



PRE/130236-1/2023

Erasmus+ Programme

Key Action 1 – Mobility for learners and staff – Higher Education Student and Staff Mobility

Inter-institutional¹ agreement 2022/23- 2025/26 between institutions from programme and partner countries

[Minimum requirements]²

The institutions named below 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 of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about the higher education institutions

Full name of the institution / country	Erasmus code or city ³	Name of the contact person	Contact details (email, phone)	Website (eg. of the course catalogue)
University of Pécs represented by Prof. Dr. Attila Miseta, Rector address: H- 7622 Pécs, Vaszári P. u. 4.	HU PECS01	Mr. Gábor Czéh International credit mobility coordinator	<u>czeh.gabor@pte.hu</u> ; Tel.: +3672501509 Address: 7622 Pécs, Vaszári Pál u. 4. Hungary	https://international.pte.hu/mobility-programs/erasmus

¹ Inter-institutional agreements can be signed by two or more higher education institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

³ Higher Education Institutions (HEI) from Erasmus+ programme countries should indicate their Erasmus code while Partner Countries HEI should mention the city where they are located.

institutional ID: FI 58544 VAT number: 19308681-2-02 bank account: OTP Bank HU8811731001231 3537800000000				
University of Vlora "Ismail Qemali" Represented by Prof. Dr. Roland Zisi, Rector Address : L. Pavarësia, Rr. Kosova, 9400 Vlorë, Albania Identification number: E10159336 VAT number: K567032046N, Bank account: Dega Thesarit Vlore Raiffeisen Bank sha Iban : AL60202260000000 000605030797	AL VLORE01	Agreement Coordinator Assoc. Prof. Enkelejd Mehilli Vice/ Rector for Scientific Research and Institutional Development Administrativ contact: Rezarta Sinanaliaj Projects and International Relations Office	mechili@univlora.edu.al +355697233795 international@univlora.edu.al +355695303633	General: www.univlora.edu.al Faculties: https://univlora.edu.al/fakulteti-i-ekonomise/ https://univlora.edu.al/fakulteti-i-shendetit-publik/ https://univlora.edu.al/fakulteti-i-shkencave-humane/ https://univlora.edu.al/fakulteti-i-shkencave-teknike/ Course catalogue: https://univlora.edu.al/wp-content/uploads/2020/02/student-guide-2019-2020.pdf https://univlora.edu.al/courses-erasmus/
[...]				

B. Mobility numbers⁴ per academic year

[Paragraph to be added if the agreement is signed for more than one academic year:

The partners commit to amend the table below in case of changes in the mobility data by the end of January at the latest in the preceding academic year.]

FROM [Erasmus code or city of the sending institution]	TO ⁷ [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods	
					Student Mobility for Studies [total number of months of the study periods or average duration*]	Student Mobility for Traineeships* [Not relevant for 2015]
HU PECS01	AL VLORE01	0321	Journalism and reporting	1 st , 2 nd , 3 rd	1 student/5 months	-
		0111	Education sciences	1 st , 2 nd	1 student/5 months	-
		0511	Biology	1 st , 2 nd	1 student/5 months	-
		0413	Management and administration	1 st , 2 nd	1 student/5 months	-
		0611	Computer science/ Computer use	1 st , 2 nd	1 student/5 months	-
		0713	Electrical Engineering	1 st , 2 nd	1 student/5 months	-
		0532	Geography	1 st , 2 nd	1 student/5 months	-
		0541	Mathematics	1 st , 2 nd	1 student/5	-

⁴ Mobility numbers can be given per sending/receiving institutions and per education field (optional*): <http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>

				months	
		0913	Nursing and Midwifery	1 st , 2 nd	1 student/5 months
		0232	Literature and Linguistics	1 st , 2 nd , 3 rd	1 student/5 months
AL VLORE01	HU PECS01	0321	Journalism and reporting	1 st , 2 nd , 3 rd	1 student/5 months
		0111	Education sciences	1 st , 2 nd	1 student/5 months
		0511	Biology	1 st , 2 nd	1 student/5 months
		0413	Management and administration	1 st , 2 nd	1 student/5 months
		0611	Computer science/ Computer use	1 st , 2 nd	1 student/5 months
		0713	Electrical Engineering	1 st , 2 nd	1 student/5 months
		0532	Geography	1 st , 2 nd	1 student/5 months
		0541	Mathematics	1 st , 2 nd	1 student/5 months
		0913	Nursing and Midwifery	1 st , 2 nd	1 student/5 months
		0232	Literature and Linguistics	1 st , 2 nd , 3 rd	1 student/5 months

[*Optional: subject 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 or average duration can be indicated if relevant.]

FROM⁷	TO⁷	Subjec	Subject area	Number of staff mobility
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[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	area code * [ISCED 2013]	name * <i>[total number of days of the teaching periods or average duration*]</i>	periods	
				Staff Mobility for Teaching <i>[total number of days of the teaching periods or average duration*]</i>	Staff Mobility for Training * <i>[total number of days of the training periods or average duration*]</i>
HU PECS01	AL VLORE01	0321	Journalism and reporting	1 staff/5 days	
		0111	Education sciences	1 staff/5 days	
		0511	Biology	1 staff/5 days	
		0413	Management and administration	1 staff/5 days	
		0611	Computer science/ Computer use	1 staff/5 days	
		0713	Electrical Engineering	1 staff/5 days	
		0532	Geography	1 staff/5 days	
		0541	Mathematics	1 staff/5 days	
		0913	Nursing and Midwifery	1 staff/5 days	
		0232	Literature and Linguistics	1 staff/5 days	
AL VLORE01	HU PECS01	0321	Journalism and reporting	1 staff/5 days	
		0111	Education sciences	1 staff/5 days	
		0511	Biology	1 staff/5 days	
		0413	Management and administration	1 staff/5 days	
		0611	Computer science/ Computer use	1 staff/5 days	

	0713	Electrical Engineering	1 staff/5 days	
	0532	Geography	1 staff/5 days	
	0541	Mathematics	1 staff/5 days	
	0913	Nursing and Midwifery	1 staff/5 days	
	0232	Literature and Linguistics	1 staff/5 days	

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 or city]	Optional: Subject area	Main language of instruction	Additional language of instruction	Recommended language of instruction level ⁵	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
HU PECS01		HU	EN	B2	B2
AL VLORE01		AL	EN	B2	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [*Links provided on the first page*].

⁵ See Common European Framework of Reference for Languages

D. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **programme country**⁶ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://eacea.ec.europa.eu/funding/2014/call_he_charter_en.php

The higher education institution(s) located in a **partner country** of Erasmus+ must respect the following set of principles and requirements:

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students 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.

The higher education institution located in a **partner country** of Erasmus further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- 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 enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming

⁶ Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

and outbound mobile participants. Costs for visas can be covered with the mobility grants. See the information / visa section for contact details.

- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See the information / insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See the information / housing section for contact details.

During and after mobility

- Ensure equal academic treatment and services for home students and staff and incoming mobile participants and integrate incoming mobile participants into the institution's everyday life, and have in place appropriate mentoring and support arrangements for mobile participants as well as appropriate linguistic support to incoming mobile participants.
- Accept all activities indicated in the learning agreement as counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Provide, free-of-charge, incoming mobile students and their sending institutions with transcripts in English or in the language of the sending institution containing a full, accurate and timely record of their achievements at the end of their mobility period.
- Support the reintegration of mobile participants and give them the opportunity, upon return, to build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

Organisational Support (OS)

- The organisational support grant is a contribution to any cost incurred by the institutions in relation to activities in support of student and staff mobility, both inbound and outbound, to comply with the Erasmus Charter for Higher Education in Programme Countries, and with the principles of the ECHE in the case of institutions from Partner Countries. The higher education institute of the programme country, the University of Pécs (HUPECS01) receives 500 EUR organisational support for every mobile participant. The University of Pécs and the University of Vlora "Ismail Qemali" agree to share the organisational support so as 70% of the total organisational support remains at the University of Pécs and 30% of the total organisational support is allocated to the University of Vlora "Ismail Qemali". In case there are three (3) or less mobile participants between the participating institutions, the Programme Country institution reserves the right to keep the full amount of the organisational support.

Method of sharing the OS

- The University of Pécs shares 30% of the 500 EUR/person mobile organisational support after every completed inbound or outbound mobility with the University of Vlora "Ismail Qemali" The University of Pécs transfers 30% of the total allotted organisational support in one bank transaction to the University of Vlora "Ismail Qemali" after all completed mobility by the end of each project period. The parties hereby agree that the University of Pécs grants a onetime bank transfer from the main foreign currency account of the University of Pécs OTP HU88117310012313537800000000 to the bank account of the University of Vlora "Ismail Qemali" IBAN (bank account number): AL6020226000000000605030797 SWIFT: SGSBALTX after all completed mobility.

E. Any additional requirements

[To be completed if necessary. Other requirements may be agreed on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure to welcome students and staff with disabilities.]

HU PECS01:

- Selection process: the partner university is kindly requested to ensure that the language proficiency of the outgoing student(s) is a minimum B2.
- UP welcomes students and staff with disabilities and provides information and assistance. Learn more at <http://www.erasmus.pte.hu>
- Services for incoming students:
 - Orientation Day is organized for international students each semester where students get information about the university in general, administrative issues, student activities, the Hungarian language course, and other services.
 - The ESN mentor system ensures the acculturation of foreign students by organizing a series of cultural and leisure activities.
 - Hungarian language (and culture) courses are offered for incoming students during the semesters
- For the implementation of STA/STT-mobilities, a letter of invitation – issued by an UP contact person – is required.

AL VLORE01:

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

F. Calendar

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

Receiving institution	Autumn term*	Spring term*
[Erasmus code or city]	[month]	[month]
<u>HU PECS01</u>	Nomination deadline: 1 May; Application deadline for incoming students: 15 May	Nomination deadline: 1 November; Application deadline for incoming students: 15 November
<u>AL VLORE01</u>	Application: October 2nd to February 23th (teaching and exams) Deadline: 15th September	Application: March 1st to July 5th (teaching and exams) Deadline: 15th January

[to be adapted in case of a trimester system or different seasons]*

2. The receiving institution will send its decision within [4] weeks.
3. 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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement, Modifications

In case of cooperation for more than one academic year either Party may terminate this Agreement without cause at its convenience upon a prior written notice of at least one academic year given to the other Party. 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. In the event of such notice being given, all existing commitments to staff or students will be fulfilled.

By mutual consent of the Parties the agreement can be modified, activities can be added to it, and changes in mobility data can be made annually provided they are communicated before January 1.

Either party may terminate this Agreement with immediate effect in the event that the other party has materially breached the Agreement and fails to cure such breach within fifteen (15) days of receipt of notice by the non-breaching party.

Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

[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. Information

1. Grading systems of the institutions

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁷. A link to a webpage can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

HU PECS01

Code of Studies and Examinations: Section 48. (1) Assessment of student performance can be carried out according to:

- a) a five-grade scale: excellent (5), good (4), satisfactory (3), pass (2), fail (1), 3
- b) a three-grade scale: excellent (5), satisfactory (3), fail (1). (2)162 The student shall not earn credit points in case his/her performance is assessed by fail (1) in the five-grade scale and fail (1) in the three-grade scale, further, if the performance of the student could not be assessed and in the academic records the note 'not completed' is registered

AL VLORE01

The University of Vlora "Ismail Qemali" uses ECTS credit system. The number of ECTS credits is allocated to course units depending on the student's workload required to complete them. Please see the table below for the local grading system.

ECTS Grade	Albanian Grade	Definition	
A	10	EXCELLENT	outstanding performance with only minor errors
B	9	VERY GOOD	above the average standard but with some errors
C	8	GOOD	generally good work with a number of notable errors
D	7	SATISFACTORY	fair but with significant shortcomings
E	6	SUFFICIENT	performance meets little above the minimum criteria
E	5	PASS	performance meets the minimum criteria

⁷ http://ec.europa.eu/education/lifelong-learning-policy/ects_en.htm

FX	4	FAIL	considerable further work is required
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ECTS credits:

1 academic year = 60 credits
 1 semester = 30 credits

2. Visa

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

Institution [Erasmus code or city]	Contact details (e-mail, phone)	Website for information
<u>HU PECS01</u>	<u>czeh.gabor@pte.hu</u> ; Tel.: +3672501509	<u>https://international.pte.hu/mobility-programs/erasmus</u>
<u>AL VLORE01</u>	<u>international@univlora.edu.al</u>	<u>https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf</u>

3. Insurance

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outbound 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 or city]	Contact details (e-mail, phone)	Website for information
<u>HU PECS01</u>	<u>czeh.gabor@pte.hu</u> ; Tel.: +3672501509	<u>https://international.pte.hu/mobility-</u>

		programs/erasmus
AL VLORE01	international@univlora.edu.al	https://univlora.edu.al/ wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

4. 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 or city]	Contact details (e-mail, phone)	Website for information
<u>HU PECS01</u>	czeh.gabor@pte.hu ; Tel.: +3672501509	https://international.pte.hu/mobility-programs/erasmus
<u>AL VLORE01</u>	international@univlora.edu.al	https://univlora.edu.al/ wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

5. Applicable law, settlement of disputes

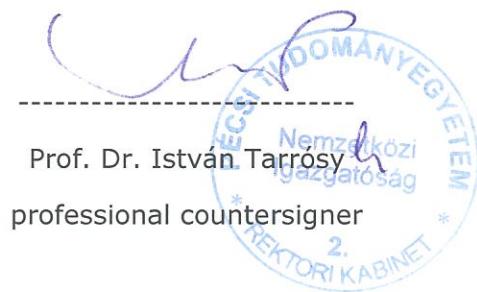
This Agreement affecting the rights and obligations between the Parties shall be construed in accordance with and governed by the laws of Hungary. Regarding any issues which are not sufficiently or not at all provided for by the present Agreement, the laws of Hungary shall apply.

All disputes arising out of or in connection with this Agreement, shall be settled in an amicable way. If the parties fail to reach an amicable agreement, they submit themselves to the competent judicial court situated in Pécs, Hungary.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
HU PECS01	Prof. Dr. Attila MISETA Rector		
AL VLORE01	Prof. Dr. Roland Zisi Rector		

Countersigners for University of Pécs:



Árvai Péter

