



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

UNIVERSITETI "ISMAIL QEMALI"
VLORE
ZYRA E PROTOKOLL - ARKIVËS
NR. 110211 PROT.
DATA 05.06.2023

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

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

The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 20[22]-20[27] in:

- KA131
- KA171

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

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

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

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

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

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

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

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

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
University of Vlora 'Ismail Qemali' Albania (Universiteti 'Ismail Qemali' Vlorë) Represented by Prof Dr Roland Zisi, Rector Address: L. Pavarësia, Rr. Kosova 9400 Vlorë, Shqipëri	VLORE OID: E1015933 6	Academic Coordinator Assoc. Prof. Elenica Pjero (Beqiraj) Vice Dean, Faculty of Economy, Department Business Email: e.pjero@yahoo.com ; elenica.pjero@univlor.a.edu.al Tel. +355 69 6242266 Administrative contact Ms Rezarta Sinanaliaj Projects and International Relation Office email: international@univlor.a.edu.al	General: https://univlora.edu.al/ Course catalogue: 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.

		Tel: +355695303633	
SVEUCILISTE JOSIPA JURJA STROSSMAYERA U OSIJEKU Josip Juraj Strossmayer University of Osijek – UNIOS represented by Prof. Dr. Vlado Guberac Rector address: Trg Svetog Trojstva 3, 31000 Osijek, Croatia VAT number: HR78808975734	HR OSIJEK01	Dario Ferić, Institutional Erasmus coordinator International Relations Office, Trg Sv. Trojstva 3; HR-31000 Osijek, Croatia phone: + 385 31 224 125 fax: + 385 31 224 126 erasmus@unios.hr	www.unios.hr www.unios.hr/incoming-mobility

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 of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional) * [ISCED]	Subject area name (optional)*	Field of educat ion – Clarifi cation (optiona l)	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional)*	Number of student mobility periods			
						Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional) * [total number of students]	Student Mobility for Traineeships (optional) * [total number of months]
VLORE OID: E1015933 6	HR OSIJEK01	0311	Economics		1 st , 2 nd	2	10 months (5 months x 2 students)		-
HR OSIJEK01	VLORE OID: E101593 36	0311	Economics		1 st , 2 nd	2	10 months (5 months x 2 students)		-

☒ **Short-term blended mobility option for students**

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
VLORE OID: E10159336	HR OSIJEK01	-	-	4	24 days (4 persons x 6 days)	2	12 days (2 persons x 6 days)-
HR OSIJEK01	VLORE OID: E10159336	-	-	4	24 days (4 persons x 6 days)	2	12 days (2 persons x 6 days)

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 skills⁷ 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]
VLORE OID: E10159336		Albanian	English	B2	B2
HR OSIJEK01		Croatian	English	B2	B2

⁷ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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+ 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
In the beginning of each semester partners may on a mutually acceptable basis discuss and agree on use of organisational support funds.	Organizational arrangements with partner institutions.
	Promotion of the call and the Erasmus + program
	Cultural preparation for selected students
	Dissemination activities to relevant stakeholders according to the Strategy for dissemination and exploitation of results
	Force majeure situations.

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.

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
VLORE OID: E10159336	Nomination deadline: July 15 th	Nomination deadline: December 15 th
HR OSIJEK01	Nomination deadline: 15 April	Nomination deadline: 1 November

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
VLORE OID: E10159336	Application deadline: September 15 th	Application deadline: January 15 th
HR OSIJEK01	Application deadline: 1 May	Application deadline: 15 November

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
VLORE OID: E10159336	elenica.pjero@univlora.edu.al international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf
HR OSIJEK01	+ 385 31 224 125 erasmus@unios.hr	http://www.unios.hr/suradnja/medunarodna-suradnja/erasmus-incoming-students/application-procedure/

Selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements	<p>Number of ECTS credits (or equivalent) already completed / current level of completion of studies</p> <p>Subject area (ISCED code)</p> <p>EQF level</p> <p>VLORA</p> <ol style="list-style-type: none"> 1. Academic achievement. In case of equivalent academic level, preference should be assigned to students belonging to vulnerable/ disadvantage groups (economic and social diversity, gender, race, colour, disability, etc.) or from less advantaged socio-economic backgrounds. 2. Have a solid command of written and spoken English. 3. Priority is given to student who has not previously participated in mobility in the same study cycle. 	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf

	<p>4. Priority is given to student who has not previously participated in mobility in the same study cycle.</p> <p>When possible, the commission tries to respect gender equality in participant selection. Bonus points in the selection process is given to the staff with fewer opportunities.</p>	
CV	no	
Motivation letter	yes	
Inclusion measures ⁸	<p>Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide)</p> <p>To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process.</p> <p>VLORA</p> <p>Candidates from less advantageous backgrounds are prioritized in the calls for application. Poof is to be submitted along with the other application docs.</p>	
Other	<p>VLORA</p> <p>Application form (required for both students and staff)</p> <p>Verification letters, e.g. employment/study level, language skills, transcripts (required for both students and staff)</p>	

Selection criteria

Requirement	Details	Website for information (optional)
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⁸ You may find the implementation guidelines of the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy here:

https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

Academic requirements	HR OSIJEK01 <ol style="list-style-type: none"> 1. Academic Achievement (with the highest title / scientific degree) for teaching staff. 2. Work experience/ performance for Administrative Staff. 3. A solid command of written and spoken English as required at the inter-institutional agreement. 4. Priority is given to staff who has not previously participated in a mobility exchange. <p>When possible, the commission tries to respect gender equality in participant selection. Bonus points in the selection process is given to the staff with fewer opportunities.</p>	http://www.unios.hr/erasmus-partner-countries-ka171/ https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM- -english.pdf
CV	Required	
Motivation letter	Required	
Inclusion measures ⁹	VLORA Candidates from less advantageous backgrounds are prioritized in the calls for application. Poof is to be submitted along with the other application docs.	
Other	VLORA Application form (required for both students and staff) Verification letters, e.g. employment/study level, language skills, transcripts (required for both students and staff)	

⁹ 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

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*¹⁰.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- 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.

¹⁰ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	VLORE OID: E10159336	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
	HR OSIJEK01	International Relations Office phone: + 385 31 224 125 erasmus@unios.hr	http://www.unios.hr/suradnja/medunarodna-suradnja/erasmus-incoming-students/upon-arrival/
Language Support	VLORE OID: E10159336	international@univlora.edu.al	
	HR OSIJEK01	International Relations Office phone: + 385 31 224 125 erasmus@unios.hr	http://www.unios.hr/suradnja/medunarodna-suradnja/erasmus-incoming-students/unios-academic-information/
Visa	VLORE OID: E10159336	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
	HR OSIJEK01	International Relations Office phone: + 385 31 224 125 erasmus@unios.hr	http://www.unios.hr/suradnja/medunarodna-suradnja/erasmus-incoming-students/before-leaving-home/
Insurance	VLORE OID: E10159336	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
	HR OSIJEK01	International Relations Office phone: + 385 31 224 125 erasmus@unios.hr	http://www.unios.hr/suradnja/medunarodna-suradnja/erasmus-incoming-students/before-leaving-home/ http://www.hzzo.hr/en
Inclusion of participants with fewer opportunities	VLORE OID: E10159336	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
	HR OSIJEK01	- Reduced mobility - Hearing impairments - Visual impairments	http://www.unios.hr/suradnja/medunarodna-suradnja/erasmus-incoming-students/students-with-disabilities/

		Mr. Damir Španić, UNIOS coordinator for students with disabilities e-mail: dspanic@unios.hr	
Mentoring	VLORE OID: E10159336	elenica.pjero@univlora.edu.al	
	HR OSIJEK01	-	-
Grant payments	VLORE OID: E10159336		
	HR OSIJEK01	-	-
Alumni information	VLORE OID: E10159336		
	HR OSIJEK01	-	-

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.]*
- Partner institutions will ensure recognition as agreed in the learning agreement and confirmed by the transcript of records/traineeship certification in line with European Credit Transfer and Accumulation System
- 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.

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' guide¹¹. 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
VLORE OID: E10159336		https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
HR OSIJEK01		http://www.unios.hr/suradnja/medunarodna-suradnja/erasmus-incoming-students/unios-academic-information/

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


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8. Termination of the agreement

In the event of modification of the inter-institutional agreement, a notice of at least one semester should be given.
in the event of unilateral termination, a notice of at least one academic year should be given.
Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

¹¹ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ¹²
VLORE OID: E10159336	Prof Dr Roland Zisi Rector of University of Vlora 'Ismail Qemali' Albania (Universiteti 'Ismail Qemali' Vlorë)	05.06.2023	
HR OSIJEK01	Prof. Dr. Vlado Guberac Rector of Josip Juraj Strossmayer University of Osijek		

¹² Scanned signatures are accepted