

Erasmus+ Programme

Key Action 1

Higher Education Student and Staff Mobility

Inter-institutional agreement 2016-2018¹ between institutions from Programme and Partner Countries²

The institutions named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects of the organisation and management of the mobility, in particular the recognition of the credits (or equivalent) awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

A. Information about higher education institutions

Name	UNIVERSITÀ DEGLI STUDI DI PADOVA	
Erasmus and PIC Code	I -PADOVA01 (999995602)	
Contact Details	Prof Alessandro Paccagnella Institutional Coordinator	Servizio Relazioni Internazionali Via VIII Febbraio 2, 35122 - PADOVA (ITALY) Tel: +39 049 827 3052; Fax: +39 049 827 3917 Email: erasmus@unipd.it, relazioni.internazionali@unipd.it
Departmental coordinator	Prof Massimo Lanza de Cristoforis Academic coordinator	Dipartimento di Matematica Via Trieste 63, 35121 - PADOVA (ITALY) Tel: +30 049 827 1372 Email: mlcd@math.unipd.it
Website (e.g. of the course catalogue)	http://www.unipd.it/en/	
Padova ref. No.	8031	

Name	UNIVERSITETI "ISMAIL QEMALI", VLORE	
City and PIC Code	VLORE (934361522)	
Contact Details	Prof. Dr. Roland Zisi Institutional Coordinator	Skelë, Rruga Kosova, Vlorë 9401, Albania Email: rolandzisi@yahoo.com
Departmental coordinator	Ermal Feleqi Departmental Coordinator	Tel: +355 (0) 69 813 8798 Email: feleqi@gmail.com ; erm.al.feleqi@univlora.edu.al
Website (e.g. of the course catalogue)	http://univlora.edu.al/	

¹ Higher Education Institutions have to agree on the period of validity of this agreement

² Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

³ Contact details to reach the senior officer in charge of this agreement and of its possible updates

B. Student Mobility for Studies (SMS)

In case of changes in the mobility data, the partners commit to amend the table below no later than the end of January at the latest in the preceding academic year.

FROM [Erasmus code/city of the sending institution]	TO [Erasmus code/city of the receiving institution]	Subject area ISCED	Subject area name ISCED	Study cycle	Number of students	Student Months (=sum)
I-PADOVA01	VLORE	054	Mathematics and statistics	1/2/3	1	6
VLORE	I-PADOVA01	054	Mathematics and statistics	1/2/3	2	12

C. Staff Mobility for Teaching (STA)

Subject to formal invitation from the Host Academic Department

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area ISCED	Subject area name ISCED	Number of teachers	Average duration
I-PADOVA01	VLORE	054	Mathematics and statistics	1	17 days (Min. 5 days and min. 8 hours of teaching per week)
VLORE	I-PADOVA01	054	Mathematics and statistics	2	34 days per each teacher (Min. 5 days and min. 8 hours of teaching per week for each teacher)

D. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Student Mobility for Studies [Minimum recommended level: B1]

Please indicate the level required for incoming students and if a certification is needed		Certification		Level (CEFR – Common European Framework of Reference)					
I PADOVA01 Language Required	ITALIAN For courses in Italian	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	elementary		intermediate		advanced	
				A1 <input type="checkbox"/>	A2 <input checked="" type="checkbox"/>	B1 <input type="checkbox"/>	B2 <input type="checkbox"/>	C1 <input type="checkbox"/>	C2 <input type="checkbox"/>
I PADOVA01 Language Required	ENGLISH For courses in English	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	elementary		intermediate		advanced	
				A1 <input type="checkbox"/>	A2 <input type="checkbox"/>	B1 <input checked="" type="checkbox"/>	B2 <input type="checkbox"/>	C1 <input type="checkbox"/>	C2 <input type="checkbox"/>
VLORE Language Required	ENGLISH For courses in English	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	elementary		intermediate		advanced	
				A1 <input type="checkbox"/>	A2 <input checked="" type="checkbox"/>	B1 <input type="checkbox"/>	B2 <input type="checkbox"/>	C1 <input type="checkbox"/>	C2 <input type="checkbox"/>

Staff Mobility for Teaching [Minimum recommended level: B2]

Please indicate the level required for incoming students and if a certification is needed		Certification		Level (CEFR – Common European Framework of Reference)					
I PADOVA01 Language Required	ITALIAN For courses in Italian	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	elementary		intermediate		advanced	
				A1 <input type="checkbox"/>	A2 <input type="checkbox"/>	B1 <input type="checkbox"/>	B2 <input checked="" type="checkbox"/>	C1 <input type="checkbox"/>	C2 <input type="checkbox"/>
I PADOVA01 Language Required	ENGLISH For courses in English	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	elementary		intermediate		advanced	
				A1 <input type="checkbox"/>	A2 <input type="checkbox"/>	B1 <input type="checkbox"/>	B2 <input checked="" type="checkbox"/>	C1 <input type="checkbox"/>	C2 <input type="checkbox"/>

For more details on the language of instruction recommendations, see the course catalogue of each institution.

E. Respect of fundamental principles and other mobility requirements

The higher education institution(s) located in a **Programme Country** of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here: https://eacea.ec.europa.eu/erasmus-plus/actions/erasmus-charter_en

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

The higher education institution agrees to:

- Respect in full the principles of non-discrimination and to promote and ensure equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups.
- Apply a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.
- Ensure recognition for satisfactorily completed activities of study mobility and, where possible, traineeships of its mobile students.
- Charge no fees, in the case of credit mobility, to incoming students for tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

The higher education institution located in a **Partner Country** of Erasmus+ further undertakes to:

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See information/visa section for contact details.
- Provide assistance related to obtaining insurance, when required, for incoming and outbound mobile participants. The institution from the Partner Country should inform mobile participants of cases in which insurance cover is not automatically provided. Costs for insurance can be covered with the organisational support grants. See information/insurance section for contact details.
- Provide guidance to incoming mobile participants in finding accommodation. See information/housing section for contact details.

During and after mobility

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

- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

F. Additional requirements

The selection of prospective candidates will be taken care by the respective home institution. The host institution is entitled to confirm the ranking list of candidates submitted by the home institution or suggest any change/modification to the ranking list.

With reference to the selection process of prospective student candidates, the University of Padova will pay attention to the following additional criteria:

1. Number of credits achieved: priority will be given to students having achieved a higher number of credits at the time when they are selected by their home institution.
2. Marks awarded: priority will be given to students who have been awarded higher marks for the whole of the educational activities successfully carried out at their home institutions at the time when they are selected by their home institution.

The activities carried out at the host institution will be fully recognised by the home institution.

G. Calendar

1. Nominations of selected students must be sent by the sending institution to the receiving institution by:

Receiving institution	Winter term [month]	Summer term [month]
I -PADOVA01	May 15 th	September 15 th

2. Applications by nominated students must reach the receiving institution by:

Receiving institution	Winter term ⁵ [month]	Summer term ⁵ [month]
I -PADOVA01	June 15 th	November 15 th
VLORE	March 15 th	October 15 th

3. Both parties agree that mobility flows from VLORE to I-PADOVA01 shall take place in the second semester of academic year 2016/17 and in both the first and second semester of academic year 2017/18. The academic calendar at the University of Padova is the following: October-February (1st semester); March-July (2nd semester) – please refer to dates indicated at: <http://www.unipd.it/en/courses/key-academic-dates>.
4. The receiving institution will send its decision within 3-6 weeks after deadline.
5. 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.
6. Termination of this Agreement or Changes in the data set above can be done annually, if communicated by November 1st in the preceding academic year. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.
7. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

⁵ To be adapted in case of a trimester system

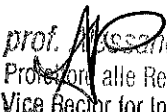
H. Information

The sending and receiving institutions will provide assistance, when required, in securing visas, obtaining insurance and finding accommodation for incoming and outbound mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

	I - PADOVA01	VLORE
Incoming Students	Tel.: +39 049 8273597 e-mail: erasmus@unipd.it http://www.unipd.it/en/node/817	http://univlora.edu.al/?lang=en Ermal Feleqi: feleqi@gmail.com ; ermal.feleqi@univlora.edu.al Prof. Dr. Roland Zisi rolandzisi@yahoo.com
Grading System	http://www.unipd.it/en/european-credit-transfer-and-accumulation-system-ects	1 - 10. Five (5) is the minimal passing vote, ten (10) is the maximal vote.
Use of ECTS credit system	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Students with special needs	Tel.: +39 049 827 3058 e-mail: serv.disabilita@unipd.it http://www.unipd.it/en/students-special-needs	http://univlora.edu.al/?lang=en Ermal Feleqi: feleqi@gmail.com ; ermal.feleqi@univlora.edu.al Tel: +355 (0) 69 813 8798 Prof. Dr. Roland Zisi rolandzisi@yahoo.com
Housing	Tel.: +39 049 7927306 e-mail: sassa@sassa.org http://www.unipd.it/en/node/817	Ermal Feleqi: feleqi@gmail.com ; ermal.feleqi@univlora.edu.al Tel: +355 (0) 69 813 8798 Prof. Dr. Roland Zisi rolandzisi@yahoo.com
Visa	Tel. +39 049 8273077 e-mail: saos@unipd.it http://www.unipd.it/en/node/817	European citizens are allowed for visa-free travel to Albania using their ID cards. For more info see: https://en.wikipedia.org/wiki/Visa_policy_of_Albania
Insurance	http://www.unipd.it/en/node/817	Ermal Feleqi: feleqi@gmail.com ; ermal.feleqi@univlora.edu.al Tel: +355 (0) 69 813 8798 Prof. Dr. Roland Zisi rolandzisi@yahoo.com

I. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution	Name - function	Date	Signature
I -PADOVA01	Prof Alessandro Paccagnella Vice-Rector for International Relations	09.11.2016	 prof. Alessandro Paccagnella Professore alle Relazioni Internazionali Vice Rector for International Relations
VLORE	Prof. Dr. Roland Zisi Rector	17.10.2016	