



EUROPEAN UNION

Erasmus+

Enriching lives, opening minds.

2021-2027

UNIVERSITÄT DUISBURG ESSEN

Zentrale Dienstleistungen

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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 year 2023 in :

- KA171 Higher education mobility supported by external policy funds

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
UNIVERSITY OF GRANADA Spain	E GRANADA01	Prof. Inmaculada Marrero Rocha, Vice-Rector for Internationalization, Vice-Rector's Office for Internationalization Complejo Administrativo Triunfo, Avenida del Hospicio s/n, 18071 Granada, España (Spain) Tel.: +34 958 241 990; vi.internacional@ugr.es	General: https://www.ugr.es/en Faculty/faculties: https://www.ugr.es/en/node/4630 Course catalogue: https://internacional.ugr.es/en/students/incoming-mobility?lang=en https://grados.ugr.es/ https://masteres.ugr.es/ https://escuelapostgrado.ugr.es/doctorado/oferta_programas_doctorado
UNIVERSITETI ISMAIL QEMALI VLORE Albania	Vlore	Prof. Dr. Aurelia Sallaj, Rector, Universiteti "Ismail Qemali", Vlorë Rectorati Sheshi "Pavaresia", 9400 Vlorë, Albania Tel.: +35533222288 rektor@univlora.edu.al Administrative contact: Projects and International Relations Office Rezarta Sinanallaj Tel.: +355695303633 international@univlora.edu.al	General: www.univlora.edu.al Faculties/Unives: https://univlora.edu.al/fakulteti-i-shkencave-humane/ https://univlora.edu.al/fe-departamentet/ https://univlora.edu.al/fakulteti-i-shkencave-teknike/ https://univlora.edu.al/fakulteti-i-shendetit-publike/ International Office: https://univlora.edu.al/sektor-projekteve/miresevini/ Catalogue of courses: https://univlora.edu.al/wp-content/uploads/2024/08/UNI-VLORA-COURSES-IN-ENGLISH-LANGUAGE-2023-2024.pdf

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. 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 [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Field of education ISCED ⁷ (optional)	Field of education - clarification (optional)	Level of education [EQF] (optional)	Number of mobility periods			
					Student Mobility [Total number of students]	Student Mobility [Total number of months]	Staff Mobility [Total number of staff]	Staff Mobility [Total number of days]
E GRANADA 01	Vlore		- all available -	1 st , 2 nd or 3 rd cycle EQF: 6, 7, 8	-	-	-	-
Vlore	E GRANADA 01		- all available -	1 st , 2 nd or 3 rd cycle EQF: 6, 7, 8	1	5	1	5
* Optional additional information								
The number of mobilities towards the University of Granada is established as financed within the KA171 Project ref. 2023-1-ES01-KA171-HED-000126410 for the period 1st August 2023 - 31st July 2026. Subject to modifications upon agreement.								

⁷ <https://cirabc.europa.eu/sd/a/286fba6-aa7c-43da-a42b-f72cf3a442bf/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 6 "Preparation and Support").

Receiving institution [Erasmus code or city]	Field of education (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]
UNIVERSITY OF GRANADA E GRANADA01	N/A	Spanish	English	B1 required	B2
UNIVERSITETI ISMAIL QEMALI VLORE Vlore	N/A	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://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+ credit mobility period at their institution, 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.

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
Partners agree that the University of Granada will designate the organisational support funds to cover the costs related to the priority objectives and processes indicated at the right:	- coordination of the Erasmus+ International Credit Mobility programme and KA171 projects and maintenance service for the database and everything needed for the correct implementation of the projects according to the European Commission, Spanish National Agency, Local regulations and other authorities' requisites and/or legislations. - management of the KA171 projects from beginning to end, that includes: - payment of UGR staff costs related to the project. - organisational arrangements with partners, including preparatory visits to potential partners or other networking events. - update tools for international students. - promotion and management of the participation of individuals with fewer opportunities. - preparation of information and assistance materials to students and staff. - organisation of international events such as: International Staff Weeks, International Researcher Development Weeks and other activities to support KA171 projects. - implementation of different actions to facilitate the integration of incoming mobile participants and to provide intercultural preparation. - digitalisation of mobility management. - other support needs that might arise during the implementation 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.
- For eventual audit checks to evaluate the implementation of the Erasmus+ mobility, an (electronic) copy of the records corresponding to the call and selection results, such as the ones indicated in the "Information for Partner Institutions" document, are to be sent to the University of Granada once the selection process is finished.

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

Receiving institution (Erasmus code or city)	Term duration	Deadline ³
UNIVERSITY OF GRANADA E GRANADA01	Autumn term: from September to January/February Spring term: from February to June/July	Autumn term: March – April Spring term: October For PhD students at least 3 months before the start of the mobility
UNIVERSITETI ISMAIL QEMALI VLORE Vlore	Autumn term: from October to February (teaching and exams) Spring term: from March to July (teaching and exams)	Autumn term: 15 July Spring term: 20 December

³ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

The receiving institution will send its decision within [5] 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
UNIVERSITY OF GRANADA E GRANADA01	Mobility Unit – International Relations Office Nominated students and staff: intldimension@ugr.es General enquires: intlinfo@ugr.es	https://internacional.ugr.es/en/students/incoming-mobility?lang=en
UNIVERSITETI ISMAIL QEMALI VLORE Vlore	Mobility Unit – International Relations Office Nominated students and staff: international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-english.pdf

Academic and additional requirements		
Requirement	Details	Website for information (optional)
Academic requirements	E GRANADA01 Number of ECTS credits (or equivalent) already completed/current level of completion of studies and marks/academic merit. Subject area (ISCED code) EQF level The above mentioned items are applicable to mobility for studies. Make sure the participants fulfil the academic/research profile established in the call for the scholarship as well as the admission criteria established by each Degree/Department.	E GRANADA01 https://internacional.ugr.es/en
	Vlore Selection criteria for students: • Number of ECTS credits (or equivalent) already completed before the start of the mobility: min. 30 ECTS • Subject area (ISCED code) • Grade point average • Language skills Selection criteria for staff: • Full-time employee • Academic title degree for academic staff and work experience for administrative staff • Language skills	Vlore https://univlbra.edu.al/wp-content/uploads/2023/01/Regulation-ICM-english.pdf

Language knowledge	E GRANADA01 The UGR will establish the language requirements according to cycle of studies, field/area and programme. The specific information shall be provided before the selection process. As a regular norm a B1 language level will be the minimum requirement for students and a B2 language level will be the minimum recommended for staff.	E GRANADA01 https://internacional.ugr.es/en/students/incoming-mobility/undergraduate/international-credit-mobility#title2
	Vlore B1 required (Spanish/English according to the language of instruction of the courses). Applicable to mobility for studies.	Vlore https://univivora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-english.pdf
Motivation letter	E GRANADA01 Recommended.	E GRANADA01 N/A
	Vlore Applicable to UV outgoing students mobilities.	Vlore https://univivora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-english.pdf
	E GRANADA01 Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) will be given priority.	E GRANADA01 https://internacional.ugr.es/en/students/ugr-services/educational-support-needs https://ve.ugr.es/servicios/asistencia-estudiantil/

Inclusion measures ¹⁰	Vlore Bonus points in the selection process for: • Students/staff undertaking their first ever Erasmus mobility • Students/staff with fewer opportunities	Vlore https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-english.pdf
Others	E GRANADA01 Subject area (ISCED code) or cooperation priorities of the Internationalization Strategy of the University of Granada.	E GRANADA01 N/A
	Vlore CV required only for staff	Vlore https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-english.pdf

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.

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

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/applicants/student-charter_en

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 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.

UNIVERSITY OF GRANADA

Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	E GRANADA01	alojamiento@ugr.es	https://alojamiento.ugr.es/ https://internacional.ugr.es/en/staff/international-welcome-centre
Language Support		intinfo@ugr.es intldimension@ugr.es	https://internacional.ugr.es/en/about/international-strategy/language-policy Online Language Support (OLS) is provided by the European Commission through the following platform: https://academv.europa.eu/?lang=en
Visa		intinfo@ugr.es	https://internacional.ugr.es/en/students/incoming-mobility/legal-procedures-foreigners https://internacional.ugr.es/en/staff/international-welcome-centre
Insurance		seguro movilidad@ugr.es	https://internacional.ugr.es/en/students/incoming-mobility/insurance?q=estudiantes/movilidad-entrante/informacion_basica_seguro
Inclusion of participants with fewer opportunities		intinfo@ugr.es	https://ve.ugr.es/secretariados-y-unidades/atencion_estudiantes_con_discapacidades https://ve.ugr.es/servicios/asistencia-estudiantil/
Mentoring		intinfo@ugr.es	https://internacional.ugr.es/en/students/ugr-services/buddy-programme
Grant payments		intldimension@ugr.es	N/A
Alumni information		direccion alumni@ugr.es	https://alumni.ugr.es/

UNIVERSITETI ISMAIL QEMALI VLORE

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	Vlore	international@univlora.edu.al	https://www.univlora.edu.al https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Language Support		international@univlora.edu.al	https://www.univlora.edu.al
Visa		international@univlora.edu.al	https://www.univlora.edu.al https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Insurance		international@univlora.edu.al	https://www.univlora.edu.al https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Inclusion of participants with fewer opportunities		international@univlora.edu.al	https://www.univlora.edu.al
Mentoring		international@univlora.edu.al	https://www.univlora.edu.al
Alumni information		international@univlora.edu.al	https://www.univlora.edu.al

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

ECTS (studies)

PhD students/training: individual assessment report

- 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.
 - 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
UNIVERSITY OF GRANADA E GRANADA01	N/A	N/A
UNIVERSITETI ISMAIL QEMALI VLORE Vlore	N/A	N/A

UNIVERSITY OF GRANADA grading system: In the Spanish university system, each course unit is graded on a scale from 0 to 10 points, and each numerical grade corresponds to a qualitative grade as follows: Suspenso (Fail): 0 - 4.9 - Aprobado (Pass): 5- 6.9 - Notable (Good): 7- 8.9 - Sobresaliente (Very Good): 9- 10 - Matrícula de Honor: A special mention for outstanding performance limited to a maximum of 5% of students registered in a given course unit group. When a student does not take the corresponding examination or final assessment, this is reflected as No Presentado (Absent). To pass a course unit, a student must receive a grade of at least 5 points out of 10. Statistical distribution of grades according to the descriptions in the ECTS users' guide available at

<https://internacional.ugr.es/pages/conversion-calificaciones/tablaconversioncalificaciones>

UNIVERSITETI ISMAIL QEMALI VLORE grading system:

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

<https://univlorea.edu.al/wp-content/uploads/2023/01/Regulation-ICM- -english.pdf>

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

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

Data Protection and Confidentiality

1. With regard to all specific actions and agreements arising from the implementation of this collaboration agreement that entail the processing of personal data, the parties agree to comply with the respective applicable regulations.

- Specifically, the UNIVERSITY OF GRANADA is subject to Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (General Data Protection Regulation) and Spanish Organic Law 3/2018 of 5 December on the Protection of Personal Data and Guarantee of Digital Rights.
- For its part, UNIVERSITETI ISMAIL QEMALI VLORE is subject to the regulations of the Law No. 9887, dated 10 March 2008, on the Protection of Personal Data (as amended).

2. With regard to the data that each party provides to the other party for the performance of the tasks, the signatories shall be obliged to sign, where appropriate and prior to access, the corresponding joint controller or processing agreement.

Both parties commit to respect GDPR standards.

3. Each institution agrees to maintain the confidentiality and secrecy of all data and information provided by the other party. The receiving party may disclose this information only with the prior authorisation of the provider.

Conflict resolution

Any discrepancy, conflict of interest or problem which results from the implementation or interpretation of this agreement shall be resolved in first instance by the members of the Joint Committee or local coordinators and in second instance by their respective Rectors or their designated representatives.

Whenever no mutually agreed solution can be adopted, the dispute shall be settled by arbitration in accordance with the Arbitration Rules of the United Nations Commission on International Trade Law (UNCITRAL Arbitration Rules).

10. Termination of the agreement

The involved institutions agree that modifications or early termination of the inter-institutional agreement will be formalized in writing.

In the event of unilateral termination, a written 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.

On the date of expiry or early termination of this agreement, the parties shall ensure that students who have been admitted by the host institution may, if they wish, undertake and complete the academic term for which they have been admitted, and that students already in their program at the host institution may complete their academic term in progress.

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
UNIVERSITY OF GRANADA E GRANADA01	Inmaculada Marrero Rocha, Vice-Rector for Internationalization, by delegation of the Rector	16 DIC. 2024	 
UNIVERSITETI ISMAIL QEMALI VLORE Vlore	Aurela Saliaj, Rector	26.11.2024	 

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