



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds.

2021-2027

UNIVERSITETI "ISMAIL QEMALI"

VLORE

ZYRA E PROTOKOLL - ARKIVES

NR. 2673/4 PROT.

DATA 27.11. 2024

**Erasmus+ Programme
Inter-institutional agreement
Key Action 1**

Mobility of 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 2023-2027 in:

- KA131 Higher education mobility supported by internal policy funds
- KA171 Higher education mobility supported by external policy funds

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
Kazimierz Wielki University	PL BYDGOSZ01	Joanna Kalka International Relations Office Chodkiewicza 30 85-064 Bydgoszcz, Poland Tel. +48 52 341 9108 Email:erasmus@ukw.edu.pl	General: https://www.ukw.edu.pl/strona/english Erasmus: https://erasmus.ukw.edu.pl/en/ Course catalogue: https://erasmus.ukw.edu.pl/en/courses/
University of Vlorë "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	Web: https://univlora.edu.al/ Faculty of Health: https://univlora.edu.al/fakulteti-i-shendetit-publik/ Faculty of Technical Sciences and Nature: https://univlora.edu.al/fakulteti-i-shkencave-teknike/ Faculty of Humanities: https://univlora.edu.al/fakulteti-i-shkencave-humane/ Faculty of Economy: https://univlora.edu.al/ Course catalogue: https://univlora.edu.al/courses-erasmus/
[...]			

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. 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 [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Field of education	Field of education - clarification (optional)	Level of education [EQF] (optional)	Number of mobility periods			
		[ISCED] ⁷ (optional)			Student Mobility [Total number of months] [Total number of students]	Student Mobility [Total number of months]	Staff Mobility [Total number of staff]	Staff Mobility [Total number of days]
PL BYDGOSZ01	AL VLORE01	042	Law	1 st , 2 nd	2	10	3	15
		0511	Biology					
		041	Business					
		1015	Tourism					
		0111	Education					
		061	Information and Communication Technologies					
		023	Languages					
AL VLORE01	PL BYDGOSZ01	054	Mathematic					
		042	Law	1 st , 2 nd	2	10	3	15
		0511	Biology					
		041	Business					
		1015	Tourism					
		0111	Education					

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

		061	Information and Communication Technologies					
		023	Languages					
		054	Mathematic					

Optional additional information

Participation in Blended Intensive Programmes when applicable.

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]	Field of education (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]
PL BYDGOSZ01		Polish	English	B1	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.

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+ credit mobility period at their institution. 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

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>

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
<p>For each mobility participant received by the partner organisation, Kazimierz Wielki University (PL BYDGOSZ01) shall transfer 200 EUR as organisational support.</p> <p>Costs directly linked to the implementation of mobility activities (excluding subsistence and travel for participants).</p>	<ul style="list-style-type: none"> • ensure an efficient mentoring and supervision arrangements of mobile participants; • linguistic and intercultural preparation provided to both incoming and outbound students and staff; • facilitate the integration of incoming mobile participants in the HEI; • support the reintegration of mobile participants and build on their acquired new competences for the benefit of the HEI and peers;
	<ul style="list-style-type: none"> • 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; • ensure recognition of the educational components and related credits, issuing transcript of records and diploma supplements;
	<ul style="list-style-type: none"> • promote environmentally friendly ways of mobility and greening of administrative procedures; • promote and manage the participation of individuals with fewer opportunities; • identify and promote civic engagement activities and monitor participation in such activities;

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
PL BYDGOSZ01	Autumn Term: from October to February	1 June
	Spring Term: from February to June	1 November
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 3 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)	Website for information
PL BYDGOSZ01	erasmus@ukw.edu.pl	https://erasmus.ukw.edu.pl/en/
AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

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

Academic and additional requirements		
Requirement	Details	Website for information (optional)
Academic requirements	Number of ECTS credits (or equivalent) already completed / current level of completion of studies Subject area (ISCED code) EQF level	https://erasmus.ukw.edu.pl/en/ https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-_-english.pdf https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Inclusion measures ¹⁰	<i>For KA171:</i> 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.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-_-english.pdf https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
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*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.

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

- 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	PL BYDGOSZ01	erasmus@ukw.edu.pl akoperska@ukw.edu.pl +48 52 3419108	https://erasmus.ukw.edu.pl/en/
Language Support	PL BYDGOSZ01	erasmus@ukw.edu.pl akoperska@ukw.edu.pl +48 52 3419108	https://erasmus.ukw.edu.pl/en/
Visa	PL BYDGOSZ01	erasmus@ukw.edu.pl akoperska@ukw.edu.pl +48 52 3419108	https://erasmus.ukw.edu.pl/en/
Insurance	PL BYDGOSZ01	erasmus@ukw.edu.pl akoperska@ukw.edu.pl +48 52 3419108	https://erasmus.ukw.edu.pl/en/
Inclusion of participants with fewer opportunities	PL BYDGOSZ01	erasmus@ukw.edu.pl akoperska@ukw.edu.pl +48 52 3419108	https://niepelnosprawni.ukw.edu.pl
Mentoring	PL BYDGOSZ01	erasmus@ukw.edu.pl akoperska@ukw.edu.pl	https://erasmus.ukw.edu.pl/en/

		+48 52 3419108	
Grant payments	PL BYDGOSZ01	erasmus@ukw.edu.pl akoperska@ukw.edu.pl +48 52 3419108	https://erasmus.ukw.edu.pl/en/

Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Language Support	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Visa	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Insurance	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
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.
Mentoring	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Grant payments	AL VLORE01	Not applicable	Not applicable
Alumni information	AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

<i>European Credit Transfer and Accumulation System</i>

- 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 5 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' 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
PL BYDGOSZ01	GRADING SYSTEM: A (5,0) – excellent: <i>outstanding performance with only minor errors</i> B (4,5) – very good: <i>above average standard but with some errors</i> C (4,0) – good: <i>generally sound work with a number of notable errors</i>	https://erasmus.ukw.edu.pl/en/

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

	D (3,5) – satisfactory: <i>fair but with significant shortcomings</i> E (3,0) – sufficient: <i>performance meets the minimum criteria</i> F/FX (2,0) – fail: <i>considerable further work is required</i>				
AL VLORE01					https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
	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“	
	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)

The annual number of mobilities (if any) depends on the funds allocated to the beneficiary (PL BYDGOSZ01) and shall be established every year.

10. Termination of the agreement

[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 2023 will only take effect as of 1 September 2023+1. 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 ¹³
PL BYDGOSZ01	Associate professor dr hab. Mirosława Szark-Eckardt Vice-Rector for Student Affairs and Quality of Education	3.01.2025	
AL VLORE01	Prof. Dr Aurela Saliag Rector	27.11.2014	

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