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 institutions[1] named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This

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[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.

agreement is valid for the Erasmus+ call years 2023-2027 in:

- KA171*
- KA131

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[1] and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR[2] and in line with the technical standards of the European Student Card Initiative[3], when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

1. **Information about the higher education institutions**

Name of the institution (and department where relevant)			Websites

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[1] https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

[2] https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

[3] https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

* KA171 (applies for mutual exchange of participants between the 2 institutions, funded by the Erasmus+ ICM project of EU Member State Institution)
  KA131 (applies only for participants from EU Member State Institution to Third Country Institution)

	code or city		
University of the Aegean (UAegean)	GATHINE41	**Vice-Rector of Internationalization, Extroversion and Student Welfare** **Professor Efstratios Georgoulas** Administration Building, University Hill, Mytilene, Lesvos, GR-81131 Greece Email: vice-rector-iesw@aegean.gr Tel: +30 22510 36021 **International Office of Academic Programs/Erasmus+ Office** **Georgios Koufos** Marine Sciences Building, University Hill, Mytilene, Lesvos, GR-81131 Greece Email: erasmus-icm@aegean.gr Tel. +30 22510 36167	General: **University of the Aegean** https://www.aegean.edu / **Erasmus+ Office** https://erasmus.aegean.gr/en Course catalogue: https://erasmus.aegean.gr/en/node/82 Erasmus+ Departmental Coordinators: https://erasmus.aegean.gr/en/departmental-coordinators Faculty/faculties: **School of Humanities - Department of Pre-School Education and Educational Design** http://www.pse.aegean.gr/en/
University of Vlora "Ismail Qemali" OID: E10159336 PIC: 934361522	ALVLORE01	**Agreement coordinator:** Field "01 Education ", Dr. Eliona Lici, eliona.lici@univlora.edu.al **Administrative contact:** Ms. Rezarta Sinanaliaj Projects and International Relations office international@univlora.edu.al	General: **University of Vlora "Ismail Qemali"** https://univlora.edu.al/ **Projects and International Relations office:** https://univlora.edu.al/sektori-projekteve/erasmus/ Course catalogue: https://univlora.edu.al/courses-erasmus/ Faculty/faculties: Faculty of Technical Sciences and Nature: https://univlora.edu.al/fakulteti-i-shkencave-teknike/ Faculty of Humanities: https://univlora.edu.al/fakulteti-i-shkencave-humane/ Faculty of Health: https://univlora.edu.al/fakulteti-i-shendetit-publik/ Faculty of Economy: https://univlora.edu.al/fakulteti-i-

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2. Mobility numbers per academic year*

* The total number of mobilities that are included in the following table refer to the initial ICM project, KA171, 2023 call which ends on <u>31st of July 2026</u>. The duration of each student mobility in the table displays the maximum period of funding availability.

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. More specifically, the institutions agree to update the mobility data (e.g. the number of participants, the type of mobility, the subject area and/or the duration of the mobilities initially agreed in the following table), according to the availability of funds of each Erasmus+ call. In case of later updates in the mobility data, the partners agree to accept informal communication means (i.e. exchanges of emails as written proof).

Number of student and staff mobility periods

FROM	TO	Subject area **	Study cycle**	Number of mobility periods**	
[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	ISCED CODE[7] and NAME of subject area (optional)	[short cycle, 1st, 2nd or 3rd] (optional)	Student Mobility [Specify here total number of students]	Staff Mobility [Specify here total number of staff]
G ATHINE 41	ALVLORE01	1) 01 Education, 02 Arts and humanities, 03 Social sciences 2) All subject areas common in both institutions	All study cycles (i.e., 1st – Undergraduate, 2nd – Master or 3rd PhD)	1 student in total for studies or traineeship x 3 months each	2 academic staff members in total for teaching or training x 5 days of activity
ALVLORE01	G ATHINE 41	1) 01 Education, 02 Arts and humanities, 03 Social sciences 2) All subject areas common in both institutions	All study cycles (i.e., 1st – Undergraduate, 2nd – Master or 3rd PhD)	2 students in total for studies or traineeship x 3 months each	1 academic staff member in total for teaching or training x 5 days of activity

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

3. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills[7] at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	Subject area (Optional)	Language of instruction 1	Language of instruction 2***	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
GATHINE41	1) 01 Education, 02 Arts and humanities, 03 Social sciences 2) All subject areas common in both institutions	Greek (not required for incomings)	English (primary language of mobility) please see additional information below the table	B2	B2
ALVLORE01	1) 01 Education, 02 Arts and humanities, 03 Social sciences 2) All subject areas common in both institutions	Albanian (not required for incomings)	English (primary language of mobility)	B2	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.

Additional Information:

2nd or 3rd cycle Students who implement their mobility for part of Master or PhD thesis (who don't attend courses at receiving institution) and Staff members for Training, may implement their mobility in another language (e.g., French, Spanish) upon mutual agreement.

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ mobility period. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- For tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

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[7] 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

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

(This table is applicable only for KA171)

OS Use and Repartition	Priority Objectives
UAegean as project coordinator will take full responsibility of the organizational support (OS) and repartition due to its leading role for the management of the project, as well as to prepare and implement the Erasmus+ mobilities for both incoming and outgoing students and/or staff members	• Preparation of public calls and selection of the outgoing participants • Receive official nominations from the partner institution and search the appropriate department for the incoming participants from Partner institutions
	Preparation and implementation of the Erasmus+ mobilities (both practical and financial issues) • Send the list of necessary documents and Erasmus+ grant details to each participant • Guidelines of how to complete the necessary documents and supporting letters (e.g.., for VISA application) when it is necessary • Ensure documents validity and sufficiency according to the Erasmus+ ICM regulations • Administrative procedure for the deposit of the Erasmus+ grants to all the participants
	• Providing support to the students in order to enrol and/or have access to the University facilities.
	• Full responsibility of the management 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.

The nomination of the participants has to be issued by the partner institution's responsible office (International Office or other) and based on a fair, transparent and documented selection procedure.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline[9]
G ATHINE41	**Winter Term**: Lectures period: early October to mid-January Exams period: mid-January to early February **Spring Term**: Lectures period: mid-February to end of May Exams period: until mid/end of June	*Deadlines for nomination apply only for students who attend courses* 15th June 15th October
ALVLORE01	Winter Term: from October to February Spring Term: from March to June	Winter Term: 15th July Spring Term: 20th December

The receiving institution will send its decision within 4 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**
G ATHINE41	erasmus-icm@aegean.gr +30 2251036167	https://erasmus.aegean.gr/el/aitiseis
ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM- -english.pdf

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

Selection criteria

Partners agree on the following list of selection criteria.

Requirement	Details	Website for information (optional)
Academic requirements (for students)	transcript of records and/ or degrees or any other specific academic requirements clearly stated in the call for applicants.	
	ALVLORE01: Details are described in the Internal regulation for the implementation of Erasmus+ ICM.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-_-english.pdf
Short CV	Optional	
	ALVLORE01: Details are described in the Internal regulation for the implementation of Erasmus+ ICM.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-_-english.pdf
Motivation letter (for students) Invitation letter (for staff members)	Optional Optional	
	ALVLORE01: Details are described in the Internal regulation for the implementation of Erasmus+ ICM.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-_-english.pdf
Inclusion measures[10]	Call for applicants will include motivation for the inclusion of participants with fewer opportunities	
	ALVLORE01: Details are described in the Internal regulation for the implementation of Erasmus+ ICM.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-_-english.pdf
Language requirements	Students should provide a Minimum B2 certificate in English according to the Common European Framework of Reference for Languages (CEFR): http://europass.cedefop.europa.eu/en/resources/european-	

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[10] You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here:

https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

	language-levels-cefr or equivalent certification issued by home institution. Applicants that have completed a tertiary level of studies in English (or in the agreed language of the mobility) do not need a certification of language level.	
	ALVLORE01: Details are described in the Internal regulation for the implementation of Erasmus+ ICM.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-_-english.pdf
Relevance of subject area	Priority will be given to the applicants whose subject area of interest matches the subject area of each call. Applications on different subject area will be taken into consideration subsequently.	
	ALVLORE01: Details are described in the Internal regulation for the implementation of Erasmus+ ICM.	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.

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

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

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.

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Additional language support:

Incoming students at UAegean can attain Greek language courses either physically at departments located in Lesvos island or virtually (on line courses) at departments located in all other UAegean islands. Courses are offered free of charge by academic staff members of UAegean during the academic year (from October to May).

ALVLORE01:
Incoming students from program countries that UV has a collaboration agreement have in their disposal a guide that offers practical and useful information about University of Vlora and the city. A detailed information is found in the link https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation Language Support Visa Insurance	GATHINE41	UAegean Erasmus+ Office erasmus-icm@aegean.gr +30 2251036167	https://erasmus.aegean.gr/en/students-mobility-international https://erasmus.aegean.gr/en/staff-international-mobility

Inclusion of participants with fewer opportunities Mentoring Grant payments			
Accommodation Language Support Visa Insurance Inclusion of participants with fewer opportunities Mentoring	ALVLORE01	Projects and International Relations office: international@univlora.edu.al	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

7. Recognition

Institutions commit to:
- Ensure recognition for activities satisfactorily completed.

G ATHINE 41

University of the Aegean uses *the European Credit Transfer and Accumulation System* (ECTS).

One academic year = **60 ECTS**
One semester = **30 ECTS**
One trimester = **20 ECTS**

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University of Vlora "Ismail Qemali" uses the Albanian Credit System that is compatible with the European Credit Transfer System (ECTS)
1 semester = 30 ECTS credits
1 full academic year = 60 ECTS credits

It ensures the recognition as described in the Internal Regulation of the implementation of Erasmus+ICM 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.

  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' guide[12]. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

G ATHINE 41

Grading system:

Grades	Definition
8,50-10,00	Excellent
6,50-8,49	Very good
5,00-6,49	Good
0-4,99	Fail
N.P.	Non present at the exam

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

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Grading system

ECTS grade	Points (%)	Local grade	Description of the grade	Description of the local grade in Albanian
A	90-100	10	Excellent	Shkëlqyeshëm
B	80-89	9	Very good	Shumë mirë
C	70-79	8	Good	Mirë
D	60-69	7	Satisfactory	Kënaqshëm
E	50-59	6	Sufficient	Mjaftueshëm
E	40-49	5	Passable	Kalueshëm
FX	0-39	1-4	Fail	Mbetës

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

G ATHINE 41

- Applicants with disabilities/special needs should notify in advance all parties involved, so that special needs and requests to be in place on time.
- The application deadlines are inflexible in cases of 1st cycle students that will attain courses. Application documents will be accepted strictly within the specified deadlines.
- All Erasmus+ International Credit Mobility grants are paid in Euro via bank transfer. All grantees should hold a bank account in their name (preferably at a bank that collaborates with a Greek one, either directly or through a correspondent bank). Bank expenses issued by Greek banks are charged to the University of the Aegean.
- The UAegean cannot reimburse Visa application fees and/or insurance expenses.

Please add any other information regarding your institution (optional)

9. Termination of the agreement

The current inter-institutional agreement will be in force until the end date of the Erasmus+ ICM program period, call year 2027. Number and type of mobilities (i.e. table in section 2) will be updated based on the Erasmus+ ICM funds approved by the Greek National Agency for every KA171 call year.

Any party may request for the termination of the current agreement giving at least 12 months' notice to the other party involved in the agreement. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

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SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature[13]
GATHINE41	Professor Efstratios Georgoulas, Vice-Rector of Internationalization, Extroversion and Student Welfare	22-05-2024	
ALVLORE01	Prof. Dr. Roland Zisi, Rector	03.04.2024	

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

Vlorë më, 04.04.2024

Lënda : Ngarkohen për zbatimin e shkresës bashkëlidhur në respektim të legjislacionit përkatës në fuqi :

Drejtuar:

ᴧ   **Senati**
ᴧ   **Rektorati**
ᴧ   **Këshilli i Etikës**
ᴧ   **Rektori**

ᴧ   **Qendra Studimore e Zhvillimit Rajonal**
ᴧ   **Sektori Juridik**
ᴧ   **Drejtoria e Komunikimit dhe Burimeve Njerëzore**
  •   Sektori i Burimeve Njerëzore dhe Protokoll-Arkivës
  •   Sektori i Komunikimit dhe Marrëdhënieve me Publikun
  •   Sektori i IT-së
ᴧ   **Bordi i Administrimit**
ᴧ   **Administrator**
  •   **Drejtoria e Shërbimeve Mbështetëse**
  •   Sektori i Financës dhe Realizimit të Buxhetit
  •   Sektori i Prokurimeve
  •   Sektori i Shërbimeve
ᴧ   **Njësia e Auditit të Brendshëm**

ᴧ   **Zv. Rektor për Kërkimin Shkencor dhe Zhvillimin Insitucional**
  •   **Drejtoria e Sigurimit të Brendshëm të Cilësisë dhe Projekteve**
  •   Njësia e Sigurimit të Brendshëm të Cilësisë dhe Vlerësimit Institucional
  •   Sektori i Projekteve dhe Marrëdhënieve me Jashtë
ᴧ   **Sektori i Kërkimit Shkencor dhe Promovimit Akademik**
ᴧ   **Zv. Rektor Akademik**
  •   **Drejtoria e Edukimit për Ciklin e Parë dhe të Dytë**
  •   Sektori i Kurikulave dhe Shërbimit ndaj Studentëve
  •   Sektori i Këshillimit të Karierës Alumni dhe Aktiviteteve Kulturore Sportive
ᴧ   **Sektori i Bibliotekes Shkencore**

ᴧ   **Prof. Asoc. Aurela Saliaj**   **Dekan F.SH.**
  •   Kryesekretare   **F.SH.**
ᴧ   **Prof. Dr. Albert Qarri**   **Dekan F.E**
  •   Kryesekretare   **F.E**
ᴧ   **Prof. As. Armela Panajoti**   **Dekan F.SH.H**
  •   Kryesekretare   **F.SH.H**
ᴧ   **Prof.As. Hajdar Kicaj**   **Dekan F.SH.T.N**
  •   Kryesekretare   **F.SH.T.N**

REKTORI
Prof. Dr. Roland ZISI