



**Erasmus+ Programme**  
**Annex to 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**

UNIVERSITETI "ISMAIL QEMALI"  
VLORË  
ZYRA E PROTOKOLL - ARKIVËS  
NR. 11415 PROT.  
DATA 11.04.2021

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This annex to agreement is valid for the Erasmus+ call years 2023-2025 in:

**1. Information about the higher education institutions**

Name of the institution (and department where relevant)	Erasmus code or city <sup>1</sup>	Contact details <sup>2</sup> (email, phone)	Websites
Universitetin "Ismail Qemali" Vlorë	ALVLORE 01	Prof. Dr. Armela Panajoti Department of Foreign Language <a href="mailto:armela.panajoti@univlora.edu.al">armela.panajoti@univlora.edu.al</a>  Administrative contact: Romina Tahiraj	General: <a href="http://www.univlora.edu.al">www.univlora.edu.al</a> Faculty/faculties: <a href="https://univlora.edu.al/fakulteti-i-shkencave-humane/">https://univlora.edu.al/fakulteti-i-shkencave-humane/</a> 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> <a href="https://univlora.edu.al/courses-erasmus/">https://univlora.edu.al/courses-erasmus/</a>

<sup>1</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>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Romina Tahiraj International Relations <a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	
Uniwersytet Wrocławski	PL WROCLAW 01	Institutional Erasmus Coordinator:  Barbara Skałacka- Harrold International Office Pl. Uniwersytecki 1 50-137 Wrocław, Poland  Tel: +48 71 3752 705 Fax: +48 71 3752 800 <a href="mailto:barbara.skalacka-harrold@uwr.edu.pl">barbara.skalacka- harrold@uwr.edu.pl</a>	General: <a href="https://uwr.edu.pl/en/">https://uwr.edu.pl/en/</a>  Faculty/faculties: <a href="https://international.uni.wroc.pl/en/incoming-exchange-students/erasmus-exchange/websites-institutes">https://international.uni.wroc.pl/en/incoming-exchange-students/erasmus-exchange/websites-institutes</a>  Course catalogue: <a href="https://international.uni.wroc.pl/en/incoming-exchange-students/courses">https://international.uni.wroc.pl/en/incoming-exchange-students/courses</a>  International Office: <a href="https://international.uni.wroc.pl/en/">https://international.uni.wroc.pl/en/</a>

## 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 [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE <sup>3</sup> (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st , 2nd or 3rd] (optional )	Number of mobility periods			
					Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]

<sup>3</sup> <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

ALVLORE 01	PL WROCLAW 01	0230	Languages	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	-	-	2	(2x5 days)
PL WROCLAW 01	ALVLORE 01	0230	Languages	1 <sup>st</sup> , 2 <sup>nd</sup> , 3 <sup>rd</sup>	-	-	2	(2x5 days)

#### Optional additional information

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#### **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>4</sup> 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]
ALVLORE01		Albanian	English	B2	B2
PL WROCLAW01		Polish	English	B2	B2

<sup>4</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>

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 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:

<b>OS Use and Repartition</b>	<b>Priority Objectives</b>
University of Wrocław will share partly OS funds with the partner university.	University of Wrocław transfer amount of 150 EUR to partner University for each mobility from University of Wrocław to partner university.
	Payment will be based on an invoice issued by the partner university.

#### **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:

<b>Receiving institution [Erasmus code or city]</b>	<b>Term duration</b>	<b>Deadline<sup>5</sup></b>

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:

<b>Application procedure</b>		
<b>Receiving Institution [Erasmus code or city]</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
ALVLORE01	<a href="mailto:international@univlora.edu.al">international@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>
PL WROCLAW01	Joanna Skotnicka <a href="mailto:joanna.skotnicka@uwr.edu.pl">joanna.skotnicka@uwr.edu.pl</a>	<a href="https://international.uni.wroc.pl/en/incoming-exchange-students/erasmus-exchange#erasmus-for-incoming-students">https://international.uni.wroc.pl/en/incoming-exchange-students/erasmus-exchange#erasmus-for-incoming-students</a>

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<sup>5</sup> Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

		5
ALVLORE01	Winter Term: from the first week of October till end of February	Winter term: 15 <sup>th</sup> July

Selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements	Completed first year of study	ALVLORE01: <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>
CV	Required by the faculty of sending university	ALVLORE01: <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>
Motivation letter	Required by the faculty of sending university	ALVLORE01: <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>
Inclusion measures <sup>6</sup>	Students with disabilities and with difficult financial situation.	ALVLORE01: <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>
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*<sup>7</sup>.
- 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:

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<sup>6</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>7</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)

- 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	ALVLORE01	<a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	<a href="https://univlora.edu.al/wp-">https://univlora.edu.al/wp-</a>

		Qyteza Studenti Vlore <a href="mailto:trajtimi.studentit.vlore@gmail.com">trajtimi.studentit.vlore@gmail.com</a>	<a href="content/uploads/2023/01/nderkombtarizimi_2023.pdf"><u>content/uploads/2023/01/nderkombtarizimi_2023.pdf</u></a> <a href="https://univlora.edu.al/"><u>https://univlora.edu.al/</u></a> ; <a href="https://www.facebook.com/people/Qyteza-Studenti-Vlore/100046352926013/"><u>https://www.facebook.com/people/Qyteza-Studenti-Vlore/100046352926013/</u></a>
	PL WROCLAW01	<a href="mailto:sprawystudenckie@uwr.edu.pl">sprawystudenckie@uwr.edu.pl</a> phone: +48 71 343 06 18	<a href="https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/accomodation"><u>https://international.uni.wroc.pl/en/exchange-programs/llp-erasmus-studies/accomodation</u></a>
Language Support	ALVLORE01	<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"><u>https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf</u></a>
	PL WROCLAW01	<a href="mailto:sekretariat.spnjo@uwr.edu.pl">sekretariat.spnjo@uwr.edu.pl</a>	<a href="https://spnjo.uwr.edu.pl/en/"><u>https://spnjo.uwr.edu.pl/en/</u></a>
Visa	ALVLORE01	<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"><u>https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf</u></a>
	PL WROCLAW01	Joanna Skotnicka <a href="mailto:joanna.skotnicka@uwr.edu.pl">joanna.skotnicka@uwr.edu.pl</a>	<a href="https://international.uni.wroc.pl/en/study-english/practical-information/visa"><u>https://international.uni.wroc.pl/en/study-english/practical-information/visa</u></a>
Insurance	ALVLORE01	<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"><u>https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf</u></a>
	PL WROCLAW01	Joanna Skotnicka <a href="mailto:joanna.skotnicka@uwr.edu.pl">joanna.skotnicka@uwr.edu.pl</a>	<a href="https://international.uni.wroc.pl/en/study-english/practical-information/medical-insurance"><u>https://international.uni.wroc.pl/en/study-english/practical-information/medical-insurance</u></a>
Inclusion of participants with fewer opportunities	ALVLORE01	<a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments,

			students/staff with children, etc.
	PL WROCLAW01	<a href="mailto:niepelnosprawni@uwr.edu.pl">niepelnosprawni@uwr.edu.pl</a> Phone: +48 71 375 26 64	<a href="https://international.uni.wroc.pl/en/incoming-exchange-students/useful-information-exchange-students">https://international.uni.wroc.pl/en/incoming-exchange-students/useful-information-exchange-students</a>
Mentoring	ALVLORE01	<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>
	PL WROCLAW01	<a href="mailto:isn@uwr.edu.pl">isn@uwr.edu.pl</a>	-
Grant payments	PL WROCLAW01	Joanna Skotnicka <a href="mailto:joanna.skotnicka@uwr.edu.pl">joanna.skotnicka@uwr.edu.pl</a>	<a href="https://international.uni.wroc.pl/en/study-english/practical-information/medical-insurance">https://international.uni.wroc.pl/en/study-english/practical-information/medical-insurance</a>
Alumni information	ALVLORE01	<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>
	PL WROCLAW01	<a href="mailto:welcome@uwr.edu.pl">welcome@uwr.edu.pl</a>	<a href="https://international.uni.wroc.pl/en/welcome-point">https://international.uni.wroc.pl/en/welcome-point</a>

## 7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

*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 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.

#### **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<sup>8</sup>. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

University	EGRACONS [If applicable]	Website for information
ALVLORE01		<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>
PL WROCLAW01	-	<a href="https://international.uni.wroc.pl/en/incoming-exchange-students/useful-information-exchange-students#grading-scale">https://international.uni.wroc.pl/en/incoming-exchange-students/useful-information-exchange-students#grading-scale</a>

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

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#### **10. Termination of the agreement**

<sup>8</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)

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 2022 will only take effect as of 30 July 2024. 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>9</sup>
ALVLORE01	Prof. Dr. Aurela Saliaj Rector	11.06.2021	 AURELA SALIAJ VERDETTA ISMAIL DEMALI VLORE
PL WROCLAW01	dr hab. Patrycja Matusz, prof. UWr, Vice-Rector for Internationalisation		

<sup>9</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation