



EUROPEAN UNION

UNIVERSITETI "ISMAIL QEMALI"
V. ORË
ZYRA E PROTOKOLL - ARKIVËS
NR. 52/22 PROT.
DATA 23.02.2022

**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**

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:

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.

- 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. 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
D. A. Tsenov Academy of Economics (TAE) PIC: 949717980 OID: E10110281	BG SVISHTO02	Assoc. Prof. Marusya Smokova, PhD Director of the Centre for International Affairs Erasmus+ Institutional Coordinator Email: erasmus@uni-svistov.bg Tel: +35963166440 Postal address: Bulgaria, 5250 Svishtov	General: www.uni-svistov.bg/en Erasmus policy statement: https://www.uni-svistov.bg/en/international-affairs/erasmus-plus-programme/erasmus-policy-statement Course catalogue: (pp. 12-23) https://drive.google.com/file/d/1B-2v6m_jttiNgkTNz7ntRrQqrHYzuen/view

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

⁵ 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.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		2 Em. Chakarov Str.	
Universiteti "Ismail Qemali" Vlorë Faculty of Economy PIC: 934361522 OID: E10159336	Vlora	Agreement and Academic Contact: Assoc. Prof. Elenica Pjero (Beqiraj) Vice Dean for Scientific Research, Faculty of Economy <u>e.pjero@yahoo.com</u> <u>elenica.pjero@univlora.edu.al</u> Tel: 00355696242266 Administrative Contact: Msc. Rezarta Sinanaliaj Project and International Relations <u>international@univlora.edu.al</u> Address: L. Pavarësia, 9400 Vlorë, Albania Tel: +355695303633	General: <u>https://univlora.edu.al</u> Faculty of Economy <u>https://univlora.edu.al/fakulteti-i-ekonomise/</u> Courses in English: <u>https://univlora.edu.al/wp-content/uploads/2019/10/ENGLISH-List-of-courses-2019-2020-OK.pdf</u>

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

FROM M [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]
BGSVISHTOV02	Vlora	041	Business and administration	1 st , 2 nd , 3 rd	6	30	6	60
		031	Social and behavioural sciences	1 st , 2 nd , 3 rd				
Vlora	BGSVISHTOV02	041	Business and administration	1 st , 2 nd , 3 rd	6	30	6	60
		031	Social and behavioural sciences	1 st , 2 nd , 3 rd				

Optional additional information

Blended mobility

BGSVISHTOV02: Blended mobility is allowed only for the courses which are offered in online and/or blended mode. The study mode for each of the courses could be found in the Course catalogue, pp. 12-23 (link is provided in the first section).

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

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 skills⁸ at the start of the mobility period (see also section 5 "Preparation and Support").

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]
BGSVISHTOV02		Bulgarian	English	B1	B2
VLORA		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.

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>

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.

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 ⁹
BGSVISHTOV02	Winter Term: from September to January Spring Term: from February to June	Winter Term: 31 st July Spring Term: 31 st December
VLORA	Winter Term: from October to February Spring Term: from March to June	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
BGSVISHTOV02	Email: erasmus@uni-svishtov.bg Tel: +35963166440 Postal address: Bulgaria, 5250 Svishtov	Students: https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme/credit-mobility

⁹ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

	2 Em. Chakarov Str.	<p>Studies:</p> <p>https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme/student-mobility-for-studies/student-mobility-for-studies</p> <p>Traineeships:</p> <p>https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme/student-mobility-for-studies/student-mobility-for-traineeships</p> <p>Staff:</p> <p>https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme/credit-mobility</p> <p>Teaching:</p> <p>https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme/staff-mobility</p> <p>Training:</p> <p>https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme/staff-mobility</p>
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Selection criteria

BGSVISHTO02

Requirement	Details	Website for information (optional)
Academic requirements	<p>Student status (during the application and mobility period abroad: Active Number of ECTS credits (or equivalent) already completed / current level of completion of studies (during the mobility period): Minimum second year of study (only for Bachelor students who carry out a mobility for studies) Subject area (ISCED code): 041 Business and Administration, 031 Social and behavioural sciences EQF level: Bachelor, Master or Doctoral student GPA: Minimum grade C according to the ECTS grading scale Language of instruction: Minimum B1 (or equivalent) according to CEFR</p>	<p>Mobility for studies: https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme/student-mobility-for-studies/student-mobility-for-studies Mobility for traineeships: https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme/student-mobility-for-studies/student-mobility-for-traineeships</p>
CV	<p>Europass CV Participation of the student in extra-class activities (incl. membership in organisations, volunteering, participation in conferences, projects, summer schools, publications, etc.)</p>	<p>Mobility for studies: https://www.uni-svishtov.bg/en/international-affairs/erasmus-plus-programme/student-</p>

		mobility-for-studies/student-mobility-for-studies Mobility for traineeships: https://www.uni-svistov.bg/en/international-affairs/erasmus-plus-programme/student-mobility-for-studies/student-mobility-for-traineeships
Motivation letter	Section is included in the application form	Mobility for studies: https://www.uni-svistov.bg/en/international-affairs/erasmus-plus-programme/student-mobility-for-studies/student-mobility-for-studies Mobility for traineeships: https://www.uni-svistov.bg/en/international-affairs/erasmus-plus-programme/student-mobility-for-studies/student-mobility-for-traineeships
Inclusion measures ¹⁰	Students with children Students with economic obstacles Working students Students with family obstacles	Mobility for studies: https://www.uni-svistov.bg/en/international-affairs/erasmus-plus-programme/student-mobility-for-studies/student-mobility-for-studies Mobility for traineeships: https://www.uni-svistov.bg/en/international-affairs/erasmus-plus-programme/student-mobility-for-studies/student-mobility-for-traineeships
Other	Previous experience in Erasmus+ mobility: if YES, the total number of months for Erasmus+ mobility (incl. the current mobility) should not exceed 12 months (360 days) for the current study cycle.	Mobility for studies: https://www.uni-svistov.bg/en/international-affairs/erasmus-plus-programme/student-mobility-for-studies/student-mobility-for-studies Mobility for traineeships: https://www.uni-svistov.bg/en/international-affairs/erasmus-plus-programme/student-mobility-for-studies/student-mobility-for-traineeships

Selection criteria

VLORA - University "Ismail Qemali", Vlore, Albania

Contact: Assoc. Prof. Elenica Pjero, coordinator (elenica.pjero@univlora.edu.al)

Requirement	Requirement	Requirement
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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

Academic requirements	Number of ECTS credits(or equivalent) already completed /current level of completion of studies :approx..30ECTS Subject area (ISCED CODE): any subject EQF level: 6 th , 7 th	https://univlora.edu.al
CV	Not required	https://univlora.edu.al
Motivation letter	Required	https://univlora.edu.al
Inclusion measures	Priority given in the selection process to students with fewer opportunities	https://univlora.edu.al
Other		https://univlora.edu.al

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*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.

¹¹ 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 **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.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	BGSVISHTO02	Email: erasmus@uni-svishtov.bg Tel: +35963166440 Postal address: Bulgaria, 5250 Svishtov 2 Em. Chakarov Str.	https://drive.google.com/file/d/1B-2v6m_jjttiNgkTNz7ntRrQqrHYzuen/view
Language Support	BGSVISHTO02	Email: erasmus@uni-svishtov.bg Tel: +35963166440 Postal address: Bulgaria, 5250 Svishtov 2 Em. Chakarov Str.	https://drive.google.com/file/d/1B-2v6m_jjttiNgkTNz7ntRrQqrHYzuen/view
Visa	BGSVISHTO02	Email: erasmus@uni-svishtov.bg Tel: +35963166440 Postal address: Bulgaria, 5250 Svishtov 2 Em. Chakarov Str.	https://drive.google.com/file/d/1B-2v6m_jjttiNgkTNz7ntRrQqrHYzuen/view
Insurance	BGSVISHTO02	Email: erasmus@uni-svishtov.bg Tel: +35963166440 Postal address: Bulgaria, 5250 Svishtov 2 Em. Chakarov Str.	https://drive.google.com/file/d/1B-2v6m_jjttiNgkTNz7ntRrQqrHYzuen/view
Inclusion of participants	BGSVISHTO02	Email: erasmus@uni-svishtov.bg Tel: +35963166440 Postal address:	https://drive.google.com/file/d/1B-2v6m_jjttiNgkTNz7ntRrQqrHYzuen/view

with fewer opportunities		Bulgaria, 5250 Svishtov 2 Em. Chakarov Str.	
Mentoring	BGSVISHTO02	Email: erasmus@uni-svishtov.bg Tel: +35963166440 Postal address: Bulgaria, 5250 Svishtov 2 Em. Chakarov Str.	https://drive.google.com/file/d/1B-2v6m_jjttiNgkTNz7ntRrQqrHYzuen/view
Grant payments	BGSVISHTO02	Email: erasmus@uni-svishtov.bg Tel: +35963166440 Postal address: Bulgaria, 5250 Svishtov 2 Em. Chakarov Str.	https://drive.google.com/file/d/1B-2v6m_jjttiNgkTNz7ntRrQqrHYzuen/view
Alumni information	BGSVISHTO02	Email: erasmus@uni-svishtov.bg Tel: +35963166440 Postal address: Bulgaria, 5250 Svishtov 2 Em. Chakarov Str.	https://drive.google.com/file/d/1B-2v6m_jjttiNgkTNz7ntRrQqrHYzuen/view

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	VLORA	Qyteza Studenti Vlore trajtimi.studentit.vlore@gmail.com	https://univlora.edu.al https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf
Language Support	VLORA	Academic coordinator Assoc.Prof.Elenica Pjero elenica.pjero.edu.al 00355696242266	https://univlora.edu.al https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf
Visa	VLORA	Projects and International Relations international@univlora.edu.al 00355695303633	https://univlora.edu.al https://pune.tejashtme.gov.al/en/regjimi-i-vizave-per-te-huajt/ https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf
Insurance	VLORA	Projects and International Relations international@univlora.edu.al 00355695303633	https://univlora.edu.al https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf
Inclusion of participants with fewer opportunities	VLORA	Projects and International Relations international@univlora.edu.al 00355695303633	https://univlora.edu.al https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf
Mentoring	VLORA	Academic coordinator Assoc.Prof.Elenica Pjero elenica.pjero.edu.al 00355696242266	https://univlora.edu.al
Grant payments	VLORA	---	---
Alumni information	VLORA	Projects and International Relations international@univlora.edu.al 00355695303633	https://univlora.edu.al https://univlora.edu.al/wp-content/uploads/2021/02/UV-Erasmus-Incoming-Student-Guide-2020-2021.pdf

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. The recognition tools that will be used is the European Credit Transfer and Accumulation System.
- 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 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.
 - 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' guide¹². 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
BGSVISHTO02	---	Grading system (p. 5) https://drive.google.com/file/d/1B-2v6m_jittiNgkTNz7ntRrQqrHYzuen/view
VLORA		https://univlora.edu.al

BGSVISHTO02:

D. A. Tsenov Academy of Economics uses the European Credit Transfer and Accumulation System as a recognition tool. The principle applying to the ECTS framework is that there is a minimum requirement of the accumulation of 60 credits per academic year or 30 for each semester. Bulgarian grading scale runs from 2 to 6 (6 being the highest). This corresponds to grades F-A. If the grade is between 2.00 and 2.49, the student cannot sit the final exam. A certain number of credits are awarded for each examination. Information about Bulgarian grading system could be finding in the following table:

D. A. Tsenov Academy of Economics uses P/F grading system for some of the activities for

ECTS Grade	Grading definitions in the receiving institution	Grade	Equivalent marks used in the institutional grading system
A	Excellent: Exceptional performance with some minor errors.	6	Excellent 5.50-6.00 (92-100%)
B	Very good: Higher than average standard but with some errors.	5	Very good 4.50-5.49 (75-91%)
C	Good: Precise performance but with certain number of deficiencies.	4	Good 3.50-4.49 (59-74%)
D	Average: Satisfactory but with obvious deficiencies.	3	Average 3.25-3.49 (55-58%)
E	Average: Performance meets the minimum criteria for obtaining credit.	3	Average 3.00-3.24 (50-54%)
FX	Fail: Performance does not meet the requirements for obtaining credit. Once the student has completed specific additional extracurricular activities they may gain the right to sit the examination.	2	Poor 2.50-2.99 (30-49%)
F	Fail: Requires substantial improvement and the completion of specific additional extracurricular activities. The student does not have the right to sit the examination.	2	Poor 2.00-2.49 (0-29%)

the doctoral students, where P is Pass and F is fail.

Vlora:

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

¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

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“

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

10. Termination of the agreement

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
BGSVISHTOV02	Prof. Mariyana Bozhinova, PhD Rector		
VLORA	Prof. Dr. Roland ZISI Rector University "Ismail Qemali" Vlore	22.02.2022	

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