



EUROPEAN UNION

Erasmus+
Empowering 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 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 2021 - 2022 to 2027 - 2028 in:

- KAI71

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
<p>St. Cyril and St. Methodius University of Veliko Tarnovo</p> <p>International Relations Office 2 T. Tarnovski str. 5003 Veliko Tarnovo, Bulgaria tel. +359 62 618 268 tel. +359 62 618 310</p>	<p>BG VELLKO01 PIC 949496044 OID E10096846</p>	<p>Erasmus Institutional Coordinator: Assoc. Prof. Anna Ivanova, PhD</p> <p>General admin, staff and outgoing students: d.pandulcheva@ts.uni-vt.bg</p> <p>IIA responsible: s.hristova@ts.uni-vt.bg Incoming students: incoming@ts.uni-vt.bg,</p> <p>Academic coordinator: 04.0 Business and administration – Prof. Slavi Dimitrov, PhD s.dimitrov@ts.uni-vt.bg</p>	<p>General: http://www.uni-vt.bg/1/ Erasmus site: https://erasmus-vtu.bg/en/ Course catalogue: https://erasmus-vtu.bg/en/student-mobility/erasmus-eu-students-studies</p>
<p>University of Vlora 'Ismail Qemali' Albania(Universiteti 'Ismail Qemali' Vlorë)</p>	<p>AL VLORE01</p>	<p>Academic Coordinator Prof.Dr.Elenica Pjero (Beqiraj) Vice Dean, Faculty of Economy, Business Department Email: e.pjero@yahoo.com; elenica.pjero@univlora.edu.al Tel. +355 69 6242266</p> <p>Administrative contact Ms Rezarta Sinanallaj Projects and International Relation Office email: international@univlora.edu.al</p>	<p>General: https://univlora.edu.al/ Course catalogue: https://univlora.edu.al/courses-erasmus/</p>

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 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]	TO [Erasmus code or city]	Subject area ISCED CODE ⁷	Subject area NAME (optional)	Study cycle	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]
BG VELIKO01	AL VLORE01	041	Business and administration	1 st , 2 nd , 3 rd	6	3*4 months 3*1 week	5	5*5 days
AL VLORE01	BG VELIKO01	041	Business and administration	1 st , 2 nd , 3 rd	6	3*4 months 3*1 week	5	5*5 days

Optional additional information

More students participating in Erasmus+ Blended Intensive programmes can be funded in addition to the above numbers per field. Student mobility may be for studies or for traineeship if approved by the respective Department. Staff mobility may be for teaching or for training if approved by the respective Department.

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 skills⁸ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level: B1]	Staff Mobility [Minimum recommended level: B2]
BG VELIKO01	All	Bulgarian	English	B1	B2
AL VLORE01	All	Albanian	English	B1	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 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

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-f12cf3a442bf/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>

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 repatriation of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repatriation	Priority Objectives
70% for the University of Veliiko Tarnovo, 30% for the partner University from the OS Budget	<ul style="list-style-type: none"> - organizational arrangements with partner institutions, including visits to partners, to agree on the terms of the inter-institutional agreements for the selection, preparation, reception and integration of mobile participants; and to keep these inter-institutional agreements updated; - provide updated course catalogues for international students; - provide information and assistance to students and staff; - selection of students and staff; - preparation of the learning agreements to ensure full recognition of the students' educational components- preparation and recognition of mobility agreements for staff; - linguistic and intercultural preparation provided to both incoming and outbound students and staff, complementary to the Erasmus+ Online Linguistic Support; - facilitate the integration of incoming mobile participants in the HEI; ensure an efficient mentoring and supervision arrangements of mobile participants; - specific arrangements to ensure the quality of student traineeships in enterprises; ensure recognition of the educational components and related credits, issuing transcript of records and diploma supplements; - support the reintegration of mobile participants and build on their acquired new competences for the benefit of the HEI and peers.

- 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 for nomination ⁹
BG VELIKO 01	Winter Term: 1 October to 15 February (teaching and exams) Spring Term: 15 February to 15 June (teaching and exams)	Winter Term: June 30 th Spring Term: November 30 th
AL VLORE01	Autumn Term: October 2 nd to February 23 th (teaching and exams) Spring Term: March 1 st to July 5 th (teaching and exams)	Autumn Term: Nomination deadline: July 15 th Spring Term: Nomination deadline: December 15 th

The receiving institution will send its decision within 2 weeks and no later than 5 weeks.

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

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
BG VELIKO01	incoming@ts.uni-vt.bg d.pandulicheva@ts.uni-vt.bg	https://erasmus-vtu.bg/en/
AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf

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/ Subject area (ISCED code)/ EQF level</p> <p>AL VLORE01/ BG VELIKO01</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. 4. Priority is given to student who has not previously participated in mobility in the same study cycle. <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>	<p>https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf</p>
CV	Not required	
Motivation letter	yes	
Inclusion measures ¹⁰	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) To further enhance the inclusion dimension of KA171,	

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

	partners are encouraged to discuss indicative targets during selection process.	
	AL VLORE01/ BG VELLK001 Candidates from less advantageous backgrounds are prioritized in the calls for application. Proof 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)	

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*¹¹.
- 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.

¹¹ 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	BG VELIKO01	incoming@ts.uni-vt.bg 00359-62-618306	https://erasmus-vtu.bg/en/student-mobility/erasmus-eu-students-studies
Language Support			
Visa			
Insurance			
Inclusion of participants with fewer opportunities			
Alumni information			
Mentoring	BG VELIKO01	Prof.Slavi Dimitrov	
Grant payments	BG VELIKO01	d.pandulcheva@ts.uni-vt.bg 00359-62-618310	
Accommodation	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Language Support			
Visa			
Insurance			
Inclusion of participants with fewer opportunities	AL VLORE01	international@univlora.edu.al	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc. https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Mentoring		elenica.pjero@univlora.edu.al	
Grant payments			
Alumni information			

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

European Credit Transfer and Accumulation System

AL VLORE01: The European Credit Transfer and Accumulation System applies for the recognition of the study periods abroad. Subjects are chosen in agreement with the coordinators from both universities, with the aim of achieving the highest possible compatibility or complementarity, thus enabling automatic recognition in the case of compatible subjects, or recognition in the Diploma Supplement for compatible subjects.
https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

Grading system

ECTS grade	Points (04)	Local grade	Description of the grade	Description of the 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	Kenazhëqësëm
E	50-59	6	Sufficient	Mjaftueshëm
E	40-49	5	Passable	Kufijshëm
FX	0-39	1-4	Fail	Mbretërisht

- 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:
 - 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](#)¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Grading system in BULGARIA: A – Excellent (6); B – Very good (5); C – Good (4); D – Sufficient (3)

Grading system in ALBANIA: A – Excellent (10); B – Very good (9); C – Good (8); D – Satisfactory (7); E-Sufficient (6-5)

¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
BG VELLKO01	N/A	https://erasmus-vtu.bg/en/student-mobility/erasmus-eu-students-studies
AL VLORE01		https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

9. Any other information regarding the terms of the agreement (optional) – N/A

10. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
BG VELLKO01	Prof. Dr. Dimitar Dimitrov Rector		
AL VLORE01	Prof. Dr. Roland Zisi, Rector		

¹³ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation