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 institutions[1] 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 year 2022: 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 Education[2] and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR[3] and in line with the technical standards of the European Student Card Initiative[4], 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

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[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 Vlora "Ismail Qemali" OID: E10159336 Department of Foreign Languages	AL VLORE01	**Academic coordinator:** Assoc. Prof. Kozeta Hyso kozetahyso1@gmail.com **Administrative contact:** Ms. Rezarta Sinanaliaj Projects and International Relations office International@univlora.edu.al	**General:** www.univlora.edu.al **Faculty:** https://univlora.edu.al/fakulteti-i-shkencave-humane/ **Course catalogue:** https://univlora.edu.al/wp-content/uploads/2020/02/student-guide-2019-2020.pdf https://univlora.edu.al/courses-erasmus/
Pavol Jozef Šafárik University in Košice OID: E10209027 Department of British and American Studies	SK KOSICE02	**International Relations Office** *Erasmus+ institutional coordinatuuuor:* Mgr. Mária Vasiľová, PhD. +421 55 234 1159 maria.vasilova@upjs.sk, zahrodd@upjs.sk *Contact person:* Mgr. Veronika Petruňová +421 55 234 1679 veronika.petrunova@upjs.sk, zahrodd@upjs.sk Address: International Relations Office (IRO), Šrobárova 2, 04180 Košice, Slovakia **Department of British and American Studies** Dr. h. c. prof. Mgr. Slávka Tomaščíková, PhD. +421 55 234 7169	General: https://www.upjs.sk/en/ Faculty/faculties: https://www.upjs.sk/filozoficka-fakulta/en/ Course catalogue: https://www.upjs.sk/en/information/international-relations/erasmus-ka171/

[5] Higher education institutions (HEIs) from 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.

		slavka.tomascikova@upjs.sk	

2. Mobility numbers per project duration

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]	Subject area ISCED CODE[7] (optional)	Subject area NAME (optional)	Subject area [short cycle, 1st , 2nd or 3rd] (optional)	Number of mobility periods Student Mobility for Studies [Specify here total number of students and total number of months]
SK KOSICE02	AL VLORE01	-	-	-	-
AL VLORE01	SK KOSICE02	023	Languages	1st, 2nd, 3rd	**8 students** each student for 4,5 (four and a half) months

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)	Number of mobility periods	
				Staff Mobility for Teaching [Specify here total number of staff and total number of days]	Staff Mobility for Training [Specify here total number of staff and total number of days]
SK KOSICE02	AL VLORE01	023	Languages	**2 teachers** each teacher for 5 days of activity + 2 days of travel, at least 8 teaching hours each teacher	-

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[7] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

[8] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

AL VLORE01	SK KOSICE02	023	Languages	4 teachers each teacher for 5 days of activity + 2 days of travel, at least 8 teaching hours each teacher	-

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 skills[9] 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]
SK KOSICE02	023 Languages	English		B2	B2
AL VLORE01	023 Languages	English		B2	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.

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[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

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Normally, the sending institution selects participants, and nominates them to be accepted or rejected by the receiving institution. Some institutions may prefer to set joint procedures, including for example joint selection panels to ensure consistent selection of participants.

- The sending and the receiving institution should have a common understanding regarding selection of participants and should have set a basic timeline and identified the colleagues responsible for the nomination of students and staff.

- 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. Selection criteria and procedures must be clearly communicated in the call for applications.

- Institutions shall take the necessary measures to prevent any conflict of interest with regard to persons who may be invited to take part in the selection bodies or selection process. 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. In the evaluation and selection process in case of equivalent academic merit, preference should be assigned to students with fewer opportunities, commonly agreed by the partner institutions as target groups in their Inter-institutional agreement.

- A student can go on mobility several times, up to a maximum of 12 months per study cycle (excluding time covered by virtual components during a blended mobility). Prior experience under Erasmus+ mobility for higher education students (KA103, KA131, KA107, KA171) and as scholarship holders of Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees is taken into account for the maximum of 12 months. However, participation in Erasmus Mundus Master Courses and Erasmus Mundus Joint Master Degrees as self-financing participants is not taken into account.

- After the selection of participants, the partner institution is obliged to send to the International Relations Office of the Pavol Jozef Šafárik University in Košice a scanned copy of the record of the selection procedure.

Applications/information on nominated **students and staff** must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Term duration	Deadline[10]
SK KOSICE02	1st (Winter) Term: approx. from 2nd half of September to mid-February	Students:

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

		Recommended: nomination: 15th May, application: 15th June (or based on the individual agreement between institutions) Staff: based on the individual agreement between institutions
	2nd (Summer) Term: approx. from mid-February to end of June	Students: Recommended: nomination: 15th November, application: 30th November (or based on the individual agreement between institutions) Staff: based on the individual agreement between institutions
AL VLORE01	**Winter Term:** October 2nd to February 23th (teaching and exams) **Spring Term:** March 1st to July 5th (teaching and exams)	Students: **Winter Term:** June 30th **Spring Term:** December 15th Staff: based on the individual agreement between institutions

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
SK KOSICE02	zahrodd@upjs.sk +421552341679	https://www.upjs.sk/en/information/international-relations/erasmus-ka171/
AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-_-english.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
Academic requirements	Number of ECTS credits (or equivalent) already completed / current level of completion of studies Subject area (ISCED code) EQF level

	- Student mobilities from AL VLORE01 to SK KOSICE02: 1. Academic achievement (GPA). 2. Very good command of written and spoken English. - Staff mobilities from AL VLORE01 to SK KOSICE02: 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. - Staff mobilities from SK KOSICE02 to AL VLORE01: - compliance between professional specialization of the staff member – teacher and the specialization of the receiving department at the University of Vlora "Ismail Qemali". - very good command of written and spoken English in compliance with the proficiency level laid down in the inter-institutional agreement.
CV	- Staff mobilities from AL VLORE01 to SK KOSICE02: *Required for staff.* - Staff mobilities from SK KOSICE02 to AL VLORE01: N/A
Motivation letter	- Student mobilities from AL VLORE01 to SK KOSICE02: *Required for student* - Staff mobilities from AL VLORE01 to SK KOSICE02: *Required for staff* - Staff mobilities from SK KOSICE02 to AL VLORE01: N/A
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. - Student mobilities from AL VLORE01 to SK KOSICE02: 1. In case of candidates of equal academic merit, priority is given to: a. 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. b. students who have not participated in a mobility exchange before within the same study cycle. 2. When possible, the committee tries to respect gender equality in participant selection. - Staff mobilities from AL VLORE01 to SK KOSICE02: 1. Priority is given to staff who have not previously participated in a mobility exchange.

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[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

	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. - Staff mobilities from SK KOSICE02 to AL VLORE01: 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	- Student mobilities from AL VLORE01 to SK KOSICE02: TBD - Staff mobilities from AL VLORE01 to SK KOSICE02: TBD - Staff mobilities from SK KOSICE02 to Vlora: N/A
Website for information (optional)	AL VLORE01 (optional) https://univlora.edu.al/

2. Preparation and support

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

- Ensure that students are aware of their rights and obligations as defined in the *Erasmus Student Charter*[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.

- 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.

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[12] 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.

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	SK KOSICE02	zahrodd@upjs.sk +421552341679	https://www.upjs.sk/en/information/international-relations/erasmus-ka171/
Language Support	SK KOSICE02	zahrodd@upjs.sk +421552341679	https://www.upjs.sk/en/information/international-relations/erasmus-ka171/
Visa	SK KOSICE02	zahrodd@upjs.sk +421552341679	https://www.upjs.sk/en/information/international-relations/erasmus-ka171/
Insurance	SK KOSICE02	zahrodd@upjs.sk +421552341679	The incoming participants have to ensure an insurance covering the entire duration of the mobility including the days of travel. An incoming participant has to send a copy of the insurance to the International Relations Office before the start of the mobility. An insurance of medical expenses is compulsory, but the participant is recommended to also take out other types of insurance policies, as they may deem fit (for example an accident insurance, a liability insurance etc.). https://www.upjs.sk/en/information/international-relations/erasmus-ka171/

Inclusion of participants with fewer opportunities	SK KOSICE02	zahrodd@upjs.sk +421552341679	We offer assistance to welcome students and staff with fewer opportunities or disabilities. However, the International Relations Office must be informed about it during the application procedure since the options we offer them and their acceptance are conditioned by state and university regulations and possibilities. https://www.upjs.sk/en/information/international-relations/erasmus/special-needs/ https://www.upjs.sk/en/information/international-relations/erasmus-ka171/
Mentoring	SK KOSICE02	zahrodd@upjs.sk +421552341679	https://www.upjs.sk/en/information/international-relations/erasmus-ka171/
Grant payments	SK KOSICE02	zahrodd@upjs.sk +421552341679	https://www.upjs.sk/en/information/international-relations/erasmus-ka171/
Alumni information	SK KOSICE02	zahrodd@upjs.sk +421552341679	https://www.upjs.sk/en/information/international-relations/erasmus-ka171/

Preparatory & 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
Language Support	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Visa	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Insurance	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Inclusion of participants with fewer opportunities	AL VLORE01	international@univlora.edu.al	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc. https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Mentoring	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Grant payments	AL VLORE01	N/A	N/A
Alumni information	AL VLORE01	international@univlora.edu.al	www.univlora.edu.al

3. 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.]*

SK KOSICE02: European Credit Transfer and Accumulation System (ECTS)
AL VLORE01: European Credit Transfer and Accumulation System (ECTS)

- 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. (It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines).

    o Providing staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

4. 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' guide[13]. 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
SK KOSICE02		Grading system is described in: a/ for 1st, 2nd and combined 2nd degree of study: https://intranet.upjs.sk/op/op.Public.php?documentid=5829 (Article 13) The following grading scale shall be employed at the University for the assessment of the study results: a) A – excellent (excellent results) (numerical value 1), b) B – very good (above-average results) (1.5), c) C – good (average results) (2), d) D – satisfactory (acceptable results) (2.5), e) E – sufficient (results meet the minimum criteria) (3), f) FX – failed (further work is required) (4), g) X – non-graded (did not pass, did not meet the required minimum criteria) (4). The course shall be deemed successfully completed if the student has obtained the rating from A to E or passed it. b/ for 3rd degree of study: https://www.upjs.sk/app/uploads/2022/11/phd-study-regulations-upjs-2019.pdf The statistical distribution of grades is available separately for each course in the course information letter (Course Catalogue).
AL VLORE01		Grading system | ECTS grade	Points (%)	Local grade	Description of the grade	Description of the local grade in Albanian
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A	90-100	10	Excellent	Shkëlqyeshëm
B	80-89	9	Very good	Shumë mirë
C	70-79	8	Good	Mirë
D	60-69	7	Satisfactory	Kënaqshëm
E	50-59	6	Sufficient	Mjaftueshëm
F	40-49	5	Passable	Kalueshëm
FX	0-39	1-4	Fail	Mbetës	

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

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

This Inter-institutional agreement is signed within the 2022 call for proposals for Erasmus+ KA171. The project is valid from 01.08.2022 until 31.07.2025 and therefore, all mobilities within this project must be implemented by 31.07.2025. However, the planned periods of participants' mobilities have to be arranged with the receiving institution in advance with respect to the academic calendar.

6. 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."

SIGNATURES OF THE INSTITUTIONS (legal representatives)*

Institution [Erasmus code or name and city]	Name, function	Date	Signature[14]
SK KOSICE02	Mgr. Mária Vasiľová, PhD. Erasmus+ institutional coordinator		
AL VLORE01	Prof. Dr. Roland Zisi Rector	26.12.2023	

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