



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds.

2021-2027

UNIVERSITETI "ISMAIL QEMALI"

VLORE

ZYRA E PROTOKOLL - ARKIVËS

DIT. 21.08.11 PROT.

DATA 21.11.2023

**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**

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[21]-20[27] in:

- KA131
- KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
University of Castilla-La Mancha (UCLM)	E CIUDA-R01	Universidad de Castilla-La Mancha ORI Ciudad Real Calle Altagracia, 50. 13071 Ciudad Real, Spain Tel: +34 926295321 Ori.cr@uclm.es Institutional coordinator: Raúl Martín Martín Vice-Rector for Internationalisation Campus de Ciudad Real Academic coordinators: Jose Antonio Lozano Galant (Civil Eng.) Joseantonio.lozano@uclm.es +34 926295300 EXT 3277	www.uclm.es https://www.uclm.es/misiones/internacional/ Civil Engineering School http://www.caminosciudadreal.uclm.es/?page_id=8145
University of Vlora "Ismael Qemali", Albania	AL VLORE01	Academic contact: Assoc. Prof. Enkelejd Mëhilli Vice-Rector for Scientific Research and Institutional Development mechili@univlora.edu.al Administrative Contact Ms. Rezarta Sinanaliaj	General: www.univlora.edu.al Faculties: https://univlora.edu.al/fakulteti-i-shendetit-publik/ https://univlora.edu.al/fakulteti-i-shkencave-humane/ https://univlora.edu.al/fakulteti-i-ekonomise/ https://univlora.edu.al/fakulteti-i-shkencave-teknike/

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.

	Projects and International Relations Sector international@univlora.edu.al	Course catalogue: https://univlora.edu.al/wp-content/uploads/2020/02/student-guide-2019-2020.pdf https://univlora.edu.al/courses-erasmus/
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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

B. Mobility numbers per academic year

FROM	TO	Subject area code (ISCED 2013)	Subject area name	Study cycle	Number of student mobility periods	
					Student Mobility for Studies	Student Mobility for Traineeships
AL VLORE01	E CIUDA-R01	All subject areas	All subject areas	1 st , 2 nd , 3 rd	3x5months	2x6months
E CIUDA-R01	U_VLOREŠ	All subject areas	All subject areas	1 st , 2 nd , 3 rd	3x5months	2x6months

FROM	TO	Subject area code (ISCED 2013)	Subject area name	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training
AL VLORE01	E CIUDA-R01	All subject areas	All subject areas	3x5 days	-

E CIUDA-R01	U_VLORE S	All subject areas	All subject areas	3x5 days	-
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Optional additional information
e.g. blended mobility, etc.

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 skills⁷ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies	Staff Mobility for Teaching
AL VLORE01		Albanian	English	English level B2 or Spanish Level B2	English or Spanish B2
E CIUDA-R01		Spanish	English	English level B2 or Spanish Level B2	English or Spanish 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.

⁷ 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>

2. 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.

3. 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	Autumn term	Spring term
AL VLORE01	Applications: October 2nd to February 23th (teaching and exams) Nomination: 15th September	Applications: March 1st to July 5th (teaching and exams) Nomination: 15th January

E CIUDA-R01	Nomination and application deadline May 30	Nomination and application deadline October 30
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The receiving institution will send its decision within 5 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
AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/
E CIUDA-R01	ori.cr@uclm.es	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-_-english.pdf https://www.uclm.es/misiones/internacional/movilidad/movilidad_entrante/estudiantes

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	- Registration at home University (online application) https://airei.apps.uclm.es/ - Learning Agreement	https://airei.apps.uclm.es/ https://www.uclm.es/en/Misiones/Internacional/Oferta-internacional
AL VLORE01	Academic requirements for students: 1. Academic achievement (GPA). 2. Written and spoken command of English.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-_-english.pdf

	Academic requirements for staff: 1. Academic merit (ranked according to the academic title/degree) for teaching staff. 2. Work experience/performance (for administrative staff). 3. Written and spoken command of English in compliance with the proficiency level laid down in the inter-institutional agreement.	
CV	n/a	
AL VLORE01	CV required for staff	
Motivation letter	n/a	
AL VLORE01	Motivation letter required for both staff and student application	
Inclusion measures ⁸	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) 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. Extra points are given to staff with fewer opportunities in the selection process.	
Other	n/a	

4. Preparation and support

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

⁸ 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 Charter⁹.
- 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.
- 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**.

⁹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- 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.

Preparator y & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
	E CIUDA-R01	traitimi.studentit.vlore@gmail.com	https://univlora.edu.al/ ; https://www.facebook.com/people/Qyteza-Studenti-Vlore/100046352926013/
Visa	AL VLORE01	ori.cr@uclm.es	https://www.uclm.es/misiones/internacional/movilidad/movilidad_entrante?sc_lang=en ESN UCLM Ciudad Real Facebook page and whatsapp groups
	E CIUDA-R01	ori.cr@uclm.es	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Insurance	AL VLORE01	international@univlora.edu.al	https://www.uclm.es/misiones/internacional/movilidad/movilidad_entrante?sc_lang=en
	E CIUDA-R01	ori.cr@uclm.es	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf Gerencia : Seguros (uclm.es)
Inclusion of participants with fewer opportunities	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf
	E CIUDA-R01	SAED UCLM	https://www.uclm.es/misiones/la-uclm/campus/vidacampus/saed

Mentoring	AL VLORE01		
	E CIUDA-R01	ori.cr@uclm.es	Estructura (uclm.es)
Alumni information	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/
	E CIUDA-R01	ori.ab@uclm.es	Solicitud on-line (uclm.es)

Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

The University of Castilla-La Mancha guarantees full recognition of any activity carried out in the E+ Programme framework. European Credit Transfer and Accumulation System

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.*

- 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.

5. 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' guide¹⁰. 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
AL VLORE01	n/a		The University of Vlora "Ismail Qemali" uses ECTS credit system. The number of ECTS credits is allocated to course units depending on the student's workload required to complete them. Please see the table below for the local grading system. https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
E CIUDA-R01			Preuniversitario : Normativa (uclm.es)

Spanish Scale

E-CIUDA-R01: International Scale	10 - 9.00 (Matrícula de Honor (MH) - Sobresaliente)
A (excellent)	
B (very good)	8.99 - 8.00 (Notable alto)

¹⁰ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

C
(good)

D
(satisfactory)

E
(sufficient)

F
(failure)

7.99 - 7.00 (Notable bajo)

6.99 - 6.00 (Bien)

5.99 – 5.00 (Suficiente)

4.99 – 0.00 (Suspenso)

Spanish grades go from 0 to 10, pass with 5.

AL VLORE01

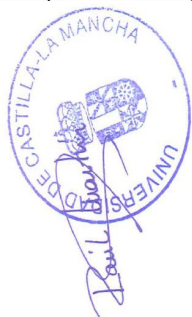
ECTS Grade	Albanian Grade	Definition	
A	10	EXCELLENT	outstanding performance with only minor errors
B	9	VERY GOOD	above the average standard but with some errors
C	8	GOOD	generally good work with a number of notable errors
D	7	SATISFACTORY	fair but with significant shortcomings
E	6	SUFFICIENT	performance meets little above the minimum criteria
E	5	PASS	performance meets the minimum criteria
FX	4	FAIL	considerable further work is required

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

7. Termination of the agreement

Each party reserves the right to terminate this Bilateral Institutional Agreement with at least one-year advance notice, taking effect as of 1st September 20XX+1. Any activity already started will be finalized and not affected by the termination notice. Neither the European Commission nor the National Agencies can be held responsible in case of conflict

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
AL VLORE01	Prof. Dr. Roland ZISI, Rector	21.11.2023	 
E CIUDA-R01	Raúl Martín Martín Vice Rector for Internationalization	02-11-2023	 

¹¹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation