



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds

2021-2027

UNIVERSITETI "ISMAIL QEMALI"
VLORË
ZYRA E PROTOKOLL-ARKIVËS
NR. 169/11 FRT.
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**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**

Information in highlight are instructions and should be deleted before signing the agreement.

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[21]-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 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.

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 PREŠOV	SK PRESOV01	Erasmus Institutional Coordinator: doc. ThDr. Mária Kardis, PhD. International Relations Office Ul. 17. Novembra 15	General: https://www.unipo.sk/en/ Faculty/faculties:

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

⁵ Higher education institutions (HEIs) from 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.

Faculty of Arts/ Institute of Translation and Interpreting Studies		080 01 Prešov, Slovakia Erasmus+ KA171 ICM coordinator: Mgr. Ema Fričeková ema.frikekova@unipo.sk Phone: 00421 51 75 63 143 Departmental coordinator: (responsible person) Doc. Mgr. Ingrida Vaňková, PhD. IPT FF PU, ul. 17. Novembra 1, Prešov ingrida.vankova@unipo.sk Phone: --	https://www.unipo.sk/en/en/faculties/ Course catalogue: https://www.unipo.sk/en/iro/courses/ https://www.unipo.sk/filozoficka-fakulta/instituty-fakulty/ipat-new/
University of Vlora "Ismail Qemali" Faculty of Humanities Department of Foreign Languages	AL VLORE01	Academic coordinator: Assoc. Prof. Armela Panajoti Dean of the Faculty of Humanities armelap@assenglish.org; armela.panajoti@univlora.edu.al Administrative Contact Ms. Rezarta Sinanalaj Projects and International Relations Sector international@univlora.edu.al	General: www.univlora.edu.al Faculty: https://univlora.edu.al/fakulteti-i-shkencave-humane/ Course catalogue: https://univlora.edu.al/wp-content/uploads/2020/02/student-guide-2019-2020.pdf https://univlora.edu.al/courses-erasmus/

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	TO	Subject area ISCED CODE⁷ (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]

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

SK PRESOV01 (Prešov)	AL VLORE01	023	Languages	3rd	2 SMP	1	2 STA	20 days
AL VLORE01	SK PRESOV 01 (Prešov)	023	Languages	3rd	2 SMP	1	2 STA	20 days
Optional additional information								
e.g. blended mobility, traineeships, staff training etc.								

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 [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]
SK PRESOV01 (Prešov)	Languages	English		B1	B2
AL VLORE01	Languages	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

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>

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
SK PRESOV01 (Prešov)	management of the project activities, communication, administration work, technical support, implementation, dissemination

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 ⁹
SK PRESOV01 (Prešov)	Academic year 2023/2024 Winter Term: from 01 Sept 2023 to 09 Feb 2024 Spring Term: from 12 Feb 2024 to 30 June 2024	30 June 2024 15 January 2024

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

	Academic year 2024/2025 Winter Term: from 01 Sept 2024 to 07 Feb 2025 Spring Term: from 10 Feb 2025 to 30 June 2025	30 June 2024 15 January 2025
AL VLORE01	Autumn Term: October 2nd to February 23th (teaching and exams) Spring Term: March 1st to July 5th (teaching and exams)	Autumn Term: 15th September Spring Term: 15th January

The receiving institution will send its decision within [2] 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
SK PRESOV01 (Prešov)	ema.fricekova@unipo.sk Phone: +421 51 75 63 143	https://www.unipo.sk/en/
AL VLORE01	armelap@assenglish.org; armela.panajoti@univlora.edu.al Dean, Faculty of Humanities international@univlora.edu.al Projects and International Relations Sector	https://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	Number of ECTS credits (or equivalent) already completed / current level of completion of studies (SMS, SMP) Subject area (ISCED code) (SMS, SMP) EQF level (SMS, SMP) Research focus of the mobility participant (STA, STT)	https://student.unipo.sk/maisportal/studijneProgramy.mais https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM_-english.pdf
Motivation letter for undergraduate students	Clear formulation of the benefit for student and institution, ways of dissemination, language competency	
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.	
Other AL VLORE01	Academic requirements: Subject area: 023 Application form (students/staff) Academic requirements for students: 1. Academic achievement. 2. Written and spoken command of English. Academic requirements for staff: 1. Academic merit (ranked according to the academic title/degree) for teaching staff. 2. Work experience/performance (for administrative staff). 3. Written and spoken command of English in compliance with the proficiency level laid down in the inter-institutional agreement.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM_-english.pdf

6. Preparation and support

The Higher Education Institution(s) in a 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**,

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

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

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.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation		ema.frikekova@unipo.sk Phone: +421 51 75 63 143 (consultation by video calls also possible by MS Teams)	Support is given in: <ul style="list-style-type: none">• booking of accommodation in house of residence,• providing basic information,

	SK PRESOV01 (Prešov)		<ul style="list-style-type: none"> providing accommodation certificate (for visa purposes). <p>If participant does not want to be accommodated in the house of residence of UP, the steps outlined above need to be done by the participant alone. UP can provide the tips for accommodation if needed.</p>
Accommodation	AL VLORE01	Projects and International Relations international@univlora.edu.al Qyteza Studenti Vlore trajtimi.studentit.vlore@gmail.com	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf https://univlora.edu.al/ ; https://www.facebook.com/people/Qyteza-Studenti-Vlore/100046352926013/
Language Support	AL VLORE01	N/A	Provided by the sending institution if needed.
Visa	SK PRESOV01 (Prešov)	ema.fricekova@unipo.sk Phone: +421 51 75 63 143	Responsible for necessary documents needed for successful visa application. Participant must provide information on what documents are required (depends on the country and consulate requirements).
Visa	AL VLORE01	Projects and International Relations international@univlora.edu.al	https://univlora.edu.al/
Insurance		N/A	Individual – each participant is responsible for their own insurance. Support may be given to those who need it from the side of the sending institution.
Inclusion of participants with fewer opportunities	SK PRESOV01 (Prešov)	ema.fricekova@unipo.sk Phone: +421 51 75 63 143	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.
Inclusion of participants with fewer opportunities	AL VLORE01	Projects and International Relations international@univlora.edu.al	The University of Vlora "Ismail Qemali" has limited infrastructure to welcome students/staff with disabilities. However, for each case specific arrangements can be made.
Mentoring of the participants	SK PRESOV01 (Prešov)	Prof. Dr. Alena Kačmárová, PhD. alena.kacmarova@unipo.sk	Schedule, mobility programme, LA and additional administration procedures related to the university (library, canteen etc.).

Mentoring of the participants	AL VLORE01	Assoc. prof. Armela Panajoti armelap@assenglish.org ; armela.panajoti@univlora.edu.al	Schedule, mobility programme, LA and additional assistance related to the mobility period at UV.
Grant payments	SK PRESOV01 (Prešov)	ema.fricekova@unipo.sk Phone: +421 51 75 63 143	To be agreed by e-mail and grant agreement.
Alumni information		N/A	

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

*ECTS-the European Credit Transfer and Accumulation System
Objectives set out in the mobility agreements, research objectives that were outlined in the project that was submitted.*
- 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 [2] weeks after the assessment period has finished at the receiving HEI.
 - Providing 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' guide¹². 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
SK PRESOV01 (Prešov)	N/A	https://www.unipo.sk/en/en/international-relationships/erasmus/ects/
AL VLORE01	N/A	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

9. Any other information regarding the terms of the agreement (optional) (if applicable, please fill in)

10. Termination of the agreement

The agreement is signed by both parties and is valid from the date of the signature of the second partner. For the duration of the project. If agreed by both parties, agreement can be prolonged for the specific time period that will be agreed by both parties by e-mail form. The whole e-mail communication must be stored with the original agreement to be valid. In the event of unilateral termination, a notice of at least one academic year should be given in the form of e-mail to be stored as described above. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict. In case of a conflict, the parties shall comply with the national law of the project beneficiary.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
UNIVERSITY OF PRESOV SK PRESOV01 (Prešov)	Erasmus Institutional Coordinator: doc. ThDr. Mária Kardis, PhD. International Relations Office,		

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

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

	Ul. 17. Novembra 15 080 01 Prešov, Slovakia		
AL VLORE01	Prof. Dr. Roland ZISI, Rector		