



EUROPEAN UNION

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Erasmus+ Programme
Inter-institutional agreement
Key Action 1

Learning mobility for higher education students and staff

UNIVERSITETI "ISMAIL QEMAL!"
VLORE
ZYRA E PROTOKOLL - ARKIVËS
NR. 15 PROT.
DATA 08.01.2024

**between EU Member States and
third countries not associated to the Programme**

The institutions 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 2023-2026 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 Education¹ and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR² and in line with the technical standards of the European Student Card Initiative³, 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 https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

² https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

³ 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 ⁴	Contact details ⁵ (email, phone)	Websites
Silesian University in Opava	CZ OPAVA01	E-mail: katerina.tre mbac@fpf.slu.cz Phone: +42055368 4255	General: https://www.slu.cz/slu/en/universityinternationalstudents Course catalogue: https://is.slu.cz/predmety/katalog?lang=en
University of Vlora "Ismail Qemali"	ALVLORE01	Academic coordinator: Assoc. Prof. Armela Panajoti Dean of the Faculty of Humanities E-mail: armelap@assenglish.org ; armela.panajoti@univlora.edu.al Phone: +355692384468 Administrative Contact Ms. Rezarta Sinanaliaj Projects and International Relations Sector international@univlora.edu.al +355695303633	General: https://univlora.edu.al/ Faculty: https://univlora.edu.al/fakulteti-i-shkencave-humane/ Course catalogue: https://univlora.edu.al/wp-content/uploads/2020/02/student-guide-2019-2020.pdf https://univlora.edu.al/course-s-erasmus/

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 accept informal communication means (e.g. exchange of emails as written proof).

⁴ 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.

⁵ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code [ISCED]	Study cycle [short cycle, 1st, 2nd or 3rd]	Student Mobility [Specify here total number of students]	Staff Mobility [Specify here total number of days]
ALVLORE01	CZ OPAVA01	0230 Languages	All cycles	2	3
CZ OPAVA01	ALVLORE01	0230 Languages	All cycles	2	3

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 skills⁶ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	Language of instruction 1	Language of instruction 2	Recommended level	
			Student Mobility	Staff Mobility
CZ OPAVA01	English		B2	B2
ALVLORE01	English		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.

4. Partnership arrangements: fees and organizational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organization 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.

⁶ 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>

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

Priority Objectives	
OS Use and Repartition	
CZ OPAVA01 as project coordinator shall be responsible for the OS use and repartition used for the management of the project and mobility organization.	Activities supporting the exchange
	Organization of the mobilities (practical and financial aspects)
	Providing the services to participants
	Management of the project

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	Deadline ⁷
CZ OPAVA01	Winter Term: Sep - Jan Summer Term: Feb - Jun	31 May 31 October
ALVLORE01	Autumn Term: October 2nd to February 23th (teaching and exams) Spring Term: March 1st to July 5th (teaching and exams)	Autumn Term: 15 July Spring Term: 20 December

The receiving institution will send its decision no later than 6 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

⁷ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
CZ OPAVA01	katerina.trembac@fpf.slu.cz, +420553684255	https://www.slu.cz/slu/en/universityinternationalstudents
ALVLORE01	armelap@assenglish.org, +355692384468 international@univlora.edu.al +355695303633	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

General selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements	Based on Transcript of Records from previous	For CZ OPAVA01: https://www.slu.cz/slu/en/universityinternationalstudents For ALVLORE01: Details are described in: 1.The internal regulation of UV. https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM_-english.pdf 2.Erasmus+ Incoming students guide. https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
CV		
Motivation letter	Academic, professional, personal reasons of the choice	
Inclusion measures ⁸	Targeted categories of participants with fewer opportunities	
Other	Language skills Ph.D. students:	

⁸ You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here:

	report, pre-acceptance letter	
	Staff: training plan, pre-acceptance letter	

6. 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*⁹.
- 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

⁹ The Erasmus+ Student Charter is available here:
https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

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.

Preparatory & Support Measures	Institution [Erasmus code or city]	Website for information & arrangements
Accommodation	CZ OPAVA01	https://www.slu.cz/slu/en/contactserasmusstudents
	ALVLORE01	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Visa	CZ OPAVA01	https://www.slu.cz/slu/en/visapermit
	ALVLORE01	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Insurance	CZ OPAVA01	https://www.slu.cz/slu/en/medicalinsurance
	ALVLORE01	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Inclusion of participants with fewer opportunities	CZ OPAVA01	
	ALVLORE01	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM_-_english.pdf

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. Among the recognition tools belong learning agreements, training or teaching mobility agreements, transcript of records or confirmations of stay. European Credit Transfer and Accumulation System or its local equivalent will be used for the recognition of credits.

A normal course load at CZ OPAVA01 consists of 30 ECTS per semester; one ECTS is the equivalent of 25 hours of work.

Each local credit at University of Vlora "Ismail Qemali" is equivalent of 25 hours of work, or 1 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 no later than five weeks after the assessment period has finished at the receiving HEI.
 - 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.

8. 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' guide¹⁰. 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
CZ OPAVA01	N/A	https://www.slu.cz/slu/en/admissions/about-ects/
ALVLORE01	N/A	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

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


¹⁰ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

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10. Termination of the agreement

Any party may terminate this agreement, giving at least twelve months written notice to the other party. Following delivery of the notice of termination, no new intake of students shall be made, and the parties shall take reasonable steps to correct imbalances in the numbers of exchange students between the parties. 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 ¹¹
CZ OPAVA01	prof. PhDr. Irena Korbelářová, Dr. dean		
ALVLORE01	Prof. Dr. Roland Zisi Rector	08.01.2024	

¹¹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation