



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**

UNIVERSITETI "ISMAIL QEMALI"
VLORE

ZYRA E PROTOKOLL - ARKIVËS

NR. 112/12 PROT.

DATA 14.05.2021

Information in highlight are instructions and should be deleted before signing the agreement.

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 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
ÜSKÜDAR UNIVERSITY	TR ISTANBU46	Peyman JAFERI Erasmus+ Institutional Coordinator erasmus@uskudar.edu.tr +90 216 400 22 86	General: https://uskudar.edu.tr/en Faculty/faculties: https://uskudar.edu.tr/en/faculties Course catalogue: For Undergraduate Courses: https://uskudar.edu.tr/en/faculties For Graduate & Postgraduate Courses: https://uskudar.edu.tr/en/institutes
University of Vlora "Ismail Qemali"	ALVLORE01	Prof. Asoc. Monika Hasani (032) monika.hasani@univlora.edu.al Prof. Asoc. Kozeta Hyso (023) kozeta.hyso@univlora.edu.al Phd Esmeralda Laci (011) esmeralda.laci@univlora.edu.al Dr. Alketa Hyso (061) alketa.hyso@univlora.edu.al Dr. Denada Selfo (091) denada.selfo@univlora.edu.al Prof. Asoc. Rezarta Lalo (091) rezarta.lalo@univlora.edu.al	General: https://univlora.edu.al/ Faculty/faculties: https://univlora.edu.al/fakulteti-i-shkencave-teknike/ https://univlora.edu.al/fakulteti-i-shkencave-humane/ https://univlora.edu.al/fakulteti-i-shendetit-publik/ https://univlora.edu.al/fakulteti-i-ekonomise/ Course catalogue: https://univlora.edu.al/wp-content/uploads/2024/08/UNI-VLORA-COURSES-IN-ENGLISH-LANGUAGE-2023-2024.pdf

⁵ Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Administrative contact: Romina Tahiraj International relations International@univlora.edu.al	
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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

The table serves as a template - the partners are free to adjust it, e.g. to add or delete columns or separate student and staff mobilities.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Field of education [ISCED] ⁷ (optional)	Field of education - clarification (optional)	Level of education [EQF] (optional)	Number of mobility periods			
					Student Mobility [Total number of students]	Student Mobility [Total number of months]	Staff Mobility [Total number of staff]	Staff Mobility [Total number of days]
TR ISTANBU46	ALVLORE01	061	Journalism and communication	1 st , 2 nd				
		091	Health	1 st , 2 nd				
		023	English	1 st				
ALVLORE01	TR ISTANBU46	032	Journalism and information	1 st , 2 nd				
		023	English	1 st , 2 nd , 3 rd				
		011	Education	1 st , 2 nd				

⁷ <https://circabc.europa.eu/sd/a/2866ebac6-aa7c-4ada-a42b-f2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

	061	Information and Communication Technologies (ICTs)	1 st , 2 nd				
	091	Health	1 st , 2 nd				

Optional additional information

e.g. blended mobility, etc.

3. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills⁸ at the start of the mobility period (see also section 5 "Preparation and Support").

The table serves as a template - the partners are free to adjust it, e.g. to separate requirements for students and staff.

Receiving institution [Erasmus code or city]	Field of education (Optional)	Language of instruction 1	Language of instruction 2	Recommended level	
				Student Mobility [Minimum recommended level in at least one of the languages: B1]	Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2]
TR ISTANBU46	English	Turkish	B1	B1	B2
ALVLORE01	English	Albanian	B1	B1	B2

⁸ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

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.

4. Partnership arrangements: fees and organisational support funds

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

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

This section below is mandatory/applicable only for KA171. Repartition of the granted organisational support (OS) between the partners is strongly recommended, but not mandatory:

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
OS is managed by the EU Member State University	The organisational support linked to the mobility 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
	The organisational support is used for organisational arrangements with partner institutions
	The organisational support is used by the EU Member State University to provide updated course catalogues for international students as well as information and assistance to students and staff.

	The organisational support is used by the EU Member State University to facilitate the integration of incoming mobile participants and ensure an efficient mentoring and supervision arrangement of mobile participants
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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
TR ISTANBU46	Autumn Term: from 1 st April to 1 st May Spring Term: from 1 st August to 1 st September	15 th of June 15 th of October
ALVLORE01	Winter Term: from the first week of October till end of February Spring Term: from March till June	Winter term: Nomination and application period: 15 July Spring Term: Nomination and application period: 15 December

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

The receiving institution will send its decision within [x] 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)	Website for information
TR ISTANBU46	Peyman JAFERI Erasmus+ Institutional Coordinator E-Mail: erasmus@uskudar.edu.tr	https://erasmus.uskudar.edu.tr/en/incoming-students
ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

Academic and additional requirements

This table should contain a non-exhaustive list of academic and additional requirements. For KA171 partners are invited to agree on the specific inclusion measures.

Requirement	Details	Website for information (optional)
Academic requirements	ALVLORE01	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-english.pdf
CV	In English	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Motivation letter	In English	https://univlora.edu.al/

For KA171: Inclusion measures ¹⁰	For KA171: 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.
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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 Charter¹¹.
- 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

¹⁰ You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

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

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.

The table serves as a template - the partners are free to adjust it, e.g. to add more measures, to replicate per partner HEI etc.

Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	ALVLORE01	international@univlora.edu.al Qyteza Studenti Vlore trajitimi.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	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Visa	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Insurance	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Inclusion of participants with fewer opportunities	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-english.pdf
Mentoring	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Grant payments	ALVLORE01	N.A	
Alumni information	ALVLORE01	international@univlora.edu.al	https://univlora.edu.al/
Accommodation	ÜSKÜDAR UNIVERSITY	Accommodation Support	Website: https://international.uskudar.edu.tr/en/accommodation-support E-Mail: accommodation@uskudar.edu.tr

Language Support	ÜSKÜDAR UNIVERSITY	Erasmus+ Coordinatorship	Website: https://erasmus.uskudar.edu.tr/en/incoming-students E-Mail: erasmus@uskudar.edu.tr
Visa	ÜSKÜDAR UNIVERSITY	Residence Permit Contact	Website: https://international.uskudar.edu.tr/en/residence-permit E-Mail: international@uskudar.edu.tr
Insurance	ÜSKÜDAR UNIVERSITY	Residence Permit Contact	https://international.uskudar.edu.tr/en/residence-permit
Inclusion of participants with fewer opportunities	ÜSKÜDAR UNIVERSITY	Erasmus+ Coordinatorship	Website: https://erasmus.uskudar.edu.tr/en/incoming-students E-Mail: erasmus@uskudar.edu.tr
Mentoring	ÜSKÜDAR UNIVERSITY	Erasmus+ Coordinatorship	Website: https://erasmus.uskudar.edu.tr/en/incoming-students E-Mail: erasmus@uskudar.edu.tr
Grant payments	ÜSKÜDAR UNIVERSITY	Erasmus+ Coordinatorship	Website: https://erasmus.uskudar.edu.tr/en/incoming-students E-Mail: erasmus@uskudar.edu.tr
Alumni information	ÜSKÜDAR UNIVERSITY	Erasmus+ Coordinatorship	Website: https://erasmus.uskudar.edu.tr/en/incoming-students E-Mail: erasmus@uskudar.edu.tr

7. 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.]*

Recognition Tools: The European Credit Transfer and Accumulation System, Learning Agreement, Transcript of Records, Mobility Agreement, Letter of Attendance, Passport Entry-Exit Stamps
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- 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 [x] 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]*
 - o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
USKUDAR UNIVERSITY		https://erasmus.uskudar.edu.tr/uploads/site/14/content/files/600ad46251a47111uskudar-ects-grade-conversion-1.pdf
ALVLORE01		https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM- -english.pdf

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

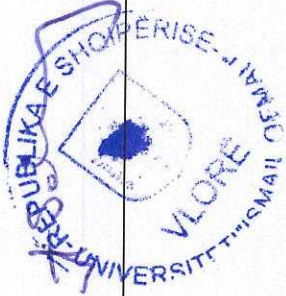
10. Termination of the agreement

[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

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

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)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
USKUDAR UNIVERSITY	Mr. Peyman JAFERI		
UNIVERSITY OF VLORA "ISMAL QEMALI"	PROF. DR. AURELA SALIAJ	14.09.2017	

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