



EUROPEAN UNION

Erasmus+ Programma

2021-2027

UNIVERSITETI "ISMAIL QEMALI"

VLORË

ZYRA E PROTOKOLL - ARKIVËS

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DATA 23. 05. 2022

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 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 **2021-2027** in:

- 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 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.

PARTNER INSTITUTIONS IN THIS AGREEMENT:

MIDDLE EAST TECHNICAL UNIVERSITY

UNIVERSITY OF VLORA "ISMAL QEMALI"

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
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or

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
MIDDLE EAST TECHNICAL UNIVERSITY	TR ANKARA04	<p>Erasmus+ Institutional Coordinator: Prof. Dr. Gaye Teksoz, Advisor to the President (Dean of Students) Tel : +90 312 210 4112 Fax: +90 312 210 1105 E-mail: gtuncer@metu.edu.tr</p> <p>Administrative Contact Person: Dr. Gulizar Karahan Balya, International Cooperations Office Tel: +90 312 210 7179 Fax: +90 312 210 7176 E-mail: kgulizar@metu.edu.tr</p> <p>Agreement coordinator: Vice-Rector for Scientific Research and Institutional Development Assoc. Prof. Enkelejd Mëhilli e-mail: mechili@univlora.edu.al</p> <p>Administrative contact: Internal Quality Assurance and Projects Rezarta Sinanalaj e-mail: international@univlora.edu.al</p>	<p>General: www.metu.edu.tr</p> <p>Faculty/faculties: https://www.metu.edu.tr/faculties-institutes-schools</p> <p>Course catalogue: https://catalog.metu.edu.tr/</p> <p>https://oibs2.metu.edu.tr/View_Program_Courses_Details_64/</p> <p>General: https://univlora.edu.al/ https://univlora.edu.al/sektori-projekteve/miresevini/</p> <p>https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf</p> <p>https://univlora.edu.al/wp-content/uploads/2021/02/Katalogu-i-lendeve-2020-2021.pdf</p>
UNIVERSITY OF VLORA "ISMAIL QEMALI"	OID E10159336		

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.

Number of student and staff mobility periods

2.1 STUDENT MOBILITY

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area (optional)	Subject area NAME (optional)	Study cycle [short cycle, 1st, 2nd or 3rd]	Number of mobility periods	
					Student Mobility for Studies [Total number of students]	Student Mobility for Studies [Total number of months]
TR ANKARA04	OID E10159336	-	Any subject	1 st , 2 nd , 3 rd	4 students*	20 months
OID E10159336	TR ANKARA04	-	Any subject	1 st , 2 nd , 3 rd	4 students*	(5 months each)** 20 months

2.2 STAFF MOBILITY

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE ⁸ (optional)	Subject area NAME (optional)	Number of mobility periods		
				Staff Mobility for Teaching [Total number of staff]	Staff Mobility for Teaching [Total number of days]	Staff Mobility for Training [Total number of staff]
TR ANKARA04	OID E10159336	-	Any subject	2 staff*	Min. 5 days per staff	2 staff*
OID E10159336	TR ANKARA04	-	Any subject	2 staff*	Min. 5 days per staff	2 staff*

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

⁸<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

* The numbers indicated in the table do not guarantee grant payment to the participants in the programme. Acceptance and funding of participants will be dependent upon the available budget in the relevant project period.

** The duration of student mobility for studies is in only indicative and does not guarantee grant payment for 5 months. The exact duration will vary, depending on the actual academic calendar of the year in which mobility is carried out. The grant will be calculated based on the actual academic calendar.

Optional additional information

✓ Blended mobility

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 skills⁹ 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 [Minimum recommended level in at least one of the languages: B1]	Student Mobility [Minimum recommended level in at least one of the languages for teaching: B2]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
TR ANKARA04	Any subject	English	-	B1	B2	B2
OID E10159336	Any subject	English	-	B1	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.

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.

⁹ 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>

- 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.

The granted Organisational Support (OS) will not be shared between the partners. As the coordinator organization, METU will use this fund to facilitate the KA171 program and enhance the quality of individual mobilities. Partners agree on the following use of organisational support funds including a list of objectives that both partners consider a priority:

OS Use	Priority Objectives
By the coordinator organization (METU)	Employment of a full-time finance specialist
	Orientation of students and staff right before the start of their mobility
	Facilitation of International Staff Training Weeks at METU
	Dissemination and exploitation of KA171 programme in relevant platforms including digital domains

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.

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

Receiving institution [Erasmus code or city]	Term duration	Application Deadline ¹⁰
TR ANKARA04	Winter Term: mid-September – mid-January Spring Term: mid-February – mid-June	Winter Term: May 31 st Spring Term: November 15 th
OID E10159336	Winter Term: October – February	Winter Term: July 31 st

¹⁰ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

	Spring Term: March - July	Spring Term: December 31 st
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The receiving institution will send its decision within **5 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
TR ANKARA04	icm@metu.edu.tr	https://ico.metu.edu.tr/erasmus-ka107-international-credit-mobility-program-icm-program http://ico.metu.edu.tr/teaching-mobility-1
OID E10159336	international@univlora.edu.al	https://univlora.edu.al/sektori-projekteve/miresevinil/

Selection criteria	Details	Website for information (optional)																												
Requirement Academic requirements <u>Student Mobility:</u> A minimum Grade Point Average of 75/100 or its equivalent in the student's home university grading scale. Min. B1 level of English proficiency <u>Staff Mobility:</u> Selection at home university will be based on objective and transparent criteria such as tenure and previous	<p><i>This is a non-exhaustive list. Please feel free to add any additional criteria that is required to be met on University of Vlora "Ismail Qemali" side.</i></p> <p><u>Student Mobility:</u> A minimum Grade Point Average of 75/100 or its equivalent in the student's home university grading scale.</p> <p>Min. B1 level of English proficiency</p> <p><u>Staff Mobility:</u> Selection at home university will be based on objective and transparent criteria such as tenure and previous</p>	<p>Grade conversion system at METU: http://oidb.metu.edu.tr/en/course-credit-system</p> <p>Grading system at the University of Vlora "Ismail Qemali":</p> <table border="1"> <thead> <tr> <th>Points (%)</th> <th>Examination (Alphabetical point scale)</th> <th>Grades</th> <th>Description of the local grade in Albanian</th> </tr> </thead> <tbody> <tr> <td>90-100</td> <td>A "excellent"</td> <td>10</td> <td>"shkëtëgjeshëm"</td> </tr> <tr> <td>80-89</td> <td>B "very good"</td> <td>9</td> <td>"shumë mirë"</td> </tr> <tr> <td>70-79</td> <td>C "good"</td> <td>8</td> <td>"mirë"</td> </tr> <tr> <td>60-69</td> <td>D "satisfactory"</td> <td>7</td> <td>"kenaqlëshëm"</td> </tr> <tr> <td>50-59</td> <td>E "sufficient"</td> <td>6</td> <td>"mjaftueshëm"</td> </tr> <tr> <td>40-49</td> <td>E "pass"</td> <td>5</td> <td>"kalueshëm"</td> </tr> </tbody> </table>	Points (%)	Examination (Alphabetical point scale)	Grades	Description of the local grade in Albanian	90-100	A "excellent"	10	"shkëtëgjeshëm"	80-89	B "very good"	9	"shumë mirë"	70-79	C "good"	8	"mirë"	60-69	D "satisfactory"	7	"kenaqlëshëm"	50-59	E "sufficient"	6	"mjaftueshëm"	40-49	E "pass"	5	"kalueshëm"
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40-49	E "pass"	5	"kalueshëm"																											

	participation. Selection at host university will be based on a case-by-case evaluation by the receiving unit.	0-39 FX "fail"	1-4	"jokalues0"
Inclusion measures ¹¹	<p>Inclusion and diversity will be taken as priorities in the assessment process on each side. As part of this common policy, students and staff with disabilities as well as students who are in need of institutional protection, care and accommodation will be prioritized for funding.</p> <p>Partners agree to disseminate this information among potential participants before application process.</p>	<p>Inclusion and diversity will be taken as priorities in the assessment process on each side. As part of this common policy, students and staff with disabilities as well as students who are in need of institutional protection, care and accommodation will be prioritized for funding.</p> <p>Partners agree to disseminate this information among potential participants before application process.</p>	<p>Inclusion and diversity will be taken as priorities in the assessment process on each side. As part of this common policy, students and staff with disabilities as well as students who are in need of institutional protection, care and accommodation will be prioritized for funding.</p> <p>Partners agree to disseminate this information among potential participants before application process.</p>	<p>The receiving institution will informs it partner and beneficiaries about the availability of relevant infrastructure and provide support to incoming participants with fewer opportunities.</p>
CV, Motivation letter and others	<p><i>This is a non-exhaustive list. Please feel free to add any additional criteria that is required to be met on the University of Vlora "Ismail Qemali" side.</i></p> <p>At the application stage to the host university, <u>staff</u> will be required to submit:</p> <ul style="list-style-type: none"> - CV 	<p>TR ANKARA04: http://ico.metu.edu.tr/teaching-mobility-1</p> <p>OID E10159336</p> <p>https://univlora.edu.al/wp-content/uploads/2019/06/Rregullore-ICM-e-miratuar.pdf</p>		

¹¹ 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

<ul style="list-style-type: none"> - Mobility proposal - Home university confirmation 	<p>letter</p>
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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*¹².
- 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 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

¹² The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

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	TR ANKARA04 OID E10159336	icm@metu.edu.tr international@univlora.edu.al	https://ico.metu.edu.tr/accommodation https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf
Language Support	TR ANKARA04 OID E10159336	icm@metu.edu.tr international@univlora.edu.al	<p>METU regularly offers English language courses designed for those students who need academic support for studying in English language: http://mild.metu.edu.tr/en/elective-english-courses</p> <p>Elective language courses other than English are also available every semester: http://mild.metu.edu.tr/en/elective-language-courses</p> <p>https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf</p>
Visa	TR ANKARA04 OID E10159336	icm@metu.edu.tr international@univlora.edu.al	<p>https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf</p> <p>https://ico.metu.edu.tr/health-and-safety</p>
Insurance	TR ANKARA04 OID E10159336	international@univlora.edu.al	<p>https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf</p> <p>https://engelsiz.metu.edu.tr/en/</p>
Inclusion of participants with	TR ANKARA04	engelsiz@metu.edu.tr	Please see below for details*

fewer opportunities	OID E10159336	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf
Mentoring	TR ANKARA04	icm@metu.edu.tr	International Cooperations Office (ICO) coordinates the Orientation Program for Exchange and Visiting students each semester. The Program usually starts one week prior to the beginning of semester.
			All incoming participants are assigned a mentor at ICO. In addition to mentoring available at ICO, incoming students are also matched with a local METU student, who will help in their adaptation to campus life. Host students get in touch with incomings prior to their arrival. Lastly, ICO works in close cooperation with METU ESN, which is an active student organization facilitating adaptation process of incoming Erasmus students.
Grant payments	OID E10159336	international@univlora.edu.al https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf	ICO will provide participants with their grant as soon as possible upon arrival. ICO cooperates with branches of banks on campus and provides necessary documentation for incoming participants to open a bank account, which prevents delays.
Alumni information	TR ANKARA04	icm@metu.edu.tr	ICO will cooperate with METU ESN (local student club) to build a dedicated network for alumni.

* METU (TR ANKARA04) has a Disability Support Office (DSO; <http://engelsiz.metu.edu.tr/en>) and "METU without Barriers" student club. DSO offers academic support (academic accommodations, note-taker support, etc.) and orientation programs designed according to the specific needs of disabled students. Support services are provided in cases of Visual impairment, Auditory disabilities, Motor disabilities, Attention deficit hyperactivity disorder, Learning disabilities, Speech and language disorders, Autism spectrum disorder, Psychiatric disorders and Chronic health conditions. DSO also provides transportation support on campus in cases of motor disabilities and visual disabilities (wheelchair accessible vehicle and free taxi service for in-campus transportation). Also, some buildings on campus are accessible for individuals with serious mobility impairments and in others disabled-friendly facilities are being constructed.

Students/staff with disabilities must submit their disability report to METU before the start of their mobility so that necessary arrangements could be done by ICO in cooperation with DSO. The disability report must be in English language and issued by a certified expert (such as a medical doctor, psychiatrist, etc.) in the disabled individual's country. Documents which are older than 1 year (except those without any due date) and those in languages other than English cannot be processed by DSO, thus disability support cannot be provided in such cases.

6. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

Recognition Tools:

- European Credit Transfer and Accumulation System
- Transcript of Records

- 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' guide¹³. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹³ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
TR ANKARA04	Explanation of letter grading system can be found here: https://ico.metu.edu.tr/courses	
OID E10159336		https://univlora.edu.al/sektori-projekteve/erasmus/

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

9. Termination of the agreement

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 20XX will only take effect as of 1 September 20XX+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 ¹⁴
TR ANKARA04	Prof. Dr. Gaye Teksoz Erasmus+ Institutional Coordinator		
OID E10159336	Prof. Dr. Roland Zisi Rector of University of Vlora "Ismail Qemali"		



¹⁴ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation