



EUROPEAN UNION

**Erasmus+**  
Enriching lives, opening minds

2021-2027

UNIVERSITETI "ISMAIL QEMALI"  
VLORË

ZYRA E PROTOKOLL - ARTIKOLI  
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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 institutions<sup>1</sup> 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 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 Education<sup>2</sup> and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR<sup>3</sup> and in line with the technical standards of the European Student Card Initiative<sup>4</sup>, 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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<sup>1</sup> 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.

<sup>2</sup> [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en)

<sup>3</sup> [https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en)

<sup>4</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](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 <sup>5</sup>	Contact details <sup>6</sup> (email, phone)	Websites
University of Kragujevac	RS Kragujevac	<p><b>Institutional Erasmus+ Coordinator:</b> Prof. dr Vladimir Senić: <a href="mailto:prorektor.inovacije@kg.ac.rs">prorektor.inovacije@kg.ac.rs</a></p> <p><b>Head of IRO:</b> Olivera Mijatović, <a href="mailto:olivera.mijatovic@kg.ac.rs">olivera.mijatovic@kg.ac.rs</a></p> <p><b>Erasmus Officers:</b> Predrag Vukomanović, Milica Spasojević, Nikola Šipić Administrative Erasmus+ Coordinators <b>Contact:</b> <a href="mailto:erasmuska107@kg.ac.rs">erasmuska107@kg.ac.rs</a> ; +38134300425</p> <p><b>Academic coordinator:</b> Assoc. Prof. Armela Panajoti Dean of the Faculty of Humanities armela.panajoti@univlora.edu.al; <a href="mailto:armelap@assenglish.org">armelap@assenglish.org</a></p> <p><b>Administrative Contact</b> Ms. Rezarta Sinanaj Projects and International Relations Sector <a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a></p>	<p>General: <a href="https://en.kg.ac.rs/">https://en.kg.ac.rs/</a></p> <p>Faculty/faculties: <a href="https://en.kg.ac.rs/members.php">https://en.kg.ac.rs/members.php</a></p> <p>Course catalogue: <a href="https://en.kg.ac.rs/courses.php">https://en.kg.ac.rs/courses.php</a></p>
University of Vlora "Ismail Qemali", Albania	AL VLORE01		<p>General: <a href="http://www.univlora.edu.al">www.univlora.edu.al</a></p> <p>Faculty: <a href="https://univlora.edu.al/fakulteti-shkencave-humane/">https://univlora.edu.al/fakulteti-shkencave-humane/</a></p> <p>Course catalogue: <a href="https://univlora.edu.al/wp-content/uploads/2020/02/student-guide-2019-2020.pdf">https://univlora.edu.al/wp-content/uploads/2020/02/student-guide-2019-2020.pdf</a></p> <p><a href="https://univlora.edu.al/courses-erasmus/">https://univlora.edu.al/courses-erasmus/</a></p>

<sup>5</sup> 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.

<sup>6</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

## 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

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Field of education [ISCED] <sup>7</sup> (optional)	Field of education - clarification (optional)	Level of education [EQF] (optional)	Number of mobility periods		
					Student Mobility [Total number of students]	Staff Mobility [Total number of months]	Staff Mobility [Total number of staff]
AL VLORE01	RS KRAJUE01	0230	0230: Languages	BA, MA, PhD	2	10 months	2
RS KRAJUE01	AL VLORE01	0230	0230: Languages	BA, MA, PhD	2	10 months	2

### Optional additional information

e.g. blended mobility, etc.

<sup>7</sup> <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/SCED-F%202013%20Detailed%20field%20descriptions.pdf>

### 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<sup>8</sup> 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]
AL VLORE01		Albanian	English	B1	B2
RS KRAGUJE01		Serbian	English	B1	B2

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

### 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.
- Repartition of the granted organisational support (OS) between the partners is strongly recommended, but not mandatory.

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<sup>8</sup> 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>

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

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline <sup>9</sup>
RS KRALGUE01	Autumn Term: 31st May  Spring Term: 30th November	Autumn Term: 30th June  Spring Term: 20th December
AL VLORE01	Autumn Term: October 2nd to February 23th (teaching and exams)	Autumn Term: 15th September  Spring Term: 15th January
	Spring Term: March 1st to July 5th (teaching and exams)	

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:

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<sup>9</sup> Please specify the deadline for each term and, if necessary, adapt to a trimester system.

<b>Application procedure</b>		
<b>Receiving Institution</b> [Erasmus code or city]	<b>Contact details</b> (email)	<b>Website for information</b>
RS KRAGUE01	International Relations Office <a href="mailto:Erasmuska107@kg.ac.rs">Erasmuska107@kg.ac.rs</a>	<a href="https://en.kg.ac.rs/exchange_students.php">https://en.kg.ac.rs/exchange_students.php</a> <a href="https://en.kg.ac.rs/staff.php">https://en.kg.ac.rs/staff.php</a>
AI VLORE01	armelap@assenglish.org; armela.panajoti@univlora.edu.al Dean, Faculty of Humanities <a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a> Projects and International Relations Sector	<a href="https://univlora.edu.al/">https://univlora.edu.al/</a> <a href="https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM_-english.pdf">https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM_-english.pdf</a>

  

<b>Academic and additional requirements</b>		
<b>Requirement</b>	<b>Details</b>	<b>Website for information (optional)</b>
Academic requirements	The academic requirements are determined by the internal procedures and rules determined by both institutions. In the application process, it is obligatory that the proposed learning agreement contains min 20 ECTS.	
Application requirements	During the application process, all candidates must submit a valid enrolment/employment certificate, transcript of records, learning/mobility agreement, passport scan and motivation letter	<a href="https://en.kg.ac.rs/how_to_apply.php">https://en.kg.ac.rs/how_to_apply.php</a>

<p>For KA171: Inclusion measures<sup>10</sup></p>	<p>As a program country institution, the University of Kragujevac, follows the guidelines proposed by the Program, as well as specific guidelines proposed by the National Agency.</p>	
<p>AL VLORE01</p>	<p>Academic requirements:</p> <p>Subject area: 023 Application form (students/staff) Academic requirements for students:</p> <ol style="list-style-type: none"> <li>1. Academic achievement (GPA).</li> <li>2. Written and spoken command of English.</li> </ol> <p>Academic requirements for staff:</p> <ol style="list-style-type: none"> <li>1. Academic merit (ranked according to the academic title/degree) for teaching staff.</li> <li>2. Work experience/performance (for administrative staff).</li> <li>3. Written and spoken command of English in compliance with the proficiency level laid down in the inter-institutional agreement.</li> </ol>	<p><a href="https://univlra.edu.al/wp-content/uploads/2023/01/Regulation-ICM---english.pdf">https://univlra.edu.al/wp-content/uploads/2023/01/Regulation-ICM---english.pdf</a></p>

## 5. Preparation and support

The higher education institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the *Erasmus+ Student Charter*<sup>11</sup>.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**,

<sup>10</sup> 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](https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en)

<sup>11</sup> The Erasmus+ Student Charter is available here: [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en)

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**.
- 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	RS KRAGUE01		<a href="https://en.kg.ac.rs/accommodation.php">https://en.kg.ac.rs/accommodation.php</a>
Language Support	RS KRAGUE01		<a href="https://en.kg.ac.rs/language_support.php">https://en.kg.ac.rs/language_support.php</a>
Visa	RS KRAGUE01	<a href="mailto:erasmuska107@kg.ac.rs">erasmuska107@kg.ac.rs</a> +38134300425	<a href="https://en.kg.ac.rs/visa.php">https://en.kg.ac.rs/visa.php</a>
Insurance	RS KRAGUE01		<a href="https://en.kg.ac.rs/health_care.php">https://en.kg.ac.rs/health_care.php</a>
Inclusion for participants with disabilities	RS KRAGUE01		University of Kragujevac has limited infrastructure to welcome students/staff with disabilities. Please, contact the IRO to make specific arrangements.
Accommodation	AL VLORE01	Projects and International Relations <a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	<a href="https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf">https://univlora.edu.al/</a> <a href="https://univlora.edu.al/">https://univlora.edu.al/</a> <a href="https://www.facebook.com/people/Qyteza-Studenti-Vlore/100046352926013/">https://www.facebook.com/people/Qyteza-Studenti-Vlore/100046352926013/</a>
Language Support	AL VLORE01	Assoc. prof. Armela Panajoti, dean <a href="mailto:armelap@assenglish.org">armelap@assenglish.org</a> ; <a href="mailto:armela.panajoti@univlora.edu.al">armela.panajoti@univlora.edu.al</a>	<a href="https://univlora.edu.al/">https://univlora.edu.al/</a>
Projects and International Relations	AL VLORE01	Projects and International Relations <a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	
Visa	AL VLORE01	Projects and International Relations <a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	<a href="https://univlora.edu.al/">https://univlora.edu.al/</a>
Insurance	AL VLORE01	Projects and International Relations <a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	<a href="https://univlora.edu.al/">https://univlora.edu.al/</a>

Inclusion for participants with disabilities	AL VLORE01	Projects and International Relations <a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	The University of Vlora "Ismail Qemali" has limited infrastructure to welcome students/staff with disabilities. However, for each case specific arrangements can be made.
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## Recognition

- Institutions commit to:
  - Ensure recognition for activities satisfactorily completed.

**UNIKG:** The procedures for recognizing the achieved results of mobility are defined by the Recognition Regulations, which is the overarching document, and they are further defined by internal regulations at each faculty. Subjects are chosen in agreement with the faculty coordinator, 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.

**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:
  - 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.

## 6. 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<sup>12</sup>. 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
RS KRAGUJE01	N/A	The University of Kragujevac uses ECTS credit system. The number of ECTS credits is allocated to course units depending on the student's workload required to complete them. Detailed information on local grading system is available at: <a href="http://kg.ac.rs/eng/grading_system.php">http://kg.ac.rs/eng/grading_system.php</a>
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.

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

<sup>12</sup> The ECTS user's guide is available here: [https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide\\_en](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en)

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

### 8. 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 <sup>13</sup>
RS KRAGUJE01	prof.dr Nenad Filipovic, Rector		
AL VLOR01	Prof. Dr. Roland ZISI, Rector	02.11.2013	

<sup>13</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation