



EUROPEAN UNION

Erasmus+

Enriching lives. opening minds.

2021-2027

**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**

UNIVERSITETI "ISMAIL QEMALI"

VLORE

ZYRA E PROTOKOLL - ARKIVËS

NR. 01311 PROT.

DATA 06.08.2023

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 2021-2027 in:

- KA131
- KA171

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
UNIVERSITY OF VLORA "ISMAIL QEMALI"	VLORE	Agreement contact: Dr. Eva Cipi Director of RDC eva.cipi@univlora.edu.al Academic coordinator: Dr. Eljona Proko Head of the Department of computer Science eljona.proko@univlora.edu.al Administrative Contact Ms. Rezarta Sinanallaj International Relations and Projects Sector international@univlora.edu.al	General: www.univlora.edu.al Faculty of Technical Sciences and Nature: https://univlora.edu.al/fakulteti-i-shkencave-teknike/ Course catalogue: https://univlora.edu.al/courses-erasmus/
Universidade de Vigo	E VIGO01	Agreement contact: International Relations Office agreements.ori@uvigo.es Academic coordinator: María Verónica Santalla del Río teleco.subdir.internacional@uvigo.es Administrative Contact: Amelia Rodríguez Piña dir.ori@uvigo.gal, +34 986 813 751	General: https://www.uvigo.gal/es Faculty/faculties: https://teleco.uvigo.es/es/ Course catalogue: https://teleco.uvigo.es/es/

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.

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]	Subject area NAME (optional)	Study cycle [Short cycle, 1st, 2nd or 3rd] (optional)	Number of mobility periods			
				Student Mobility [Specify here total number of students]	Student Mobility [Specify here total number of months]	Staff Mobility [Specify here total number of staff]	Staff Mobility [Specify here total number of days]
VLORE	E VIGO01		1 st , 2 nd , 3 rd	4	20	4	28
VIGO01	VLORE		1 st , 2 nd , 3 rd	2	10	2	14

Optional additional information

e.g. blended mobility, etc.

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 skills⁸ 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]
VLORE		Albanian	English	B1	B2
E VIGO01		Spanish	English	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.

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.

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>

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
Universidade de Vigo, as coordinator of the program, will be the responsible for the use of the OS funds.	Payment of Insurance
	Payment of Languages courses

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
VLORE	Winter Term: mid-October –February Spring Term: March – mid-July	Winter Term: nomination deadline: 15th July application deadline: 15th September Spring Term: nomination deadline: 15th December application deadline: 15th January
E VIGO01	Winter Term: September to January Spring Term: February to July	Winter Term: nomination deadline: mid May application deadline: end of May Spring Term: nomination deadline: 1 st week October application deadline: end of October

The receiving institution will send its decision 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 semester and, if necessary, adapt to a trimester system.

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
VLORE	eva.cipi@univlora.edu.al 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
E VIGO01	incoming.ori@uvigo.gal +34 986 818727/+34 986 811947	https://www.uvigo.gal/en/study/mobility/international-incoming-students

Selection criteria: UNIVERSITY OF VLORA "ISMAIL QEMALI"		
Requirement	Details	Website for information (optional)
Academic requirements	Compliance with subject area(s) foreseen in the IIA For students: GPA For academic staff: Academic title/degree Language skills for both: B2 Student 1. Academic achievement. In case of equivalent academic level, preference should be assigned to students belonging to vulnerable/disadvantage groups (economic and social diversity, gender, race, colour, disability, etc.) or from less advantaged socio-economic backgrounds. 2. Have a solid command of written and spoken English.	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-english.pdf

	3. Priority is given to student who has not previously participated in mobility in the same study cycle. 4. Priority is given to student who has not previously participated in mobility in the same study cycle. When possible, the commission tries to respect gender equality in participant selection. Bonus points in the selection process is given to the staff with fewer opportunities. Staff: 1. Academic Achievement (with the highest title / scientific degree) for teaching staff. 2. Work experience/ performance for Administrative Staff. 3. A solid command of written and spoken English as required at the inter-institutional agreement. 4. Priority is given to staff who has not previously participated in a mobility exchange. When possible, the commission tries to respect gender equality in participant selection. Bonus points in the selection process is given to the staff with fewer opportunities.	
CV	Required for staff	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-english.pdf
Motivation letter	Required for both staff and students	https://univlora.edu.al/wp-content/uploads/2023/01/Regulation-ICM-english.pdf

Inclusion measures ¹⁰	Candidates from less advantageous backgrounds are prioritized in the calls for application. Proof is to be submitted along with the other application docs. Candidates from less advantageous backgrounds are prioritized in the calls for application. Proof is to be submitted along with the other application docs.	https://univlora.edu.a1/wp-content/uploads/2023/01/Regulation-ICM--english.pdf
Other	Application form (required for both students and staff) Verification letters, e.g. employment/study level, language skills, transcripts (required for both students and staff) ID document (required for both students and staff)	https://univlora.edu.a1/wp-content/uploads/2023/01/Regulation-ICM--english.pdf

Selection criterio: UNIVERSIDADE DE VIGO		
Requirement	Details	Website for information (optional)
Academic requirements	- Candidate field of study according to ISCED code on signed IAA. Number of ECTS already completed as indicated in the "EET Normativa de mobilidade"	https://teleco.uvigo.es/documentos/normativa-mobilidade/
CV		
Motivation letter		

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 measures ¹¹	Those defined by the Spanish National Agency (SEPIE)	https://teleco.uvigo.es/vida-na-eet/mobilidade/mobilidade-sainte/ka171-uvigo-balkans/
Other	Language level competence as indicated in the "EET Normativa de mobilidade"	https://teleco.uvigo.es/documentos/normativa-mobilidade/

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*¹².
- 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**.

¹¹ 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

¹² 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 **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
- Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
- The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming **participants with fewer opportunities**.
- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	E VIGO01	incoming.ori@uvigo.gal, +34 986 818727/+34 986 811947	https://www.uvigo.gal/en/study/mobility/international-incoming-students#02
	VLORE	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Language Support	E VIGO01	incoming.ori@uvigo.gal, +34 986 818727/+34 986 811947	https://www.uvigo.gal/en/study/mobility/international-incoming-students#02
	VLORE	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Visa	E VIGO01	incoming.ori@uvigo.gal, +34 986 818727/+34 986 811947	https://www.uvigo.gal/en/study/mobility/international-incoming-students#02
	VLORE	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Insurance	E VIGO01	incoming.ori@uvigo.gal, +34 986 818727/+34 986 811947	https://www.uvigo.gal/en/study/mobility/international-incoming-students#02
	VLORE	international@univlora.edu.al	https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Inclusion of participants	E VIGO01	incoming.ori@uvigo.gal,	https://www.uvigo.gal/en/study/mobility/international-incoming-students#02

with fewer opportunities		+34 986 818727/+34 986 811947		
	VLORE	international@univlora.edu.al		e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc. https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Mentoring	E IGO01	incoming.ori@uvigo.gal, +34 986 818727/+34 986 811947		https://www.esnvigo.org/satellite4/
	VLORE	eva.cipi@univlora.edu		https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Grant payments	E VIGO01	incoming.ori@uvigo.gal, +34 986 818727/+34 986 811947		https://www.uvigo.gal/en/study/mobility/international-incoming-students#02
	VLORE	international@univlora.edu.al		https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf
Alumni information	E VIGO01	incoming.ori@uvigo.gal, +34 986 818727/+34 986 811947		https://www.uvigo.gal/en/study/mobility/international-incoming-students#02
	VLORE	international@univlora.edu.al		https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

The recognition process is carried out at the sending institution.

Recognition tools that will be used: The European Credit Transfer and Accumulation System

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

¹³ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information												
VLORE		https://univlora.edu.al/wp-content/uploads/2023/01/nderkombtarizimi_2023.pdf												
E VIGO01		The Spanish grading system can be found in the table below: <table><tr><th>Marks</th><th>Definition</th></tr><tr><td>Matricula de honor (10)</td><td>EXCELLENT - outstanding performance with only minor errors; just in very exceptional cases.</td></tr><tr><td>Sobresaliente (9.0-9.9)</td><td>VERY GOOD - above the average standard but with some errors</td></tr><tr><td>Notable (7.0-8.9)</td><td>GOOD - generally sound work with a number of notable errors</td></tr><tr><td>Aprobado (5.0-6.9)</td><td>SATISFACTORY/SUFFICIENT - performance meets the minimum criteria. Average performance.</td></tr><tr><td>Suspenseo (less than 5)</td><td>FAILED</td></tr></table> When the student receives their grades they will be given further information with regards to the ECTS system. The ECTS grade is based on the average achieved by students in that module. It could be that a student with a 7 gets a "good" but an "A" according to the ECTS scale if they are in the top 10% of the results.	Marks	Definition	Matricula de honor (10)	EXCELLENT - outstanding performance with only minor errors; just in very exceptional cases.	Sobresaliente (9.0-9.9)	VERY GOOD - above the average standard but with some errors	Notable (7.0-8.9)	GOOD - generally sound work with a number of notable errors	Aprobado (5.0-6.9)	SATISFACTORY/SUFFICIENT - performance meets the minimum criteria. Average performance.	Suspenseo (less than 5)	FAILED
Marks	Definition													
Matricula de honor (10)	EXCELLENT - outstanding performance with only minor errors; just in very exceptional cases.													
Sobresaliente (9.0-9.9)	VERY GOOD - above the average standard but with some errors													
Notable (7.0-8.9)	GOOD - generally sound work with a number of notable errors													
Aprobado (5.0-6.9)	SATISFACTORY/SUFFICIENT - performance meets the minimum criteria. Average performance.													
Suspenseo (less than 5)	FAILED													

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

10. Termination of the agreement

Regarding the action KA171, this agreement shall be valid during the life of the project 2022-1-ES01-KA171-000068875 and shall be automatically renewed in the event that the Universidade de Vigo obtains funds for new Erasmus Project in Erasmus + KA171 call with no substantial modifications. The obtention of a new project will be notified by the Universidade de Vigo to their partners within the 30 days following to the communication of call results by the NA to the Universidade de Vigo.

Regarding the action KA131, this agreement shall be valid until 2027.

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 202X will only take effect as of 1 September 202X+1.

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

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁴
E VIGO01	Maria Isabel del Pozo Triviño, Vice-rector for Internationalisation		
University of Vlora "Ismail Qemali", VLORE	Prof. Dr. Roland Zisi, Rector	06.08.2023	

¹⁴ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation