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

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

The institutions[1] 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 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 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.

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[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
University of Patras	GPATRA01	**International Relations Office** **University of Patras** Ms Christianna Potamianou Building A'- University Campus 26504 Rio-Patras, Greece Tel.: +30 2610 996610 email: intern.rel@upatras.gr **Department: Educational Sciences & Early Childhood Education** Contact person: Prof. Georgia Parparousi Tel: (+30) 2610 997 829 email: parparou@upatras.gr	General: https://www.upatras.gr/en/ Faculty/faculties: http://150.140.160.61:8000/
University of Vlora "Ismail Qemali"	ALVLORE01	**Academic Coordinators:** Dr. Eliona Lici eliona.lici@univlora.edu.al **Administrative contact:** Rezarta Sinanaliaj Projects and International Relations Office international@univlora.edu.al	General: **University of Vlora "Ismail Qemali"** https://univlora.edu.al/ **Erasmus+ Office** https://univlora.edu.al/ Course catalogue: https://univlora.edu.al/sektori-projekteve/miresevini/erasmus/ Faculty of Humanities: https://univlora.edu.al/fakulteti-i-shkencave-humane/

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

The table serves as a template – the partners are free to adjust it, e.g. to add or delete columns or separate student and staff mobilities.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Field of education [ISCED]⁷ (optional)	Field of education – education clarification (optional)	Level of education [EQF] (optional)	Number of mobility periods			
					Student Mobility [Total number of students]	Student Mobility [Total number of months]	Staff Mobility [Total number of staff]	Staff Mobility [Total number of days]
GPATRA01	ALVLORE01	0111 0113	Music to pre-primary education teachers Field of Music Pedagogy	1st	3	12 (3 x 4)	3	21 (3 x 7)
ALVLORE01	GPATRA01	0111 0113	Music to pre-primary education teachers Field of Music Pedagogy	1st	3	12 (3 x 4)	3	21 (3 x 7)

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

Optional additional information

e.g. blended mobility, etc.

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 skills[8] at the start of the mobility period (see also section 5 "Preparation and Support").

The table serves as a template - the partners are free to adjust it, e.g. to separate requirements for students and staff.

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]
GPATRA01		Greek	English	B1	B2
ALVLORE01		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.

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[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

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 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.

This section below is mandatory/applicable only for KA171. Repartition of the granted organisational support (OS) between the partners is strongly recommended, but not mandatory:

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		

3. 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]
GPATRA01	Autumn Term: from October to February Spring Term: from February to June	
ALVLORE01	Winter Term: from October to February Spring Term: from March to June	Winter Term: 15th June Spring Term: 20th December

The receiving institution will send its decision within [x] 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
University of Patras GPATRA01	International Relations Office University of Patras Building A'- University Campus 26504 Rio-Patras, Greece Tel.: +30 2610 996610 email: intern.rel@upatras.gr	https://www.upatras.gr/en/international/
ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf

Academic and additional requirements

This table should contain a non-exhaustive list of academic and additional requirements. For KA171 partners are invited to agree on the specific inclusion measures.

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	
	Details are described in the Internal regulation for the implementation of Erasmus+ ICM.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf
CV	Details are described in the Internal regulation for the implementation of Erasmus+ ICM.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf
Motivation letter	Details are described in the Internal regulation for the implementation of Erasmus+ ICM.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf
For KA171: Inclusion measures[10]	*For KA171:* 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.	International Relations Office University of Patras Building A'- University Campus 26504 Rio-Patras, Greece Tel.: +30 2610 996610 email: intern.rel@upatras.gr
Other	Details are described in the Internal regulation for the implementation of Erasmus+ ICM.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf

4. Preparation and support

The higher education institution(s) in an EU Member State or associated third country commit(s) to:

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[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

- 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.

- 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.

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

Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
	University of Patras GPATRA01	intern.rel@upatras.gr +30 2610 996610	https://www.upatras.gr/en/international/
Language Support	ALVLORE01	international@univlora.edu.al	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
		greeklab@upatras.gr +30-2610969691	http://greeklab.upatras.gr/
	ALVLORE01	international@univlora.edu.al	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
Visa		International Relations Office University of Patras Tel.: +30 2610 996610 email: intern.rel@upatras.gr	
Accommodation	ALVLORE01	international@univlora.edu.al	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

Topic	Code	Contact	Links
Insurance	ALVLORE01	international@univlora.edu.al	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 of participants with fewer opportunities	ALVLORE01	International Relations Office University of Patras Tel.: +30 2610 996610 email: intern.rel@upatras.gr international@univlora.edu.al	e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc. https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf
Mentoring	ALVLORE01	International Relations Office University of Patras Tel.: +30 2610 996610 email: intern.rel@upatras.gr international@univlora.edu.al	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
Grant payments		International Relations Office University of Patras Tel.: +30 2610 996610 email: intern.rel@upatras.gr	https://www.upatras.gr/en/international/
Alumni information		Department of Public Relations, Etiquette and Events +30 2610996611, +30 2610969027 panen@upatras.gr	https://alumni.upatras.gr/en/

| ALVLORE01 | international@univlora.edu.al | 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 |

5. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g. the European Credit Transfer and Accumulation System.]*

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- The Albanian Credit System is compatible with the European Credit Transfer System (ECTS)
- 1 semester = 30 ECTS credits
- 1 full academic year = 60 ECTS credits

- 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 ino later than [x] weeks after the assessment period has finished at the receiving HEI. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*

  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.

6. 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' guide[12]. 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
University of Patras GPATRA01		ECTS GRADE : *https://www.upatras.gr/en/ects*

ECTS Grade	% of successful students normally achieving the grade		
A	10	EXCELLENT	
B	25	VERY GOOD	
C	30	GOOD	
D	25	SATISFACTORY	
E	10	SUFFICIENT	
FX	-	FAIL – some more work required before the credit can be awarded	
F	-	FAIL – considerable further work is required	

LOCAL GRADE

LOCAL Grade	
5-10	PASS
< 5	FAIL

LOCAL Grade		
8.50 – 10.00	ΑΡΙΣΤΑ / EXCELLENT	
6.50 – 8.49	ΛΙΑΝ ΚΑΛΩΣ / VERY GOOD	
5.00 – 6.49	ΚΑΛΩΣ / GOOD	

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

European Credit Transfer System (ECTS				
ECTS grade	Points (%)	Local grade	Description of the grade	Description of the local grade in Albanian
A	90-100	10	Excellent	Shkëlqyeshëm
B	80-89	9	Very good	Shumë mirë
C	70-79	8	Good	Mirë
D	60-69	7	Satisfactory	Kënaqshëm
E	50-59	6	Sufficient	Mjaftueshëm
E	40-49	5	Passable	Kalueshëm
FX	0-39	1-4	Fail	Mbetës

8. 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 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[13]
University of Patras	Professor Dionissios Mantzavinos		

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

GPATRA01				
ALVLORE01	Vice-Rector for Academic & International Affairs			
	Prof. Dr. Roland Zisi	Rector	27.3.2024	