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 years 2023 -26 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 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 Naples Federico II	I NAPOLI01	Fernanda Nicotera, Erasmus+ Office, Corso Umberto I, 40 80138 Napoli (IT) Phone: +39-081-2537108/101;email: incoming@unina.it	General: www.unina.it , www.international.unina.it
Academic Coordinator		Daniela La Foresta – Department of Political Sciences - daniela.laforesta@unina.it	https://www.scienzepolitiche.unina.it/
University of Vlora 'Ismail Qemali'	AL VLORE01	Administrative contact: Msc. Rezarta Sinanaliaj Projects and International Relations Sector international@univlora.edu.al	General: https://univlora.edu.al/ https://univlora.edu.al/sektori-projekteve/erasmus/ Course catalogue: https://univlora.edu.al/courses-erasmus/
Academic Coordinator		Academic contacts: Department of Law: Dr. Eriola Cakrani eriola.hoxha@univlora.edu.al Department of Foreign Languages Assoc. Prof. Bledar Toska (0239) bledar.toska@univlora.edu.al	https://univlora.edu.al/fakulteti-i-shkencave-humane/ https://univlora.edu.al/courses-erasmus/ https://univlora.edu.al/wp-content/uploads/2020/02/student-guide-2019-2020.pdf

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[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.

2. Mobility numbers per project 2023-1-IT02-KA171-HED-000135550

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]	Subject area ISCED CODE[7]	Subject area NAME	Study cycle [short cycle, 1st , 2nd or 3rd]	Number of mobility periods			
					Student Mobility total number of students	Student Mobility total number of months	Staff Mobility total number of staff	Staff Mobility total number of days
AL VLORE01	I NAPOLI01	312	Political Sciences	1st, 2nd, 3rd	2	10	3	33
		0239	Languages					
I NAPOLI01	AL VLORE01	312	Political Sciences	1st, 2nd, 3rd	1	5	3	33
		0239	Languages					

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 skills[8] at the start of the mobility period (see also section 5 "Preparation and Support").

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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] 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

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]
I NAPOLI01		Italian	English	B2	B2
AL VLORE01		Albanian	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 organization 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.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
the OS funds will be used to co-finance all activities related to the organization of quality mobility. 50% of the grant awarded by the European Commission can be used to finance further mobility if needed. The partner Institution of the	Assistance for incoming mobilities (help in finding accommodation, assistance for applying for a visa and residence permit, language courses, cultural activities)

University of Naples will receive a contribution of Euro 150 for both incoming and outgoing mobilities.	Assistance for outgoing mobilities (dissemination of the opportunities offered by the Erasmus program, preparation of materials and information, selection of candidates, assistance in preparatory activities for the departure of beneficiaries)
	Dissemination of the results achieved. Preparation of printed material, organization of events, dissemination on social media and in the press.

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]
I NAPOLI01	Winter Term: from September to February Spring Term: from February to July	Nomination deadlines: Winter Semester May 15 – Summer Semester October 31
AL VLORE01	Winter Term: **October** 2nd to **February** 23th (teaching and exams)	**Nominations** Winter Term: 15 July Spring Term: 20 December

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

	Spring Term: **March** 1st to **July** 5th (teaching and exams)	**Applications** Autumn Term: 5th September Spring Term: 15th January

The receiving institution will send its decision within 3 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
I NAPOLI01	Email: international@unina.it Phone: +39-081-2537101/187	http://www.international.unina.it/erasmus/
AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/ https://univlora.edu.al/wpcontent/uploads/2023/01/Regulation-ICM-_-english.pdf

Selection criteria University of Naples Federico II

Requirement	Details	Website for information (optional)
Academic requirements	1-year higher education completed.	
CV	Optional. If requested by the sending institution	
Motivation letter		
Inclusion measures[10]	The inclusion of students with disadvantaged economic	

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[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

	conditions is the goal for University of Naples	
Other	Language certificate	

University of Vlora 'Ismail Qemali'		
Academic requirements	Details are described in: 1. The internal regulation of UV Erasmus+ Incoming students guide.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf
CV		https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Motivation letter		
Inclusion measures[11]		
Other		

6. Preparation and support

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

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

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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

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

- 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	I NAPOLI01	INTERNATIONAL WELCOME DESK Ph. +390810482669 accomodation@unina.it	http://www.isu-services.it/it/universities/universita-degli-studi-di-napoli-federico-ii
Accommodation	AL VLORE01	international@univlora.edu.al trajtimi.studentit.vlore@gmail.com	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf https://www.facebook.com/people/Qyteza-Studenti-Vlore/100046352926013/
Language Support	I NAPOLI01	Centro Linguistico di Ateneo cla@unina.it	www.cla.unina.it
Language Support	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Visa, Insurance, Grant payment	I NAPOLI01	Erasmus+ Office incoming@unina.it Ph: +39-081-2537101/	
Insurance, Visa	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Inclusion of participants with fewer opportunities	I NAPOLI01	SInAPSi centre supporto.sinapsi@unina.i	https://www.sinapsi.unina.it
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

6. Recognition

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

> If possible the European Credit Transfer and Accumulation System (ECTS) will be used. Otherwise, the different systems are compared on the basis of the number of workload foreseen for a single credit

- 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.

7. 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.

I NAPOLI01
National Grading System
Each course is graded on a scale from 1 to 30, with 18 and 30 e lode (30 cum laude) as a minimum and maximum pass grade, respectively. Some exams can be evaluated by pass (superato o idoneo) or by sufficient (sufficiente), good (buono), excellent (eccellente o ottimo).
Credits (1 credit = 25 hours total work)
1 full academic year = 60 credits
1 semester   = 30 credits
A percentage grading distribution will be provided to each Transcript of Records, according to the single class degree and the average of the last three years.

University of Vlora 'Ismail Qemali':
AL VLORE01

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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

Grading system

ECTS grade	Points (%)	Local grade	Description of the grade	Description of the local grade in Albanian
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
E	40-49	5	Passable	Kalueshëm
FX	0-39	1-4	Fail	Mbetës

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

9. Termination of the agreement

A unilateral decision to discontinue the exchanges must be notified to the other party by 1 September 2024 will only take effect as of 1 September 2025. 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]
I NAPOLI01	Valeria Costantino, Erasmus University Coordinator		
AL VLORE01	Prof. Dr. Aurela Saliaj Rector	20. 09 2024	

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