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 years 2023-2026** in:

- **KA171 (International Credit Mobility)**

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.

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[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
Czech University of Life Sciences Prague (CZU)	CZ PRAHA02, Prague	General contact: Lukáš Pospíšil, Head of CZU IRO +420 703 182 920 pospisill@rektorat.czu.cz CZU coordinator: Apolena Mlýnská +420 733198922 mlynska@rektorat.czu.cz Faculty Erasmus coordinator: Ing. Zdeňka Šmrhová smrhovaz@fzp.czu.cz +420 224 383 685	General: www.czu.cz Course catalogue: details about available courses are regularly published at 23-24 Courses, Faculty of Tropical AgriSciences (FTZ).xlsx (sharepoint.com)

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[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.

		Contact person and mentor: Prof. Ing. Martin Hanel Ph.D. hanel@fzp.czu.cz +420 224382959	
University of Vlora "Ismail Qemali" L. Pavarësia, Rr. Kosova 9400 Vlorë, Albania	AL VLORE01	**Administrative contact:** Projects and International Relations Office Rezarta Sinanaliaj +355695303633 international@univlora.edu.al **Faculty Coordinator:** Head of Biology Department Dr Aurora Bakaj, aurora.bakaj@univlora.edu.al	Web: https://univlora.edu.al/ Faculty of Technical Sciences and Nature: https://univlora.edu.al/fakulteti-i-shkencave-teknike/ Course catalogue: https://univlora.edu.al/courses-erasmus/

2. Mobility numbers – total per call 2023 - 2026

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

The table serves as a template - the partners are free to adjust it, e.g. to add or delete columns or separate student and staff mobilities.

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)	[short cycle, 1st , 2nd or 3rd] (optional)	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]
CZ PRAHA02	AL VLORE01	05	Inter-disciplinary programmes and qualifications involving agriculture, forestry, fisheries and veterinary	1st 2nd 3rd	4	10,5	5	51 (include travel days)
AL VLORE01	CZ PRAHA02	05	Inter-disciplinary programmes and qualifications involving	1st 2nd 3rd	4	11	5	51 (include travel days)

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[7] https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

			agriculture, forestry, fisheries and veterinary					

Optional additional information

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[8] 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]
CZ PRAHA02		English	Czech	B1/2	B2
AL VLORE01		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.

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[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 (Organisation Support) Use and Repartition	Priority Objectives
CZ PRAHA02: 450 EUR/mobility (150 EUR IRO CZU, 300 EUR FZP IRO)	The OS will be used to cover overhead costs directly related to the agenda of mobilities and project management at both the CZU level and faculty level. Namely, it will be used for the administration tasks such as project management, call for candidates (students and staff), selection procedure, and administrative issues (preparation of contracts, printing, postal expenses) related to the visa procedure and accommodation for incoming and outgoing students and staff.
AL VLORE01: 50 EUR/mobility	The OS will be used to cover the administrative expenses linked to the incoming staff mobilities.
	Transfer of OS to partner institution will be evaluated based on the cost-effectiveness, bank transfer regulations and exchange rates.
	Further, the cost will be used for the promotion of the project, open calls, and interviews. As well as cultural integration and language support.

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 (SMS) must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Term duration	Deadline[9]
CZ PRAHA02	Winter Term: from October to January	15 April
	Spring Term: from February to June	15 October
AL VLORE01	Winter Term: from October to February	15 July
	Spring Term: from March to Early July	15 December

The receiving institution will send its decision within 4 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:

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

Application procedure

Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
CZ PRAHA02	Prof. Ing. Martin Hanel Ph.D. hanel@fzp.czu.cz +420 224382959	https://www.fzp.czu.cz/en http://home.czu.cz/en/hanel/uvod
AL VLORE01	international@univlora.edu.al +355695303633	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.

Requirement	CZU	UNIVERSITETIT TE VLORES E10159336
Academic requirements	EQF level: 4, 6 and 7	Selection criteria for students: •Academic performance. All the students are eligible to apply despite their grade point and they will be evaluated following the academic performance •Number of ECTS credits (or equivalent) already completed before the start of the mobility: min. 30 ECTS (only for students enrolled in the 1st study cycle) •Subject area (ISCED code): according to the table in section 2 •Language skills level as required in the IIA •In case of equivalent academic level, preference should be assigned to students from less advantaged socio-economic backgrounds (including refugees, asylum seekers and migrants). •Lower priority will be given to those who have already participated in mobility actions in the same study cycle under

		the LLP-Erasmus Programme, Erasmus Mundus Programme or Erasmus+ Programme.
		Selection criteria for staff: •Full- time employee •Academic merit (ranked according to the academic title/degree) for teaching staff. Work experience/performance (for administrative staff). •Language skills level as required in the IIA, proved by a document •Lower priority will be given to those who have already participated in mobility actions under the LLP-Erasmus Programme, Erasmus Mundus Programme or Erasmus+ Programme Details are described in: 1.The internal regulation of UV. https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-_-english.pdf 2.Erasmus+ Incoming students guide. https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
CV	Written in English	Written in English
Motivation letter	Written in English	Written in English
A draft study plan / A proposal of the research topic/activity / a teaching/training plan	A draft study plan in the form of the Learning Agreement (BSc. and MSc. students) / A proposal of the research topic/activity (PhD candidates) or These applications will be firstly reviewed by the project manager and relevant academic staff at the home university, qualification criteria will be evaluated first. Based on qualification, the criteria of each	If agreed with the host. Usually the student and staff are not required to submit a draft LA or MA during the application process. Only if they are selected for the mobility they have to prepare the LA/ MA

	application will determine if it is accepted or rejected.	
Interview as a second round	As the second round of the selection process, an independent commission will be set up at CZU and interviews with the candidates will take place via videoconference (e.g. Teams) in order to evaluate the quality of the applicant. All communication during the selection procedure will be done in English.	no
Inclusion measures[10]	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.	During selection process must be considered the accredited situations for people with fewer opportunities for economic, social, cultural, geographical or health reasons, ensuring equal opportunities to participants eligible for mobility. Inclusion and diversity must be part of the criteria to select applications and both institutions will make participation easier to the participants (e.g. visually impaired people or people with low digital competences, reinforced mentorship, language learning support, psychological support …) Bonus points in the selection process for: •Students/staff undertaking their first ever Erasmus mobility •Students/staff with fewer opportunities
Passport	The applicant has to own a valid passport with an expiration date no shorter than 1 year after the ending of the mobility.	The applicant has to own a valid passport

[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

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.

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

- 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 PRAHA02:

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	CZ PRAHA02	Faculty ERASMUS coordinator: Ing. Zdeňka Šmrhová smrhovaz@fzp.czu.cz +420 224 383 685	https://www.kam.czu.cz/en?pk_vid=9fde2bb4285de3c516989187395aaacc https://west.czu.cz/en?pk_vid=9fde2bb4285de3c516989188335aaacc
Language Support	CZ PRAHA02	Faculty ERASMUS coordinator: Ing. Zdeňka Šmrhová smrhovaz@fzp.czu.cz +420 224 383 685	https://www.fzp.czu.cz/en
Visa	CZ PRAHA02	Faculty ERASMUS coordinator: Ing. Zdeňka Šmrhová smrhovaz@fzp.czu.cz +420 224 383 685	https://www.fzp.czu.cz/en
Insurance	CZ PRAHA02	Faculty ERASMUS coordinator: Ing. Zdeňka Šmrhová smrhovaz@fzp.czu.cz +420 224 383 685	https://www.fzp.czu.cz/en

Inclusion of participants with fewer opportunities	CZ PRAHA02	Faculty ERASMUS coordinator: Ing. Zdeňka Šmrhová smrhovaz@fzp.czu.cz +420 224 383 685	https://www.fzp.czu.cz/en
Mentoring	CZ PRAHA02	Contact person and mentor: Prof. Ing. Martin Hanel Ph.D. hanel@fzp.czu.cz +420 224382959	https://www.fzp.czu.cz/en
Grant payments	CZ PRAHA02	Central coordinator: CZU coordinator: Apolena Mlýnská +420 733198922 mlynska@rektorat.czu.cz	
Alumni information	CZ PRAHA02	Faculty ERASMUS coordinator: Ing. Zdeňka Šmrhová smrhovaz@fzp.czu.cz +420 224 383 685	https://www.fzp.czu.cz/en

PARTNER COUNTRY INSTITUTION:

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	AL VLORE01	international@univlora.edu.al +355695303633	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Language Support	AL VLORE01	international@univlora.edu.al +355695303633	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Visa	AL VLORE01	international@univlora.edu.al +355695303633	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Insurance	AL VLORE01	international@univlora.edu.al +355695303633	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Inclusion of participants with fewer opportunities	AL VLORE01	international@univlora.edu.al +355695303633	https://univlora.edu.al/wp-content/uploads/2019/06/Rregullore-ICM-e-miratuar.pdf
Mentoring	AL VLORE01	international@univlora.edu.al +355695303633	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Alumni information	AL VLORE01	international@univlora.edu.al +355695303633	www.univlora.edu.al

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.]*

CZ PRAHA02	• CZ PRAHA02 uses the ECTS system. In this system 1 ECTS is an equivalent of 25 hours of students workload. • If the partner country institution does not use the same system of courses evaluation, this transcription will be used for the grade conversion between institutions. • CZ PRAHA02 recognize the workload for student of 25 hours as equivalent to 1 ECTS. • Each outgoing staff will receive the certificate. Each outgoing staff is obliged to hand in the original of the Erasmus Mobility Agreement and Confirmation of the stay. • Each outgoing student is obliged to hand in the original of the Erasmus Mobility agreement, Confirmation of the stay and the Transcript of Records (in case of student mobility for studies). The mobility will be recognized as obligatory training abroad.
AL VLORE01	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

	AL VLORE01: 1 ECTS is an equivalent of 25 hours of students workload.

- 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[12]. 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			
CZ PRAHA02	n/a	**CZU Prague:**			
		Local grade 1 (excellent) = A (ECTS grade) = 90 – 100% Local grade 2 (very good) = B (ECTS grade) = 89 – 70% Local grade 3 (good) = D (ECTS grade) = 60 – 69% Local grade 4 (failed) = F (ECTS grade) = 0 – 59% Local "Zápočet" = Credited / Passed * = Student achievements in some courses are not graded but only "credited", where the student has attained a satisfactory level.			
AL VLORE01	n/a	Points (%)	Examination (Alphabetical point scale)	Grades	Description of the local grade in Albanian
		90-100	A „excellent"	10	„shkëlqyeshëm"
		80-89	B „very good"	9	„shumë mirë"
		70-79	C „good"	8	„mirë"
		60-69	D „satisfactory"	7	„kenaqshëm"

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

		50-59	E „sufficient"	6	„mjaftueshëm"
		40-49	E „pass"	5	„kalueshëm"
		0-39	FX „fail"	1-4	„jokalues"

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

10. Termination of the agreement

This agreement is valid from the date of the last signature and will stay in force for the period mentioned in the heading.

This agreement may be amended or modified by mutual agreement in writing (e-mail communication is also acceptable). It may be renewed on the same terms, or on terms as agreed by the two institutions.

In the event of unilateral termination, a written notice of at least one academic year is needed and started activities have to be finished in line with eventually signed documents. 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[13]
Czech University of Life Sciences Prague CZ PRAHA02	**Ing. Lukáš Pospíšil** Head of CZU International Relations Office Deputy Institutional Coordinator of Erasmus+ Programme at CZU empowered by the Rector for signing Erasmus KA171 IIAs		
AL VLORE01	Prof.Dr Roland Zisi Rector	2C.01.2024	

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[13] Scanned copies of signatures or digital signatures are accepted