EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff

between EU Member States and third countries associated to the Programme and third countries not associated to the Programme

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 2023 (1.8.2023-31/7/2026) in:

- KA171

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

---

[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
Palacký University Olomouc Křížkovského 8, 77147 Olomouc Department of	CZ OLOMOUC01	Institutional Coordinator: Yvona Vyhnánková, +420 585 631 041 yvona.vyhnankova@upol.cz Department Coordinator: Markéta Janebová +420 585 633 130 marketa.janebova@upol.cz	General: https://www.upol.cz/ Course catalogue: www.stag.upol.cz/ects/ or www.international.upol.cz/en/exchange-programmes/im-an-exchange-student/news-general-information/#c69007 Faculty/department: Faculty of Arts Department of English and American Studies
University of Vlora "Ismail Qemali", Albania Faculty of Humanities Department of Foreign Languages	AL VLORE01	Academic coordinator: Assoc. Prof. Armela Panajoti Dean of the Faculty of Humanities armela.panajoti@univlora.edu.al armelap@assenglish.org + 355 69 2384468 Administrative Contact Ms. Rezarta Sinanaliaj	General: www.univlora.edu.al Faculty/faculties: 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/

---

[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 +355 69 5303633	

4

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.

Number of student and staff mobility periods

FROM	TO	Subject area	Subject area	Study cycle	Number of mobility periods			
Erasmus code or city of the sending institution	Erasmus code or city of the receiving institution	ISCED CODE[7] *(optional)*	NAME *(optional)*	1st, 2nd or 3rd]	Student Mobility *total number of students*	Student Mobility *total number of months*	Staff Mobility *total number of staff*	Staff Mobility *total number of days*
CZ OLOMOU C01	VLORË	0232	English	1, 2, 3	4	16	3	21
VLORË	CZ OLOMOUC 01	0232	English	1, 2, 3	4	16	4	28

Optional additional information

[7] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%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 <u>language skills</u>[8] at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution	Subject area	Language of instruction 1	Language of instruction 2	Recommended level	
Erasmus code or city	(Optional)			Student Mobility	Staff Mobility
				[Minimum recommended level in at least one of the languages: B1]	[Minimum recommended level in at least one of the languages for teaching: B2]
CZ OLMOUC01		Czech	English	B2	C1
VLORË		Albanian	English	B2	C1

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.

---

[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

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.

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
Palacký University will contribute to organisational costs based on the number of eligible mobilities carried out during the project.	Selection of students and staff arrangements.
	Linguistic and intercultural preparation provided to both incoming and outbound students and staff; facilitating the integration of incoming mobile participants in the HEI.
	Providing information and assistance to students and staff; ensuring efficient mentoring and supervision arrangements of mobile participants.
	Promoting and managing the participation of individuals with fewer opportunities; identifying and promoting civic engagement activities and monitoring participation in such activities.

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]
CZ OLOMOUC01	Winter Term: September to December	June 15 (nomination) May 31st (application visa students) June 30 (application non-visa students)
	Spring Term: February to May	October 31st (nomination, application visa students) November 15 (application non-visa students)
AL VLORE01	Winter Term: from the first week of October till end of February	Winter term: Nomination period: 1st of April until 15th of July (please use nomination sheet) Application deadline: 20th of July
	Spring Term: from March till June	Spring Term: Nomination period: 1st of October until 20th of December (please use nomination sheet)

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

Application deadline: 1st of January

The receiving institution will send its decision within [x] weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

Application procedure

Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
CZ OLOMOUC01	barbora.kolcavova@upol.cz Tel: +420 585 631 085	www.international.upol.cz/en/exchange-programmes/im-an-exchange-student/news-general-information/
AL VLORE01	armelap@assenglish.org; armela.panajoti@univlora.edu.al international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

Selection criteria

Please sum up in this table the selection criteria. This is a non-exhaustive list – partners are invited to agree on the eventual list of selection criteria.

CZ OLOMOUC01	Details	Website for information (optional)
Academic requirements	Academic transcript Online application English Language Certificate/Statement of Language Level Learning Agreement	

CV	Yes/no	
Motivation letter	Yes/no	
Inclusion measures[10]	- Reduced mobility - Hearing or visual impairments - Special educational needs - Mental health issues	www.upol.cz/en/welcome-office/health-well-being
Other		

Partner institution	Details	Website for information (optional)
Academic requirements	Number of ECTS credits (or equivalent) already completed / current level of completion of studies Subject area (ISCED code) EQF level	
CV	Required for staff	
Motivation letter	Required for students	
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.	

---

[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

[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

Other	Academic requirements: Subject area: 0232 Application form (students/staff) Academic requirements for students: 1. Academic achievement. 2. Written and spoken command of English. 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.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-–-english.pdf

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.

---
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.

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.

CZ OLOMOUC01

Preparatory & Support Measures	Contact details (email, phone)	Website for information & arrangements
Accommodation	barbora.kolcavova@upol.cz Tel: +420 585 631 085	www.skm.upol.cz/en/accommodation/for-international-students/
Language Support	barbora.kolcavova@upol.cz Tel: +420 585 631 085	www.international.upol.cz/en/exchange-programmes/im-an-exchange-student/news-general-information/
Visa	barbora.kolcavova@upol.cz Tel: +420 585 631 085	www.upol.cz/en/welcome-office/visa-residence-permit/students/ www.mzv.cz/jnp/en/information_for_aliens/index.html
Insurance	barbora.kolcavova@upol.cz Tel: +420 585 631 085	www.upol.cz/en/welcome-office/health-well-being/#c66924/
Inclusion of participants with fewer opportunities	barbora.kolcavova@upol.cz Tel: +420 585 631 085	www.upol.cz/en/welcome-office/health-well-being
Grant payments	barbora.kolcavova@upol.cz Tel: +420 585 631 085	

Partner Institution

Preparatory & Support Measures	Contact details (email, phone)	Website for information & arrangements
Accommodation	Projects and International Relations international@univlora.edu.al Qyteza Studenti Vlore trajitimi.studentit.vlore@gmail.com	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf https://univlora.edu.al/; https://www.facebook.com/people/Qyteza-Studenti-Vlore/100046352926013/

Language Support	N/A	Provided by the sending institution if needed.
Visa	Projects and International Relations international@univlora.edu.al	https://univlora.edu.al/
Insurance	N/A	Individual – each participant is responsible for their own insurance. Support may be given to those who need it from the side of the sending institution.
Inclusion of participants with fewer opportunities	Projects and International Relations international@univlora.edu.al	The University of Vlora "Ismail Qemali" has limited infrastructure to welcome students/staff with disabilities. However, for each case specific arrangements can be made.
Mentoring	Assoc. prof. Armela Panajoti armelap@assenglish.org; armela.panajoti@univlora.edu.al	Schedule, mobility programme, LA and additional assistance related to the mobility period at UV.
Grant payments	N/A	
Alumni information	N/A	

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g. the European Credit Transfer and Accumulation System.]*

ECTS-the European Credit Transfer and Accumulation System

Objectives set out in the mobility agreements, research objectives that were outlined in the project that was submitted.

- 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 4 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.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' 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]	Website for information
CZ OLOMOUC01	www.international.upol.cz/en/exchange-programmes/im-an-exchange-student/news-general-information/#c69000
VLORË	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

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

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[14]
CZ OLOMOUC01	Mgr. Yvona Vyhnánková		

---

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

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

AL VLORE01	Erasmus+ Institutional Coordinator		
	Prof. Dr. Roland ZISI, Rector	13.02.2024	