



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds

2021-2027

Erasmus+ Programme

Inter-institutional agreement 2023-2027

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

UNIVERSITÄT

NR. 1536/1
DATA 10.02.24

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 2023-2027 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
Universitaet Klagenfurt, Universitaetsstrasse 65-67, 9020 Klagenfurt, Austria Tel.: +43 463 2700 E-mail: internationales@aau.at Web: www.aau.at/en/	A KLAGENFO 1	Programme coordinator: Dr. Ana Mitić (International Office) Tel.: +43 463 2700 9249 E-mail: erasmus.icm@aau.at Departmental coordinator: Univ.-Prof. Dr. Alexander Onysko Tel.: +43 463 2700 2530 E-mail: Alexander.Onysko@aau.at	General (information for (prospective) incoming students): https://www.aau.at/en/international/studying-in-klagenfurt/students-in-mobility-programmes/ Faculties: https://www.aau.at/en/university/organisation/faculties-departments-centres/ Course catalogue: https://campus.aau.at/studien/lvliste.jsp?englisch=yes&nobc
University of Vlora "Ismail Qemali", Sheshi "Pavaresia", 9400 Vlorë, ALBANIA	AL VLORE01	Academic coordinator: Assoc. Prof. Armela Panajoti Dean of the Faculty of Humanities armela.panajoti@univlora.edu.al armelap@assenglish.org + 355 69 2384468	General: www.univlora.edu.al Faculty/faculties: 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/courses-erasmus/

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.

		Administrative Contact Ms. Rezarta Sinanaliaj Projects and International Relations Sector international@univlora.edu.al +355 69 5303633	
[...]			

Mobility numbers per academic year⁷

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.

Number of student and staff mobility periods

2023-1-AT01-KA171-HED-000142478:⁸

FROM [Erasmus code or city of the	TO [Erasmus code or city of the	Subject area	Subject area NAME (optional)	Study cycle [short cycle, 1st , 2nd or 3rd]	Number of mobility periods			
					Student Mobility	Student Mobility	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days] ¹⁰

⁷ Per project

⁸ All mobilities indicated under the project code 2023-1-AT01-KA171-HED-000142478 must be completed by 31 July 2026 at the latest. No mobilities can be completed beyond this date within the framework of this agreement, unless this section is updated following a successful Erasmus+ KA 171 application for funding within the framework of the subsequent call(s).

¹⁰ Total number of days, including travel days.

sending institution]	receiving institution]	ISCED CODE ⁹ (optional)		(optional)	[Specify here total number of students]	[Specify here total number of months]		
AL VLORE01	A KLAGENF01	0230	Languages	1 st , 2 nd , 3 rd	4	20	3	21
A KLAGENF01	AL VLORE01						3	21

Optional additional information

e.g. blended mobility, etc.

2. 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 skills¹¹ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution	Subject area (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility	Staff Mobility

⁹ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

¹¹ 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>

[Erasmus code or city]				[Minimum recommended level in at least one of the languages: B1]	[Minimum recommended level in at least one of the languages for teaching: B2]
A KLAGENF01	All	German	English	German: min B2 and/or English: min. B2	German: min B2 and/or English: min. B2
AL VLORE01	All	Albanian	English	English: B2	English: C1

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.

3. 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.

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
No repartition of organisational support funds is foreseen.	Personnel costs for programme management

4. 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 ¹²
A KLAGENF01	Autumn Term from October 1 st to January 31 st	Nomination Deadline: May 15 th Application Deadline: June 1 st
	Spring Term from March 1 st to June 30 th	Nomination Deadline: October 15 th Application Deadline: November 1 st

¹² Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

AL VLORE01	Winter Term: from the first week of October till end of February	Winter term: Nomination and application period: 15 th of July
	Spring Term: from March till June	Spring Term: Nomination and application period: 15 th of December

The receiving institution will send its decision within 4 (four) 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
A KLAGENF01	International Office Tel.: + 43 463 2700 9249 E-mail: erasmus.icm@aau.at	https://www.aau.at/en/international/studying-in-klagenfurt/students-in-mobility-programmes/
AL VLORE01	armelap@assenglish.org ; armela.panajoti@univlora.edu.al international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

Academic and additional requirements		
Requirement	Details	Website for information (optional)

Academic requirements	Current level of completion of studies: at least 1 completed academic year (two semesters) at the sending institution before the start of the mobility Subject area (ISCED code): See Art. 2 ("Mobility Numbers per academic year") EQF level: See Art. 2 ("Mobility Numbers per academic year")	A KLAGENF01: https://www.aau.at/international/studieren-im-ausland/international-credit-mobility/ https://www.aau.at/international/studieren-im-ausland/erasmus/
CV	Specifications in terms of format, content, language etc. to be defined by the sending institution in accordance with respective internal requirements.	
Motivation letter	Specifications in terms of format, content, language etc. to be defined by the sending institution in accordance with respective internal requirements.	
Inclusion measures ¹³	Indicative target groups as defined on national level (in Austria) include: - Students with disabilities or chronic illness - Students with child(ren) (who take the child(ren) with them on a Erasmus+ mobility To further enhance the inclusion dimension of KA171, partners agree to discuss further indicative targets during selection process.	
Other	Transcript of Records/Proof of academic achievement	

¹³ 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

Partner institution	Details	Website for information (optional)
Academic requirements	Number of ECTS credits (or equivalent) already completed / current level of completion of studies Subject area (ISCED code) EQF level	AL VLORE01: https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM--english.pdf https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
CV	Required for staff	
Motivation letter	Required for students	
Inclusion measures ¹⁴	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process.	
Other	Academic requirements: Subject area: 0230 Application form (students/staff) Academic requirements for students: 1. Academic achievement. 2. Written and spoken command of English. Academic requirements for staff: 1. Academic merit (ranked according to the academic title/degree) for teaching staff. 2. Work experience/performance (for administrative staff).	

¹⁴ 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

	3. Written and spoken command of English in compliance with the proficiency level laid down in the inter-institutional agreement. Teachers can also be appointed/invited by the management of the respective departments/faculties based on strategic considerations (continuous professional development, international recruitment, future project preparation, lectures integrated into the regular study programme of the receiving institution, preparation of new study material etc.)	
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5. 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*¹⁵.
- 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.

¹⁵ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

- 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.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone) ¹⁶	Website for information & arrangements
Accommodation	A KLAGENF01	International Office Tel: +43 463 2700 9249 E-mail: erasmus.icm@aau.at	https://www.aau.at/en/university/campus/accommodation/
Language Support	A KLAGENF01	Language Center "Deutsch in Österreich" East Wing (O), O.2.04 Tel: +43 463 24180 E-mail: dia@aau.at	https://dia.aau.at
Visa	A KLAGENF01	International Office Tel.: + 43 463 2700 9249 E-mail: erasmus.icm@aau.at	https://www.aau.at/en/international/studying-in-klagenfurt/entry-and-residence/
Insurance	A KLAGENF01	International Office Tel.: +43 463 2700 9249 E-mail: incoming.exchange@aau.at / erasmus.icm@aau.at	https://www.aau.at/en/international/studying-in-klagenfurt/entry-and-residence/
Inclusion of participants with fewer opportunities	A KLAGENF01	International Office Erasmus+ Incoming Tel.: + 43 463 2700 9207 E-mail: incoming.exchange@aau.at	"Accessibility Office" https://www.aau.at/universitaet/service-kontakt/services-fuer-menschen-mit-behinderungen/ https://www.aau.at/en/university/organisation/administration-and-management/family-services/

¹⁶ Contact information indicated in this section (along with links to the respective websites) is subject to change. Institutions agree to share all relevant updates in advance.

		Family services Tel.: + 43 463 2700 9256 E-Mail: familienservice@aau.at	
Mentoring	A KLAGENF01	International Office, East Wing (O), 1 st floor Departmental coordinator (see Art. 1 ("Information about the higher education institutions"))	https://www.aau.at/international (International Office) https://www.aau.at/en/study/student-life/offices-and-services/ (Further student services at AAU)
Grant payments	A KLAGENF01	International Office Tel.: + 43 463 2700 9249 E-mail: incoming.exchange@aau.at / erasmus.icm@aau.at	The Grant Agreements as well as the Mobility and Learning Agreements are to be issued to all mobile participants by the International Office of Universitaet Klagenfurt. www.aau.at/international/studieren-im-ausland/international-credit-mobility/
Alumni information	A KLAGENF01	UNI-KLU's Alumni Network	https://www.aau.at/en/alumni-career/

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	AL VLORE01	Projects and International Relations international@univlora.edu.al Qyteza Studenti Vlore trajtimi.studentit.vlore@gmail.com	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf https://univlora.edu.al/ ; https://www.facebook.com/people/Qyteza-Studenti-Vlore/100046352926013/

Language Support	AL VLORE01	N/A	Provided by the receiving institution if needed.
Visa	AL VLORE01	Projects and International Relations international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Insurance	AL VLORE01	N/A	Individual – each participant is responsible for their own insurance. Support may be given to those who need it from the side of the sending institution.
Inclusion of participants with fewer opportunities	AL VLORE01	Projects and International Relations international@univlora.edu.al	The University of Vlora “Ismail Qemali” has limited infrastructure to welcome students/staff with disabilities. However, for each case specific arrangements can be made. https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-english.pdf
Mentoring	AL VLORE01	Assoc. prof. Armela Panajoti armelap@assenglish.org ; armela.panajoti@univlora.edu.al	Schedule, mobility programme, LA and additional assistance related to the mobility period at UV.
Grant payments	AL VLORE01	N/A	
Alumni information	AL VLORE01	N/A	

6. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. *[Please specify the recognition tools that will be used, e.g. the European Credit Transfer and Accumulation System.]*

A KLAGENF01:

SMS/SMT:

The recognition of students' academic outcomes at AAU is based on the Erasmus+ Learning Agreement (LA) and stated in the appropriate documentation (e.g. diploma supplement). The European Credit Transfer and Accumulation System (ECTS) provides the operational and educational framework for recognition of learning outcomes.

At UNI-KLU the LA is reviewed and approved by a competent study programme director (<https://www.aau.at/en/university/organisation/academic-affairs-and-organisation/programme-management/>) following a formal check by the IO. Based on the LA, the study programme director verifies the requirements for recognition. The LA has to be signed *before the mobility* by all parties involved – the student, the study programme director and the responsible person at the host institution. Changes to the learning agreement *during the mobility* must be indicated in the section "During the Mobility" and confirmed by all three parties in writing (e.g. per e-mail) within the stipulated deadline in accordance with the programme guidelines.

Within two months *after the mobility* UNI-KLU students apply for recognition based on the original Transcript of Records in the electronic examination book ("elektronisches Prüfungsbuch"). The confirmation of recognition ("Anerkennungsbescheid") has to be submitted to the International Office per e-mail (erasmus.icm@aau.at). More information on the recognition process can be found on the following page: <https://www.aau.at/en/study/studying-at-aau/during-your-programme/recognition-of-examinations/#toggle-id-2>

Students of both institutions shall follow a general recommendation of the European Union (EU) to acquire 30 ECTS credit points during an Erasmus+ semester. Nevertheless, all students participating in the Erasmus+ exchange (incoming and outgoing) must obtain **at least 3 ECTS credit points** per month during their Erasmus+ stay. The credits acquired by UNI-KLU students must be duly recognized at AAU (at least 3 ECTS credit points per month).

STA/STT:

At UNI-KLU, the recognition of the mobility periods for staff members is based on the Mobility Agreement. UNI-KLU will continue providing both incoming and outgoing mobile participants with tailored "Mobility Guides" pointing at and illustrating, among others, various possibilities and levels of recognition for different types of staff mobility.

AL VLORE01: ECTS-the European Credit Transfer and Accumulation System

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

- 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. (for specification see Art. 9 ("Additional information"))
 - 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.

7. 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' guide¹⁷. 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
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¹⁷ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

A KLAGENF01		ECTS credit points (general information):¹⁸ https://www.bmbwf.gv.at/en/Topics/Higher-education---universities/Recognition-of-qualifications/ECTS-System.html Grading according to the Austrian national grading system as defined in Universities Act 2002 – UG:¹⁹ https://www.ris.bka.gv.at/GeltendeFassung.wxe?Abfrage=Bundesnormen&Gesetzesnummer=20002128
AL VLORE01		https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

A KLAGENF01:

1) ECTS credit points:

one semester: 30 ECTS credit points

one full academic year: 60 ECTS credit points

2) Grading according to the Austrian national grading system as defined in Universities Act 2002 – UG, section 72, Para. 2 (see link(s) in the table above).

AL VLORE01:

The Albanian Credit System is compatible with the European Credit Transfer System (ECTS)

¹⁸ Accessed on 25.03.2024

¹⁹ Section 72, Para. 2, Accessed on 25.03.2024

1 semester = 30 ECTS credits

1 full academic year = 60 ECTS credits

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“

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

A KLAGENF01:

At UNI-KLU students can generate their official Transcript of Records electronically directly in the student portal and have access to their Transcript of Records in the online system latest until March 31st (winter semester) and/or October 31st (summer semester). After the deadlines, it is only possible to request the Transcript of Records from the Admissions and Examinations Office via e-mail.

9. Termination of the agreement

This agreement will be in effect until the end of the (Erasmus+) period 2021-2027, i.e. until the final date of the last project approved and carried out during the mentioned period. In case of premature termination, a notice of at least one academic year will 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. 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	Signature²⁰
A KLAGENF01	Ass.-Prof. Dr. Doris Hattenberger, Vice-Rector for Education	17.9.2024	 
AL VLORE01	Prof. Dr. Roland ZISI, Rector	10.07.2024	 

²⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation