

UNIVERSITETI "ISMAIL QEMALI"

ZYRA E PROTOKOLL - ARKIVËS

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EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027

Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Mobility of higher education students and staff

between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme
(KA171HED 2021-2027)

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:

- KA131 Higher education mobility supported by internal policy funds
- 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 Education](#)² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the [principles of GDPR](#)³ and in line with the technical standards of the [European Student Card Initiative](#)⁴, 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
UNIVERSITETI TE VLORES ISMAIL QEMALI, ALBANIA OID: E10159336 PARTNER UNIVERSITY	University of Vlora "Ismail Qemali Faculty of Humanities, Department of Foreign Languages, Erasmus+ Academic Coordinator: Ph.D. Irena Skendo irena_skendo@univlora.edu.al Institutional coordinator: Romina Tahiraj international@univlora.edu.al L. Pavaresia, Rr. Vlore-Skele, 9400, Vlore	http://www.univlora.edu.al https://www.facebook.com/dgjh.fshh.univlora.edu.al/ https://old.univlora.edu.al/wp-content/uploads/2024/08/UNI-VLORA-COURSES-IN-ENGLISH-LANGUAGE-2023-2024.pdf international-relationsoffice/frequently-asked-questions-faq
UNIVERSITY OF SILESIA IN KATOWICE, ul. Bankowa 12 40-007 Katowice, Poland,	University of Silesia in Katowice Department of International Relations, Office for International Exchange (Erasmus+ KA1HE Office) Erasmus+ KA1HE Institutional Coordinator: Jarosław Gąsior	General: www.us.edu.pl Faculty/faculties: www.us.edu.pl ; www.erasmusplus.us.edu.pl Course catalogue: www.us.edu.pl ; www.erasmusplus.us.edu.pl

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.

OID: E10209231 PL KATOWIC01 USIL	Bankowa 12, 40-007 Katowice, Poland +48 32 359 1178 jaroslaw.gasior@us.edu.pl , erasmus@us.edu.pl	https://informatator.us.edu.pl/modules
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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	Staff Mobility for Teaching	Staff Mobility for Training
<p>According to the results of the relevant call for Erasmus+ KA171HED proposals</p> <p>The number of mobilities can be increased upon the consent of both universities and the Erasmus+ National Agency coordinating the project. The number of mobilities should be confirmed at the beginning of each semester (staff exchange) and before the recruitment period at the sending university (students).</p>							
PARTNER UNIVERSITY	USIL	230	Languages	ISCED-6	2 x 5 months	2 x (1+5+1) days	
		232	Literature & linguistics	ISCED-7 ISCED-8			
USIL	PARTNER UNIVERSITY	230	Languages	ISCED-8	2 x 5 months	2 x (1+5+1) days	
		232	Literature & linguistics				

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a142bf/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 skills³ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	Field of education According to ISCED-F codes (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]
PARTNER UNIVERSITY	see art. 2	English	English	B2	C1
USIL	see art. 2	POLISH	ENGLISH	B2	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 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 (OS) 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
<p>In the case of mobility projects supported by external policy funds (Mobility of 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 funding for organisational support will be shared between partners in accordance with the rules of the Erasmus+ programme (number of individual exchange participants coming to the HEI under this agreement)</p>	<ol style="list-style-type: none"> 1. Increase numbers of individual mobilities. 2. Orientation / language courses for incoming students. 3. Promotion of the international, educational exchange, current project and results. achieved. <p>Organisational support funds in the amount of EUR 500 for each mobility visit awarded under the project (according to the appropriate Call for Proposal results) and actually accomplished under this project at a given university will be transferred to that university by bank transfer to the bank account indicated by that university.</p>

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
PARTNER UNIVERSITY	Autumn Term: from 5 th October to 30 th January	15 th June
	Spring Term: from 2 nd March to 14 th June	15 th October
USIL	Autumn Term: from 1 st October to 15 th February	15 th June
	Spring Term: from 20 February to 30 th June	15 th October

The receiving institution will send its decision within: 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:

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

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email)	Website for information
PARTNER UNIVERSITY	international@univlora.edu.al	www.univlora.edu.al
USIL	erasmus@us.edu.pl	www.erasmusplus.us.edu.pl

Academic and additional requirements		
Requirement	Details	Website for information (optional)
Academic requirements	Academic results	
CV	–	
Motivation letter	–	
Inclusion measures ¹⁰	<p>Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide).</p> <p>If the candidates receive the same score during the application procedure, priority in obtaining the right to travel is given to the candidate who is in a difficult situation due to problems related to disability, health or difficult economic situation.</p>	
Other	–	

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

Inclusion		
Candidate or individual participant in a difficult situation (with fewer opportunities)	Definition	
	According to the rules adopted at the home (sending) university	
	USIL	PARTNER UNIVERSITY
with health difficulties and barriers	with an official medical certificate and medical indications regarding additional needs and costs	
with difficulties and barriers resulting from disability	with an official medical certificate of disability	
with difficulties and barriers resulting from the difficult economic situation	receiving a social scholarship at the home (sending) university in the academic semester preceding the departure	

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*⁴¹.
- 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.

⁴¹ 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	PARTNER UNIVERSITY	international@univlora.edu.al	international@univlora.edu.al
Accommodation	USIL	www.erasmusplus.us.edu.pl	www.erasmusplus.us.edu.pl
Language Support	PARTNER UNIVERSITY		
Language Support	USIL	www.erasmusplus.us.edu.pl	www.erasmusplus.us.edu.pl
Visa	PARTNER UNIVERSITY		
Visa	USIL	www.erasmusplus.us.edu.pl	www.erasmusplus.us.edu.pl
Insurance	PARTNER UNIVERSITY		
Insurance	USIL	www.erasmusplus.us.edu.pl	www.erasmusplus.us.edu.pl
Inclusion of participants with fewer opportunities	PARTNER UNIVERSITY		
Inclusion of participants with fewer opportunities	USIL	www.erasmusplus.us.edu.pl	www.erasmusplus.us.edu.pl
Mentoring	PARTNER UNIVERSITY		
Mentoring	USIL	www.erasmusplus.us.edu.pl	www.erasmusplus.us.edu.pl
Alumni information	PARTNER UNIVERSITY		
Alumni information	USIL	www.erasmusplus.us.edu.pl	www.erasmusplus.us.edu.pl
Grant payments	USIL	www.erasmusplus.us.edu.pl	www.erasmusplus.us.edu.pl

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

ECTS or equivalent

- 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 4 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. A 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.

PARTNER UNIVERSITY:

Grading system at the University of Vlora: The grades are integer values from 4 to 10, with the maximal value of 10 (the highest level of knowledge and skills) and the minimal level of 5 (a basic level of knowledge is required, covering the main topics taught) for passing the examination.

Points %	UV Grades	Albanian Description	English Description	Alphabetical Scale
91-100	10	Shkëlqyeshëm	Excellent	A
81-90	9	Shumë mirë	Very Good	B
71-80	8	Mirë	Good	C
61-70	7	Kënaqshëm	Satisfactory	D
51-60	6	Mjaftueshëm	Sufficient	E
50-41	5	Kalueshëm	Passable	E / FX
40-0	4 – 1	Mbetës	Failed	F

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

8. B 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' guide¹³. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

USIL

http://kandydat.us.edu.pl/katalog_kursow/ or <http://www.erasmusplus.us.edu.pl>

Local Grade	ECTS Grade	ECTS Grade	
		% of successful students normally achieving the grade	Definition
5 – bardzo dobry	A	10	EXCELENT – Outstanding performance with only minor errors.
4,5 (+4 dobry plus)	B	25	VERY GOOD – Above the average standard but with some errors
4 (dobry)	C	30	GOOD – Generally sound work with a number of notable errors
3,5 (+3 dostateczny plus)	D	25	SATISFACTORY – Fair but with significant shortcomings
3 (dostateczny)	E	10	SUFFICIENT - Performance meets the minimum criteria
2 (niedostateczny)	F/FX	-	FAIL (below the minimum criteria)

¹³ 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)

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10. Termination of the agreement

It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-Institutional agreement. However, in the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

SIGNATURES OF THE INSTITUTIONS (legal representatives)

<p>UNIVERSITETI TE VLORES ISMAIL QEMALI, ALBANIA</p> <p>OID: E10159336</p>	<p>Rector of the University of Vlora, Ismail Qemali</p> <p>Prof. Dr. Aurela Saliaj</p>	
<p>UNIVERSITY OF SILESIA IN KATOWICE, POLAND,</p> <p>OID: E10209231</p> <p>PL KATOWIC01</p>	<p>Erasmus+ KA1HED Institutional Coordinator:</p> <p>Jaroslaw Gqsior</p>	<p>INSTITUTIONAL COORDINATOR Erasmus+ KA1HE University of Silesia in Katowice</p> 