



**Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Learning mobility for higher education students and staff**

UNIVERSITETI "ISMAIL QEMALI"
VLORË
ZYRA E PROTOKOLL - ARKIVËS
NR. 22011 PROT.
DATA 3. 2. 2023

**between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme**

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ¹	Contact details ² (email, phone)	Websites
Bucharest University of Economic Studies	RO BUCURES04	Prof. Marius Constantin PROFIROIU, PhD. Erasmus Institutional Coordinator Vice-Rector for International Relations Christine Demeter, PhD. Head of Erasmus+ Office Professor Claudiu CICEA PhD. Vice-dean Faculty of Management,	General: www.ase.ro , www.international.ase.ro Course catalogue: https://planinvatamant.ase.ro/

¹Higher 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.

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		<p>Erasmus coordinator E-mail: claudiu.cicea@man.ase.ro</p> <p>Teodora Fulga, PhD Administrative contacts Address: Piata Romana 6, 010374, Bucharest Romania Tel: +4021 319 19 10 Fax: +4021 319 20 23 Email: erasmus@ase.ro</p>	
Universiteti Vlora "Ismail Qemali" University of Vlora "Ismail Qemali"	OID: E10159336	<p><u>Agreement coordinator:</u> Assoc. Prof. Fioralba Vela fioralba.vela@univlora.edu.al Cel: 00355672035075 Head of Business Department, Faculty of Economy</p> <p><u>Administrative Contact Person:</u> Projects and International Relation office <u>Rezarta Sinanalaj</u> international@univlora.edu.al</p> <p><u>Departament coordinators:</u> Assoc. Prof. Fioralba Vela (0413; 0414) fioralba.vela@univlora.edu.al</p> <p>Dr. Veronika Durmishi (0411; 0412) veronika.durmishi@univlora.edu.al</p> <p>Dr. Florian Miti (0311) florian.miti@univlora.edu.al</p>	<p>General: https://univlora.edu.al/</p> <p>Faculty/faculties: https://univlora.edu.al/fakulteti-i-ekonomise/</p> <p>Course catalogue: https://univlora.edu.al/courses-erasmus/</p>

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 ³ (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]
RO BUCURESO 4	OID: E10159336	0311 0410	Economics Business and administration	1 st 2 nd	4 students	20 months	4 staff	20 days
OID: E10159336	RO BUCURESO4	0311 0410	Economics Business and administration	1 st 2 nd	4 students	20 months	4 staff	20 days

2. 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 skills⁴ at the start of the mobility period (see also section 5 "Preparation and Support").

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

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]
RO BUCURES04	0311 0410	English	Romanian/French/German	B2	B2
OID: E10159336	0311 0410	Albanian	English	B2	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.

3. 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.

⁴For 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 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
<p>The organizational support grant is a contribution to any cost incurred by the institutions in relation to activities carried out by administrative or academic staff in support of student and staff mobility, both incoming and outgoing, to comply with the Erasmus Charter for Higher Education in Programme Countries.</p>	<ol style="list-style-type: none"> 1. 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. 2. providing updated course catalogues for international students. 3. Providing information and assistance to students and staff. 4. Selection of students and staff. 5. Preparation of the learning agreements to ensure full recognition of the students' educational components. preparation and recognition of mobility agreements for staff; 6. Linguistic and intercultural preparation provided to both incoming and outgoing students and staff. 7. Facilitating the integration of incoming mobile participants; organization of the teaching and social programme of the incoming staff; ensuring an efficient mentoring and supervision arrangements of mobile participants. 8. 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. 9. Support the reintegration of mobile participants and build on their acquired new competences for the benefit of the higher education institution and peers.

4. 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.

Information on nominated students/Applications must reach the receiving institution by:

Receiving institution [Erasmus code or city]	Term duration	Deadline⁵
RO BUCURES04	Winter Term: from end of September to February Spring Term: from middle February to June	Nomination: July 15 th Applications: July 30 th Nomination: December 1 st Applications: December 15 th
OID: E10159336	Winter Term: mid-October –February Spring Term: March – mid-July	Winter Term: nomination deadline: 15th July application deadline: 15th September Spring Term: nomination deadline: 15th

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

		December application deadline: 15th January
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The receiving institution will send its decisionno 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
RO BUCURES04	Teodora FULGA +40213191910 erasmus@ase.ro	https://international.ase.ro/21/
OID: E10159336	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)
Settled by internal process and regulation of each university	-	-

5. 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*⁶.
- 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

⁶ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

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	RO BUCURES04	Teodora FULGA +40213191910 erasmus@ase.ro	<p>For students -Place in double or triple room with other Erasmus+ students at a price of 150euro/month or 100 euro/month.</p> <p>The payment will be done for the entire semester after the student receives the Erasmus grant</p> <p>For staff – no accommodation will be provided.</p>
	E10159336	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Language Support	RO BUCURES04	Teodora FULGA +40213191910 erasmus@ase.ro	https://international.ase.ro/21/ https://dlmca.ase.ro/
	E10159336	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

Visa	RO BUCURES04	Teodora FULGA +40213191910 erasmus@ase.ro	The students need to apply for the Long-Stay Visa for Studies (marked D/SD) http://evisa.mae.ro/ro_SupportingDocuments#simbolDSD After arriving in Romania they have to apply for residence permit.
	E10159336	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Insurance	RO BUCURES04	Teodora FULGA +40213191910 erasmus@ase.ro	Any private insurance that covers travel and health services in Romania
	E10159336	international@univlora.edu.al	Any private insurance that covers travel and health services in Albania
Inclusion of participants with fewer opportunities	RO BUCURES04	Teodora FULGA +40213191910 erasmus@ase.ro	Depends on the case – to be discussed by the parties e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc.
	E10159336	international@univlora.edu.al	
Mentoring	RO BUCURES04	Teodora FULGA +40213191910 erasmus@ase.ro	Assured by the Responsible for Incoming Students from Erasmus+ Office
	E10159336	international@univlora.edu.al	Assured by the Responsible for Incoming Students from Erasmus+ Office

Grant payments	RO BUCURES04	Teodora FULGA +40213191910 erasmus@ase.ro	For student grant – students must open a bank account in Romania. Grant is paid in two instalments: 80% at the beginning of mobility and 20% at 2 weeks before ending For staff grant – 100% after arrival
Alumni information	RO BUCURES04	Teodora FULGA +40213191910 erasmus@ase.ro	https://international.ase.ro/21/
	E10159336	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

6. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed according to *the 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 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 5 weeks after the assessment period has finished at the receiving HEI.
 - 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.

7. 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' guide⁷. 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
RO BUCURES04		See table below
VLORË OID: E10159336		https://univlora.edu.al/wp-content/uploads/2023/01/nderkomtarizimi_2023.pdf

RO BUCURES04:

Bucharest University of Economic Studies- Grading System (<https://international.ase.ro/21/wp-content/uploads/2021/01/Grila-echivalare-note.pdf>)

A scale of 1 (minimum) to 10 (maximum) applies to the marks in the Romanian education system. The final grades are integers, the minimum grade required for passing an exam and obtaining the credits is 5.

Final Grade	ECTS grade
10	Excellent (A)
9	Very good (A)
8	Good (B-)
7	Good (C)
6	Satisfactory (D)
5	Sufficient (E)
1-4	Unsatisfactory/fail (F)

⁷ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

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OID: E10159336: https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

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

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Termination of the agreement

9. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁸
RO BUCURES04	Prof. Nicolae Istudor, PhD		
E10159336	Prof.Dr. Roland Zisi, Rector	3.2.2023	

⁸Scanned copies of signatures or digital signatures may be accepted depending on the national legislation