



Erasmus+

Wyższa Szkoła  
Przedsiębiorczości  
i Administracji

## Erasmus+ Programme

### Key Action 1

– Mobility for learners and staff –  
Higher Education Student and Staff Mobility

## Inter-institutional<sup>1</sup> agreement 2022/23-2027/28<sup>2</sup> between programme and partner countries

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organization and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution.

### A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>3</sup> (email, phone)	Website (eg. of the course catalogue)
<b>University College of Enterprise and Administration in Lublin (WSPA)</b> PIC: 946256923	PL LUBLIN06	Head of International Office Paulina Obszańska <a href="mailto:p.obszanska@wspa.pl">p.obszanska@wspa.pl</a> Tel. +48 81 45 29 468 Fax. +48 81 45 29 413  Erasmus+ Departmental Coordinator Małgorzata Baranowska <a href="mailto:m.baranowska@wspa.pl">m.baranowska@wspa.pl</a>	<a href="https://wspa.pl/en">https://wspa.pl/en</a>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Tel. +48 81 45 29 468	
<b>Universiteti "Ismail Qemali" Vlorë</b> <b>Faculty of Economy</b> PIC 934361522	Vlora	<b>Academic Contact:</b> Assoc. Prof. Elenica Pjero <a href="mailto:e.pjero@yahoo.com">e.pjero@yahoo.com</a> <a href="mailto:elenica.pjero@univlora.edu.al">elenica.pjero@univlora.edu.al</a> 00355696242266 Department of Business Faculty of Economy <b>International Relation and Projects office Coordinator:</b> Msc. Rezarta Sinanaliaj <a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a> Address: L. Pavarësia, 9400 Vlorë, Albania Tel: +355695303633	<a href="https://univlora.edu.al/en/">https://univlora.edu.al/en/</a> <a href="https://univlora.edu.al/en/sektori-projekteve/miresevini/">https://univlora.edu.al/en/sektori-projekteve/miresevini/</a> Courses in English: <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>

## B. Mobility numbers<sup>4</sup> per academic year

FROM	TO	Subject area code	Subject area name *	Study cycle	Number of student mobility periods	
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	[ISCED]		[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Student Mobility for Studies	Student Mobility for Traineeships *
					[total number of months of the study periods]	

<sup>4</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)



<b>PL LUBLIN06</b>	Vlora	041, 0412, 0411	Business and Administration, Finance banking and insurance, Accounting and taxation	1 <sup>st</sup> 2 <sup>nd</sup> *	2 x 5 months	TBC
Vlora	<b>PL LUBLIN06</b>	041, 0412, 0411	Business and Administration, Finance banking and insurance, Accounting and taxation	1 <sup>st</sup> 2 <sup>nd</sup> *	2 x 5 months	TBC

<b>FROM</b> [Erasmus code of the sending institution]	<b>TO</b> [Erasmus code of the receiving institution]	<b>Subject area code</b> * [ISCED]	<b>Subject area name</b> *	<b>Number of staff mobility periods</b>	
				Staff Mobility for Teaching  [total number of days of teaching periods]	Staff Mobility for Training *
<b>PL LUBLIN06</b>	Vlora	041, 0412, 0411	Business and Administration, Finance banking and insurance, Accounting and taxation	5 days	TBC before
Vlora	<b>PL LUBLIN06</b>	041, 0412, 0411	Business and Administration, Finance banking and insurance, Accounting and taxation	5 days	TBC before

### C. 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 at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>5</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching
PL LUBLIN06		Polish	English	B1	B2
Vlora		Albanian	English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

#### D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**<sup>6</sup> of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder.

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students 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.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

#### Before mobility

<sup>5</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see

<http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

<sup>6</sup> Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- 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 enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

#### **During and after mobility**

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

#### **E. Additional requirements**

**PL LUBLIN06:** The WSPA has the infrastructure to welcome students and staff with disabilities.

#### **F. Calendar**

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



Receiving institution [Erasmus code]	Autumn term [month]	Spring term [month]
<b>PL LUBLIN06</b>	-	15 <sup>th</sup> November
Vlora	nomination deadline: 15th July  application deadline: 15th September	nomination deadline: 15th December  application deadline: 15th January

- The receiving institution will send its decision within 4 weeks.
- 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.
- Termination of the agreement

If one of the partners wishes to modify or terminate the agreement, they have to inform the partner 1 year in advance before the changes in the agreement take place. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

## G. Information

### 1. Grading systems of the institutions

**PL LUBLIN06:** In Poland students are graded on scale ranging from 2 to 5.

Polish grading scale	ECTS Grade	% of successful students normally achieving the grade	Definition (only of failing grades)
5	A	10	EXCELLENT - outstanding performance with only minor errors
4,5	B	25	VERY GOOD - above the average standard but with some errors
4	C	30	GOOD - generally sound work with a number of notable errors
3,5	D	25	SATISFACTORY - fair but with significant shortcomings
3	E	10	SUFFICIENT - performance meets the minimum criteria
2	FX	-	FAIL - some more work required before the credit can be awarded
2	F	-	FAIL - considerable further work is required

VLORE		<a href="https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf">https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf</a>
-------	--	---

## 2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL LUBLIN06	International Office, <a href="mailto:internationaloffice@wspa.pl">internationaloffice@wspa.pl</a> +48 81 45 29 468	<a href="https://en.wspa.pl/stay-in-poland-formalities/">https://en.wspa.pl/stay-in-poland-formalities/</a>
Vlora	<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/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf</a> <a href="https://punetejashtme.gov.al/en/regjimi-i-vizave-per-te-huajt/">https://punetejashtme.gov.al/en/regjimi-i-vizave-per-te-huajt/</a>

## 3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL LUBLIN06	International Office, <a href="mailto:internationaloffice@wspa.pl">internationaloffice@wspa.pl</a> +48 81 45 29 468	<a href="https://en.wspa.pl/stay-in-poland-formalities/">https://en.wspa.pl/stay-in-poland-formalities/</a>
Vlora		

	<a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	<a href="https://univlora.edu.al/">https://univlora.edu.al/</a> <a href="http://www.iss.gov.al/?page_id=6814&amp;lang=en">http://www.iss.gov.al/?page_id=6814&amp;lang=en</a>
--	--	--

#### 4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
PL LUBLIN06	International Office, <a href="mailto:internationaloffice@wspa.pl">internationaloffice@wspa.pl</a> +48 81 45 29 468	<a href="https://en.wspa.pl/accommodation/">https://en.wspa.pl/accommodation/</a>
Vlora	<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/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf</a>

#### H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>7</sup>
PL LUBLIN06	mgr Jacek Lis, Chancellor	02.07. 2023	Kancelarz WSPA mgr Jacek Lis
Vlora	Prof. Dr. Roland ZISI Rector		



<sup>7</sup> Scanned signatures are accepted