination of the agreement

[It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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."]

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





SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
E JAEN 01	José Ignacio Jiménez González Vice-Chancellor for Internationalization		
ALVLORE01	Prof. Dr. Roland Zisi Rector	13.02.2019	

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