Erasmus+ Programme
Key Action 1
– Mobility for learners and staff –
Higher Education Student and Staff Mobility

Inter-institutional agreement 2014-2021

between institutions from Programme and Partner Countries3
[Minimum requirements]4

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details[1] (email, phone)	Website (eg. of the course catalogue)
Mehmet Akif Ersoy University	TR BURDUR01	*Erasmus+Institutional Coordinator* Prof.Dr.Dursun KÖSE iro@mehmetakif.edu.tr Mehmet Akif Ersoy University International Relations Office İstiklal Yerleşkesi Rektörlük Binası 15030 Burdur Türkiye Phone&FAx:+902482131210	http://ects.mehmetakif.edu.tr /tr/index.php
		Faculty/Departmental Coordinator	
Universiteti "Ismail Qemali" Vlorë (University Of Vlora "Ismail Qemali") Albania	Vlorë 9400	Institutional coordinator for Academic issues: PhD.Enkeleint Aggelos Mechili Vice Rector for Institutional Development and Communication.	https://univlora.edu.al/ en/

| | | E-mail: mechili@univlora.edu.al

Institutional Coordinator: Ajola Cobani Projects and International Relations Sector. Phone:+355 33 222288 E-mail: ajola.cobani@univlora.edu.al international@univlora.edu.al | |

B. Mobility numbers7 per academic year

[Paragraph to be added, if the agreement is signed for more than one academic year:
The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1st, 2nd or 3rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeship 6 *
TR BURDUR01	Vlorë 9400	041	Business Administration	1st, 2nd	3 students for one semester	
		0411	Accounting	Short Cycle, 1st, 2nd	3 students for one semester	
		0311	Economics	1st, 2nd	3 students for one semester	
		0611	Computer Science	1st, 2nd	3 students for one semester	
		113	Primary Teacher Education	1st, 2nd	3 students for one semester	
		112	Pre-school Teacher Education	1st, 2nd	3 students for one semester	

		23	Foreign Languages (English)	1st, 2nd	3 students for one semester	
		0913	General Nursing	1st, 2nd	3 students for one semester	
Vlorë 9400	TR BURDUR01	041	Business Administration	1st, 2nd	3 students for one semester	
		0411	Accounting	Short Cycle, 1st, 2nd	3 students for one semester	
		0311	Economics	1st, 2nd	3 students for one semester	
		0611	Computer Science	1st, 2nd	3 students for one semester	
		113	Primary Teacher Education	1st, 2nd	3 students for one semester	
		112	Pre-school Teacher Education	1st, 2nd	3 students for one semester	
		23	Foreign Languages (English)	1st, 2nd	3 students for one semester	
		0913	General Nursing	1st, 2nd	3 students for one semester	

[*Optional: subject area code & name and study cycle are optional.]

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching [total number of days of teaching periods or average duration *]	Staff Mobility for Training *
TR BURDUR01	Vlorë 9400	041	Business Administration	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)
		0411	Accounting	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)
		0311	Economics	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)
		0611	Computer Science	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)
		113	Primary Teacher Education	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)
		112	Pre-school Teacher Education	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)
		23	Foreign Languages (English)	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)
		0913	General Nursing	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)
Vlorë 9400	TR BURDUR01	041	Business Administration	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)
		0411	Accounting	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)
		0311	Economics	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)
		0611	Computer Science	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)
		113	Primary Teacher Education	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)
		112	Pre-school Teacher Education	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)
		23	Foreign Languages (English)	3 staff x5 days (8 hour)	3 staff x5 days (8 hour)

The higher education institution located in a Partner Country of Erasmus+ further undertakes to:

Before mobility

• Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.

• Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.

• 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 enterprises and the mobile participants.

• Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.

• Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The Institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.

• Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

• Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.

• Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.

• Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.

• Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.

• Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

2.Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details	Website for information
TR BURDUR01	iro@mehmetakif.edu.tr	http://www.mehmetakif.edu.tr/en/index.php
Vlorë 9400	Please contact: Projects and International Relations Sector. international@univlora.edu.al ajola.cobani@univlora.edu.al Phone:+355 33 222288	https://univlora.edu.al/en/

3.Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code]	Contact details	Website for information
TR BURDUR01	iro@mehmetakif.edu.tr	http://www.mehmetakif.edu.tr/en/index.php
Vlorë 9400	Please contact: Projects and International Relations Sector. international@univlora.edu.al ajola.cobani@univlora.edu.al Phone:+355 33 222288	https://univlora.edu.al/en/

4.Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
TR BURDUR01	iro@mehmetakif.edu.tr	http://www.mehmetakif.edu.tr/en/index.php

| Vlorë 9400 | Please contact: Projects and International Relations Sector. international@univlora.edu.al ajola.cobani@univlora.edu.al Phone: +355 33 222288 | https://univlora.edu.al/en/ |

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature[3]
TR BURDUR01	Prof.Dr.Dursun KÖSE Erasmus+ Institutional Coordinator	05.02.2018	
Vlorë 9400	Prof. Dr. Roland ZISI RECTOR		

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[3] Scanned signatures are accepted