



Erasmus+ Programme

Bilateral Inter-Institutional Agreement

Key Action 1

Learning Mobility for Higher Education Students and Staff

among EU Member States and third countries associated to the Programme

¹

The institutions 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 related to the organisation and management of the mobility, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

¹Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

Validity period of the agreement

Timeframe	Academic Year*	Call Year*
Start of validity	[2022/2023]	[2022]
End of validity	[2028/2029]	[2027]

A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details ² (email, phone)	Websites (General/Faculties / Course catalogue)
Istituto di Alti Studi SSML "Carlo Bo"	I-MILANO12	erasmus@ssmlcarlobo.it +39 06 44292970 + 39 02 891412442	Presentazione del corso - Istituto di Alti Studi SSML Carlo Bo
University of Vlora « Ismail Qemali »	OID: E10159336	Academic contact: Assoc. Prof. Veneranda Hajrulla Head of the Department of Foreign Languages veneranda.hajrulla@univlora.edu.al Administrativ contact: Rezarta Sinanalaj Director of Internal Quality Assurance and Projects international@univlora.edu.al international@univlora.edu.al	https://univlora.edu.al/

B. Mobility numbers³ per academic year

The partners agree to update the mobility data, whenever possible , by no later the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement .

² Contact details to reach the senior officer in charge of this agreement and of its possible updates.

³ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]	code (optional)* [ISCED]	area name (optional)*	-Clarification (optional)	[short cycle, 1 st , 2 nd or 3 rd] (optional)*	Student Mobility for Studies [total number of students]	Student mobility for Studies [total number of months]	Student Mobility for Traineeships (optional)* [total number of students]	Student Mobility for Traineeships (optional)* [total number of months]
I-MILANO12	OID: E10159336	0231		Linguistic Mediation	First Cycle	Up to 3	3 students x 4 months	Up to 3	3 students x mon
OID: E10159336	I-MILANO12	0231		Linguistic Mediation	First Cycle	Up to 3	3 students x 4 months	Up to 3	3 students x mon

Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM		TO		Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
[Erasmus code of the sending institution]	[Erasmus code of the receiving institution]					Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number of days]	Staff Mobility for Training (optional)* [total number of staff]	Staff Mobility for Training (optional)* [total number of days]
I-MILANO12		0231			2		5	2	5
OID: E10159336		0231			2		5	5	5

[* Optional columns can be deleted if not applicable. Subject area code & name and study cycle are optional. Inter-institutional agreements are not compulsory for Student Mobility for Traineeships or Staff Mobility for Training. Institutions may agree to cooperate on the organisation of traineeship; in

this case they should indicate the number of students that they intend to send to the partner country. Total duration in months/days of the student/staff mobility periods can be indicated if relevant.]

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]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level⁴	
		Student Mobility for Studies	Staff Mobility for Teaching	<i>Minimum recommended level:</i>	<i>Minimum recommended level:</i>
		<i>B1</i>	<i>B2</i>		
I-MILANO12		Italian	English	B1 Italian B2 English	C1 English
OID: E10159336		Albanian	English	B1 Albanian B2 English	C1 English

D. Calendar

Nominations of incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
I-MILANO12	30 April (not strictly compulsory)	30 September (not compulsory)
OID: E10159336	31 July	31 December

Applications from incoming students must reach the institution by:

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
I-MILANO12	30 June	30 November

⁴ 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>

	(not strictly compulsory)	(not strictly compulsory)
OID: E10159336	31 July	31 December

Application procedure for incoming students

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
I-MILANO12	erasmus@ssmlcarlobo.it	Istituto di Alti Studi SSML Carlo Bo
OID: E10159336	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf

E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
I-MILANO12	Background studies in: - language mediation - social media - sales negotiation	We suggest students of Year 2 and Year 3 of BA to select a Mobility at SSML Carlo Bo.	ERASMUS+ Incoming Students - Istituto di Alti Studi SSML Carlo Bo
OID: E10159336	https://univlora.edu.al/fshh-departamenti-i-gjuheve-te-huaja/	We suggest students of Year 2 and Year 3 of BA to select a Mobility at University of Vlora.	https://univlora.edu.al/sektori-projekteve/erasmus/

The receiving institution will send its decision within [x] weeks, **and no later than 5 weeks.**

Inclusion and accessibility

The institution will provide support to incoming mobile participants with fewer opportunities, 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:

Receiving institution [Erasmus code]	Available infrastructure adjusted for people with:	Description of infrastructure (optional)	Contact details (email, phone)	Website for information
SSML Carlo Bo	<ul style="list-style-type: none"> - Cognitive impairment - Visual impairment 	Ad hoc technical tools	erasmus@ssmlcarlobo.it +39 06 44292970 + 39 02 891412442	
OID: E10159336	<ul style="list-style-type: none"> - Cognitive impairment - Visual impairment 	Technical tools	international@univlora.edu.it	

Receiving institution [Erasmus code]	Available support services for people with:	Description of support services (optional)	Contact details (email, phone)	Website for information
SSML Carlo Bo	<ul style="list-style-type: none"> - Cognitive impairment 	A Commission has been appointed within SSML Carlo Bo to meet special cognitive needs and offer support	erasmus@ssmlcarlobo.it +39 06 44292970 + 39 02 891412442	
Institution 2				

F. Information

1. 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]	Contact details (email, phone)	Website for information
I- MILANO12	erasmus@ssmlcarlobo.it +39 06 44292970 + 39 02 891412442	Convenzioni - Istituto di Alti Studi SSML Carlo Bo
OID: E10159336	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing 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:

Institutio n [Erasmus code]	Contact details (email, phone)	Website for information
I- MILANO12	erasmus@ssmlcarlobo.it +39 06 44292970 + 39 02 891412442	
OID: E1015933 6	international@univlora.edu.al	https://punetejashtme.gov.al/en/regjimi-i-vizave-per-te-huajt/

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing 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:

Institution [Erasmus code]	Contact details (email, phone)	Website for information
I-MILANO12	erasmus@ssmlcarlolo.it sede.mi@ssmlcarlolo.it +39 06 44292970 + 39 02 891412442	
OID: E10159336	international@univlora.edu.al !	

4. Additional information

Receiving institutio n [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website informat n
I-MILANO-12	LA can be changed according to the terms provided; we expect Transcripts to be issued no later than 14 days after Students' end of Mobility.	erasmus@ssmlcarlolo.it +39 06 44292970 + 39 02 891412442	
OID: E10159336	https://univlora.edu.al/wp-content/uploads/2019/06/Rregullore-ICM-e-miratuar.pdf	international@univlora.edu.al !	

A Transcript of Records will be issued by the receiving institution no later than [xx] 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]*

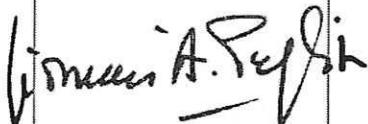
Any other information regarding the terms of the agreement (optional)

Calls and preparatory meeting with students (both outgoing and incoming) are needed to answer the many questions they might have, as well as to establish some prior links with the institution that will host them.

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."]

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature ^s
I-MILANO12	Prof. Giovanni Antonino Puglisi Legal Representative and President of Fondazione Scuola Interpreti e Traduttori	April 22, 2022	
OID: E10159336	Prof. Dr. Roland Zisi Rector	29.04.22	

^s Scanned signatures are accepted