

**Key Action 1  
– Mobility for learners and staff –  
Higher Education Student and Staff Mobility**

**Inter-institutional<sup>1</sup> agreement 2018-20  
between institutions from  
Programme and Partner Countries<sup>3</sup>**

**[Minimum requirements]<sup>4</sup>**

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**

Full name of the institution / country	Erasmus code or	Contact details <sup>b</sup> (email, phone)	Website (eg. of the course catalogue)
INSTITUTO POLITECNICO DO PORTO	P PORTO 05 PIC:991473 861 OID: E10471468	<b>Prof. José Quadrado,</b> <b>Pro-President</b> <b>Presidency Services</b> Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL  <b>Carla Carneiro</b> <b>Head of International Relations</b> <b>Office</b> <b>Presidency Services</b> Rua Dr Roberto Frias, 712 4200-465 Porto, PORTUGAL Tel.: +351 225 571 000/74 Fax: +351 225 020 772 Email: <a href="mailto:gcri@sc.ipp.pt">gcri@sc.ipp.pt</a>	<a href="https://www.ipp.pt/guiaects/guia_ects.aspx">https://www.ipp.pt/guiaects/guia_ects.aspx</a>

<p>Instituto Superior de Contabilidade e Administração do Porto (ISCAP)</p> <p>School of Accounting and Administration of Porto</p>		<p>Head of International Relations Office</p> <p>Professor Dr. Alexandra Albuquerque</p> <p>Email: gri.iscap.coord@eu.ipp.pt</p> <p>INCOMING Mobility:</p> <p>Mrs. Ana Monteiro Email: <a href="mailto:gri3@iscap.ipp.pt">gri3@iscap.ipp.pt</a></p> <p>OUTGOING Mobility:</p> <p>Mrs. Carla Carneiro</p> <p>Email: <a href="mailto:gri@iscap.ipp.pt">gri@iscap.ipp.pt</a></p> <p>T.: +351 22 905 00 50</p> <p>F.: +351 22 902 58 99</p>	<p>Website: <a href="http://iscap.ipp.pt">http://iscap.ipp.pt</a></p> <p>Exchange Program:</p> <p>Course Catalog (PT): <a href="http://www.iscap.ipp.pt/site/php/cursos.php?curso=4">http://www.iscap.ipp.pt/site/php/cursos.php?curso=4</a></p>
<p>University of Vlora</p>	<p>PIC: 934361522</p> <p>OID: E10159336</p>	<p><b>International Relation and Projects office Coordinator:</b></p> <p>Msc. Rezarta Sinanaliaj</p> <p><a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a></p> <p>Address: L. Pavarësia, 9400 Vlorë, Albania</p> <p>Tel: +3556953036</p> <p><b>Academic Contact:</b></p> <p>Assoc.Prof. Xhiliola Agaraj (041), (1015)</p>	<p><a href="https://univlora.edu.al/en/">https://univlora.edu.al/en/</a></p> <p><a href="https://univlora.edu.al/en/sektori-projekteve/miresevini/">https://univlora.edu.al/en/sektori-projekteve/miresevini/</a></p> <p>Courses in English:</p> <p><a href="https://univlora.edu.al/wp-content/uploads/2019/10/ENGLISH-List-of-courses-2019-2020-OK.pdf">https://univlora.edu.al/wp-content/uploads/2019/10/ENGLISH-List-of-courses-2019-2020-OK.pdf</a></p>

<sup>1</sup> Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

<sup>2</sup> Higher Education Institutions have to agree on the period of validity of this agreement

<sup>3</sup> Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

<sup>4</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

<sup>5</sup> Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

<sup>6</sup> Contact details to reach the senior officer in charge of this agreement

## B. Mobility numbers<sup>7</sup> per 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 or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships *
P PORTO 05 – ISCAP	UVlora	041	Business and Administration	n.a	n.a	n.a
UVlora	P PORTO 05 - ISCAP	041	Business and Administration	n.a	n.a	n.a

[\*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 *
P PORTO 05	UVLORA	041	Business Administration (ISCAP)	-----	1*5 days
P PORTO 05	UVLORA	1015	Travel, Tourism and Leisure	-----	1*5 days
UVLORA	P PORTO 05	041	Business Administration (ISCAP)	-----	1*5 days

<sup>7</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*):  
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

### C. 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 at the start of the study or teaching period:

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>8</sup>	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
P PORTO 05	All Regular Programs	Portuguese	English (only for STA)	B2	B2
	Exchange Program	-----	English	B2	B2
UVLORA		Albanian	English	B1	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

### D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: [https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter\\_en](https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en)

The higher education institution(s) located in a **Partner Country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students 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.

For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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.]*

## F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
P PORTO 05	1st June	1st November
UVLORA	June 1st May 15th	December 1 <sup>st</sup> November 15 <sup>th</sup>

*[\* to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within **4** weeks.
3. 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]*
4. Termination of the agreement

This agreement will take effect in the **2018** academic year being valid for a period of **2** years.

The above mentioned parties agree to cooperate in the following activities under the terms and conditions of the Erasmus+ Programme. Both parties agree to abide by the principles and conditions set out in the Erasmus+ Guidelines for Applicants and – if the application is successful – the financial agreement, and will work according to the principles of the Erasmus University Charter. Both parties undertake to abide by the bilaterally agreed terms of this co-operation agreement and will endeavour to carry out the agreement to the best of their abilities.

Either institution is free to terminate the present agreement. In order to do so, the institution wishing to terminate the agreement must:

- I. Notify the other institution in writing of its intention, by giving at least a 12 months' notice, stating the date on which it intends to make the termination effective. That is to say, 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. In consequence, any students who have started their exchange experience at either university at the date of termination may complete their stay. If an imbalance exists in the number of terms/semesters where exchanges have taken place, the deficit institution will be entitled to further exchanges until the imbalance is eliminated.

II. Termination of the agreement will not be penalised.

"Neither the European Commission nor the National Agencies can be held responsible in case of a conflict".

## G. Information

### 1. Grading systems of the institutions

#### P Porto 05

##### 1 - Local Grades

In the national grading system, the results are awarded in a scale from 0 to 20, and the minimum mark required for approval is 10.

##### 2 - ECTS Grades

The ECTS grading scale is based on the percentile of a student in a given assessment, expressing the student's performance relatively to other students enrolled in the last three years of the same curricular unit/course (or in a significant group of students). Hence there is no direct fixed correspondence between the ECTS grade and the local grade.

Portugal adopted ECTS mechanisms for our higher education system by law.

At IPP, the transfer of grades follows the ECTS procedures established in the Portuguese legislation which reflects these principles (DL 42/2005). Hence the ECTS grade calculation is made considering the percentile of each student that reflects the relative position of his/her mark in each curricular unit/course.

#### Grading system of University of Vlora "Ismail Qemali":

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"

<sup>9</sup> [http://ec.europa.eu/education/tools/docs/ects-guide\\_en.pdf](http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf)

## **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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
P PORTO 05	Further assistance: gcric@sc.ipp.pt	<a href="http://www.sef.pt/portal/V10/EN/asp/page.aspx">http://www.sef.pt/portal/V10/EN/asp/page.aspx</a>
UVLORA	Projects & International Relations Office <a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	<a href="https://punetejashtme.gov.al/en/regjimi-i-vizave-per-te-huajt/">https://punetejashtme.gov.al/en/regjimi-i-vizave-per-te-huajt/</a>

## **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:

<b>Institution</b> [Erasmus code or city]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
P PORTO 05	European Commission (Employment, Social Affairs & Inclusion) Further assistance: gcric@sc.ipp.pt	<a href="http://ec.europa.eu/social/main.jsp?catId=559">http://ec.europa.eu/social/main.jsp?catId=559</a>
UVLORA	Projects & International Relations Office <a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a>	<a href="https://univlora.edu.al/en/">https://univlora.edu.al/en/</a>

## **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 or city]	Contact details (email, phone)	Website for information
P PORTO 05	COMAP – Committee for International Students Email: <a href="mailto:comap@comap-portugal.com">comap@comap-portugal.com</a>	<a href="http://www.comap-portugal.com/accommodation/">http://www.comap-portugal.com/accommodation/</a>
UVLORA	Projects & International Relations Office <a href="mailto:international@univlora.edu.al">international@univlora.edu.al</a> E-mail: <a href="mailto:trajtimi.studentit.vlore@gmail.com">trajtimi.studentit.vlore@gmail.com</a> Phone: +355 33 408 121; +355 693593444  Facebook: Qyteza Student Vlorë Instagram: Qyteza Student Vlorë Address: L: "Isa Boletini" Rr. "Sulejman Delvina", 9400 Vlorë	<a href="https://univlora.edu.al/en/">https://univlora.edu.al/en/</a>

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature <sup>10</sup>
P PORTO 05	Prof. José Quadrado, Pro-President	26.9.18	
UVLORA	<b>Prof. Dr. Roland ZISI</b> Rector University "Ismael Qemali" Vlore	20.11.18	

<sup>10</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation