



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

**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**

UNIVERSITETI "ISMAIL QEMALI"
VITJIE
ZYRA E PROTOKOLL - ARKIV
NR. 344/1
DATA 25.02.2025

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

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 20[21]-20[27] in:

- KA131
- 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.

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
Polytechnic Institute of Beja IPBeja	P BEJA01	Maria Cristina Palma Coordinator of the International Relations Office international@ipbeja.pt +351 284314400	General: https://www.ipbeja.pt/en/Pages/default.aspx Faculty/Schools: https://www.ipbeja.pt/en/Schools/Pages/default.aspx Course catalogue: https://www.ipbeja.pt/servicos/gmc/Paginas/Exchange%20and%20Mobility%20Students%20(Erasmus).aspx
Ismail Qemali University of Vlora	ALVLORE 01	Academic contact: Assoc. Prof. Fatjona Kamberi Head of Scientific Research Centre for Public Health, Faculty of Health fatjona.kamberi@univlora.edu.al fatjonakamberi@gmail.com +355 692055934 Administrative contact: Romina Tahiraj Head of International Relations international@univlora.edu.al romina.xhelaj@univlora.edu.al	General: https://univlora.edu.al/ Faculty/faculties: https://univlora.edu.al/# Course catalogue: https://univlora.edu.al/sektori-projekteve/miresevini/

⁵ Higher education institutions (HEIs) from 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

The table serves as a template - the partners are free to adjust it, e.g. to delete optional columns or separate student and staff mobilities. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE ⁷ (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]
VLORA	P BEJA01	0610	Communication Technology	1 st , 2 nd	2	2*5 (10 months)	2	2*7 (14 days)
		0410	Business and administration	1 st	2	2*5 (10 months)	2	2*7 (14 days)
		1015	Tourism	1 st	2	2*5 (10 months)	2	2*7 (14 days)
		0913	Nursing and Midwifery	1 st	2	2*5 (10 months)	2	2*7 (14 days)
P BEJA01	ALVLORE01	0610	Communication Technology	- ⁽⁸⁾	0	2*5 (10 months)	2	2*7 (14 days)
		0410	Business and administration	- ⁽⁹⁾	0	2*5 (10 months)	2	2*7 (14 days)

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

⁸ Applied restrictions on outgoing mobilities (from Programme Country to Partner Country)

⁹ Applied restrictions on outgoing mobilities (from Programme Country to Partner Country)

	1015	Tourism	1 st	2	2*5 (10 months)	2	2*7 (14 days)
	0913	Nursing and Midwifery	1 st	2	2*5 (10 months)	2	2*7 (14 days)

Optional additional information

e.g. blended mobility, traineeships, staff training etc.

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 skills¹⁰ 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]	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]
P BEJA01		Portuguese	English	B1	B2
ALVLORE01		Albanian	English	B1	B2

¹⁰ 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 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+ 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.

This section is mandatory/applicable only for KA171. Repartition of the granted Organisational Support 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
<p>The Polytechnic Institute of Beja intends to apply to the annual call for Erasmus+ KA171: Learning Mobility of Individuals Higher Education student and staff mobility between EU Member States and third countries.</p> <p>In case of approval, the IPBeja will manage the financial support according with the Erasmus+ financial and technical guidelines. The IPBeja will inform the partners on the number of mobility grants available for exchange and mobility periods for studies, teaching and training (short duration/ one week). The mobility grants will be paid by the IPBeja directly to participants, after arrival, in a timely manner and, preferably, by bank transfer. The IPBeja will use part of students OS (about 60%), to provide a reliable health insurance to all the exchanged students, in and out.</p> <p>Part of the OS budget, about 30%, will be used for project coordination and management purposes. OS available will be used to increase the mobility flows, In or out, according to number of applicants in each partner.</p>	Increase the participation of students with fewer opportunities: working students; students with family; students with a lower economic background; migrant students and students with physical motor disabilities;
	Assure that all the exchanged students, IN and OUT, benefit from a health, accident and travel insurance prior departure, as well as administrative and academic support: before, during and after mobility
	Promote and implement recognition tools for ECTS credits achieved
	Promote the implementation of the International Student Card Initiative
	Organize teaching and training activities for staff (Erasmus Weeks, Encounters, etc.)
	Organize welcome activities, for students and staff, and support their academic and social integration
	Monitor the implementation of the project, in terms of flows and quality of the activities, and the level of participants satisfaction
	Promote the organisation of host country language and cultural programmes

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 ¹¹ For applications
P BEJA01	Winter Term: from mid Sep.to mid Feb. Spring Term: from mid Feb.to mid Jul.	Winter Term: 15 th June Spring Term: 15 th December
ALVLORE01	Winter Term: from mid Sep.to mid Feb. Spring Term: from mid Feb.to mid Jul.	Winter Term: 15 th June Spring Term: 15 th December

The receiving institution will send its decision within [2] 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

¹¹ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

P BEJA01	gri@ipbeja.pt +351 284 314 400	https://www.ipbeja.pt/servicos/gmc/Paginas/Exchange%20and%20Mobility%20Students%20(Erasmus).aspx
ALVLORE01	Assoc. Prof. Fatjona Kamberi fatjona.kamberi@univlora.edu.al international@univlora.edu.al	https://univlora.edu.al/sektori-projekteve/miresevini/

Selection criteria

Please sum up in this table the selection criteria. This is a non-exhaustive list – partners are invited to agree on the eventual list of selection criteria.

IPBeja : Students Selection Criteria

Requirement	Details	Website for information (optional)
Academic requirements	Number of ECTS credits (or equivalent) already completed / current level of completion of studies: minimum of 40 ects, enrolled in the 2 nd year Subject area (ISCED code): all in the agreement EQF level: 6 th and 7 th	https://www.ipbeja.pt/servicos/gmc/Paginas/CandidaturasparaEstudantes.aspx
CV	Previous participation in the buddy mentor initiative "IPBeja Erasmus Buddy" or other international activities (eg. Volunteering, seminars, programmes)	
Motivation letter	Level of motivation to go abroad for a learning mobility (learning agreement proposal and knowledge on the host country and city)	
Inclusion measures ¹²	Targeted categories of participants with fewer opportunities (benefit from 20% majority): working students; students with family;	

¹² 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

	students with a lower economic background; migrant students and students with physical motor disabilities;	
Other		

University of Vlore : Students Selection Criteria		
Requirement	Details	Website for information (optional)
Academic requirements	Number of ECTS credits (or equivalent) already completed / current level of completion of studies: minimum of 40 ects, enrolled in the 2nd year Subject area (ISCED code): all in the agreement EQF level: 6th and 7th	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-english.pdf
CV	Academic achievement, language competence, previous participation in mobility programs. A detailed information it is described in the Internal regulation for the implementation of Erasmus+ ICM and in the UV's Erasmus+ Guide for Incoming Students	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
Motivation letter	Level of motivation to go abroad for a learning mobility (learning agreement proposal and knowledge on the host country and city)	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 ¹³	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) Targeted categories of participants with fewer opportunities: working students; students with family; students with a lower economic background; migrant students and students with physical motor disabilities etc. 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
Other		

6. Preparation and support

The Higher Education Institution(s) in a 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*¹⁴.
- 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**.

¹³ 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

¹⁴ The Erasmus Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- 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.

IPBeja: Preparation and support Website: https://www.ipbeja.pt/servicos/gmc/Paginas/Exchange%20and%20Mobility%20Students%20(Erasmus).aspx			
Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	P BEJA01	gri@ipbeja.pt +351 284 314 400	Students apartments/private accommodation (students will receive more information on the acceptance letter)
Language Support	P BEJA01	gri@ipbeja.pt +351 284 314 400	Portuguese intensive language course (mandatory attendance), 60h, 4ECTS
Visa	P BEJA01	gri@ipbeja.pt +351 284 314 400	Issuing of required certificates and students guidance For more information: The Portuguese Immigration and Borders Service (SEF) https://www.sef.pt/en/Pages/homepage.aspx
Insurance	P BEJA01	gri@ipbeja.pt +351 284 314 400	Provided to all students, in and out, prior departure https://www.aonstudentinsurance.com/educationalinstitutions/en/
Inclusion of participants with fewer opportunities	P BEJA01	gri@ipbeja.pt +351 284 314 400	Available infrastructure for Reduced mobility
Mentoring	P BEJA01	gri@ipbeja.pt +351 284 314 400	All exchanged students, in and out, benefit from an academic coordinator;
Grant payments	P BEJA01	gri@ipbeja.pt +351 284 314 400	80% at the beginning of mobility (prior departure or on arrival) and 20% after conclusion By bank transfer or check
Alumni information	P BEJA01	gri@ipbeja.pt +351 284 314 400	Erasmus Experiencies https://www.ipbeja.pt/servicos/gmc/Paginas/experienciaserasmus.aspx

University of Vlore : Preparation and support			
Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	ALVLORE01	international@univlora.edu.al Qyteza Studenti Vlore trajtimi.studentit.vlore@gmail.com	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Language Support	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Visa	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Insurance	ALVLORE01	international@univlora.edu.al	Individual-each participant is responsible for their own insurance. Support may be given to those who need it from the side of the sending institution.
Inclusion of participants with fewer opportunities	ALVLORE01	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
Mentoring	ALVLORE01	fatjona.kamberi@univlora.edu.al +355 692055934 international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Grant payments	N/A		
Alumni information	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/

1. 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.]*

P BEJA01: European Credit Transfer and Accumulation System

ALVLORE01: European Credit Transfer and Accumulation System (ECTS)

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

- 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. *[it should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
 - o Providing staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.













2. 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' guide¹⁵. 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
P BEJA01		https://www.ipbeja.pt/servicos/gmc/Documents/IPBeja_Grading%20System.pdf
ALVLORE01		https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

ECTS grade	IPBeja: the Portuguese classification scale ranges from 0 to 20, in which 10 is the minimum mark to obtain approval. At IPBeja there is no direct fixed correspondence between the ECTS grade and the local grade, as it depends on the percentile achieved by the student.
A	10% – Highest classification on the 10-20 mark scale relatively to all the students enrolled in the last three years in the same unit course
B	25% – Following classifications on the 10-20 mark scale relatively to all the students enrolled in the last three years in the same unit course
C	30% – Following classifications on the 10-20 mark scale relatively to all the students enrolled in the last three years in the same unit course
D	25% – Following classifications on the 10-20 mark scale relatively to all the students enrolled in the last three years in the same unit course
E	10% – Lowest classifications on the 10-20 mark scale relatively to all the students enrolled in the last three years in the same unit course

ALVLORE01- 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

Points (%)	Examination (Alphabetic 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	 "kënaqshëm"
50-59	E  "sufficient"	6	 "mjaftueshëm"
40-49	E  "pass"	5	 "kalueshëm"

¹⁵ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en




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

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4. 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 ¹⁶
P BEJA01	Maria Fátima Carvalho President		
ALVLORE01	Prof. Dr. Aurela Saliuj Rector	25.03.2025	 

¹⁶ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation