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**REPUBLIKA E SHQIPËRISË**  
**UNIVERSITY OF VLORA "ISMAIL QEMALI"**  
**ACADEMIC SENATE**

**No .....prot**

**Date, ...../...../2019**

**REGULATION**

**ON IMPLEMENTATION OF INTER-INSTITUTIONAL AGREEMENTS WITHIN THE  
PROGRAM**

**ERASMUS + KA 107 *INTERNATIONAL CREDIT MOBILITY***



REPUBLIKA E SHQIPËRISË  
UNIVERSITY OF VLORA "ISMAIL QEMALI"  
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## CHAPTER I

### GENERAL PROVISIONS

#### Article 1

##### Purpose

- a. The purpose of this regulation is to describe step by step the procedures of the mobility exchange, gained in a fair, transparent, coherent and documented way, starting from the application process till its realization, in order to assist all staff members and students, as well as the structures involved in the implementation of Erasmus+ KA 107 International Credit Mobility agreements.
- b. This regulation is designed based on the Erasmus+ Program Guide, Guidelines for International Credit Mobility, and UV's current experience in implementing inter-institutional agreements and best practices implemented by other universities with which we share agreements and other connections with.
- c. Also this regulation comes as a legal obligation of the institution deriving from Decision of the Council of Ministers no.781, dated 26.12.2018, "On guaranteeing transparency in the Public HEI" point (f).

#### Article 2

##### Subjects

- a. Subjects of this regulation are: academic staff, academic/administrative supporting staff, incoming and outgoing students.
- b. Subject to this regulation are all entities listed *in point (a) of this article* who express interest in signing an Erasmus + KA 107 *International Credit Mobility* agreement or applying for an exchange scholarship in this regard.

#### Article 3

##### Signing of the inter-institutional agreement

- a. The Inter-Institutional Agreement is a standard document (*Annex 1*) signed by two or more Higher Education Institutions, where at least one of them should be located in one of the Erasmus + Program Countries.
- b. The agreement is signed by both institutions (*if not signed by the parties during the application phase*) as soon as the project is selected for funding or at least before the first mobility begins. Beyond the minimum requirements set out in this model, partners are free to arrange it as they see fit, detailing how they will select participants, recognize study credits, allocate organizational support grants, etc. It is important for the partners to discuss the content of the agreement as soon as they begin preparing their application.



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- c. Discussion of the terms of the agreement may be conducted by members of Department and the International Relation Office (IRO) according to the mobility typology. The above mentioned structures will also be engaged in completing all the necessary documentation that will be required at the application stage by the University in the Program Country.
- d. In cases where the agreement is negotiated by **the base units' staff**, their leaders propose to the Dean of the appropriate faculty, the academic coordinator of the agreement, who forwards it to the Rector of the University for recognition and approval. Where agreement is negotiated by the IRO /Centers, the academic coordinator is appointed by the Rector.
- e. Only the central authority of the institution can formally apply for ICM and sign relevant documents (this process cannot be performed individually by faculties). The **Rector** of the University is the legal representative of the institution and the one associated with the Participant Identification Code (PIC).
- f. Following the Rector's signature, the IRO in the capacity of the administrative coordinator for the agreements will transmit the inter-institutional agreement to the University of the Program Country and will follow up every of the agreement, from registering it to the institution's protocol until its implementation and expiration of validity period.
- g. By signing this agreement, institutions commit themselves to adhere to the principles and quality requirements of the Erasmus Charter for Higher Education (ECHE) regarding mobility organization and management.
- h. Inter-institutional agreements should be made available to the National Erasmus Office (NEO) in Albania during their monitoring visits.

#### Article 4

##### Information needed to start project implementation

- a. The signing of the inter-institutional agreement under Article 3 of this regulation does not imply that the number and typology of the mobilities agreed therein will be funded.
- b. The Program Country University applies to EACEA and if the project is selected for funding then it notifies the UV by forwarding the information needed to start the project implementation which may include the following:
  - the exact number and type of mobility financed to be realized between the two universities (incoming and outgoing).
  - field of study, study cycle (in case of student mobility)
  - time period and mobility duration
  - the amount of financial support for the daily / monthly diet and transportation for the given mobility period
  - Applications deadline
  - Other information related to the selection procedure, documents required for application, etc.
  - the amount agreed for organizational support
- c. The University of Vlora, after receiving the necessary information from the university of the program country, plans the period and prepares the announcement/call for application.

#### Article 5

##### Application Notice



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- a. UV is responsible for selecting outgoing candidates while respecting the principles under the Erasmus + Guide and the Inter-Institutional Agreement, unless otherwise agreed in the Agreement.
- b. IRO prepares the call for application for student / staff mobility according to the modalities set and sent by the responsible offices of the partner institution. (*Annex 2*)
- c. Prior to publication, the call for application shall be forwarded to the Head/s of Departments to whom the relevant mobility is addressed in order to review and suggest the necessary changes, if any. After the final version will be approved by the Rector the call for application will be published on the official UV website.
- d. In the call for application are prescribed the mobility terms, criteria and application deadlines, documents required for application and how to submit them, application method, selection method, Academic Coordinator contacts responsible for academic terms in agreement, Administrative Coordinator contact, student/staff rights and obligations as well as any information deemed necessary.
- e. The call is published on the University's official website.
- f. In addition to the official website, the call may be further published and distributed in the following ways:
  - advertisement in university campuses
  - e-mail
  - face to face communication/ meetings with students/staff.
  - social networks

#### **Article 6**

##### **Preservation of documentation**

- a. All the mobility documents (inter-institutional agreement, selection procedure from call to commission decision, host university admission, learning agreement, transcript from host university, transcript of record and any mobility related documents), from its/their creation are preserved by the International Relation Office (IRO).
- b. A copy of them is also kept by the relevant academic unit at UV.

#### **Article 7**

##### **Participant reporting form**

- a. Each participant in mobility, student or staff, receives by the European Commission through a specific link the "*Participant Report Form*" questionnaire, which contains questions about mobility and the results achieved through it.
- b. Students receive this link a month before the end of mobility, while staff receives it after the mobility has ended.
- c. This questionnaire is mandatory for all mobility beneficiaries to fill out.

#### **Article 8**

##### **Distribution of results**



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- a. The mobility results are distributed in different forms of dissemination in order to increase the impact at the individual level, unit, institution and beyond.
- b. Beneficiary staff / students share their experience with colleagues through information seminars organized by Base Units or IRO.

## CHAPTER II MOBILITY PROCEDURE FOR OUTGOING STUDENTS

### Article 9

#### The right to information on mobility

- a. The student has the right to be informed about mobility opportunities under the International Credit Mobility component through the means of publication of the call for application (*as stated at Article 5, letter e & f*) by the IRO.
- b. Students can apply for two types of mobility, study and traineeship.
- c. Study mobility must be part of the student's study program to complete a first (Bachelor or similar), second (Master or similar) and third or doctoral degree cycle. The study period can range from 3 to 12 months, depending on the mobility gained.
- d. Professional traineeship abroad is carried out in an enterprise or any other work environment. These are carried out during the short, first, second or third cycle of studies between program countries even up to one year after the student's graduation.

There are three types of student mobility for traineeship:

- Practical Placement (included in the curriculum)
- Voluntary traineeship (not required for study program)
- Traineeship for newly graduates (only applicable to universities in program countries)

### Article 10

#### Application Criteria

- a. The call for student mobility clearly sets out the selection criteria and documentation required for the application. These criteria are coordinated with the host university.
- b. Main selection criteria:
  - Academic achievement
  - Language competence
  - Less priority will be given to those who have previously participated in mobility in the same study cycle
  - Priority will be given to students belonging to groups with economic and social diversity, gender, race, color, disability, etc.
- c. Additional criteria may include:
  - Gender equality (when possible, respecting gender equality within candidates)
- d. A student can benefit of an exchange abroad with Erasmus+ multiple times, but not within the same agreement / application and his/her total time abroad may not exceed 12 months within one cycle of study.



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- e. Applicants must be UV students who, upon completion of mobility, will continue to attend/ conclude their studies at the University of Vlora.
- f. First-year students of the first cycle of studies are excluded from the application.

**Article 11**  
**Application Documents**

- a. The required documents required for application must be submitted to the IRO within the time limit specified in the call / notice.
- b. The applicants should submit the following documents:
  - Application form (*Annex 9*)
  - Copy of ID
  - Student declaration
  - Transcript of records
  - Motivation letter
  - Certificate of foreign languages proficiency (usually B1 level required)
  - Letter of reference
  - Any other document that confirms their status as part of a vulnerable group.

**Article 12**  
**Ad-Hoc Commission for the evaluation of the applicants**

- a. At the end of the application deadline an *ad-hoc* commission is established.
- b. In cases where the call is addressed only to students of one department, the Rector shall establish an *ad-hoc* committee composed from:
  - 3 (three) members proposed by the department that covers the fields in the respective agreement.
  - 1 (one) member from the IRO
  - 1 (one) student nominated by the student representation in the Academic Senate or the Student Council governing structures.
- c. In cases where the call is addressed to students from two or more departments, the Rector shall establish an *ad-hoc* committee composed from:
  - 3 (three) members of the academic staff assembly
  - 1 (one) member from the IRO
  - 1 (one) student nominated by the student representation in the Academic Senate or the Student Council governing structures.
- d. Each member of the commission declares with written responsibility that there is no conflict of interest in his / her participation in the candidate selection process. This statement is an integral part of the commission's decision on the ranking of candidates for mobility (*Annex 3*). The decision should be accompanied by a scorecard for all candidates.
- e. During the candidate evaluation process the Commission implements the Scoring Scheme (*Annex 4*).



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- f. The IRO will notify the applicant students about the commission's decision through e-mail.
- g. The student has the right to appeal the decision of the *ad-hoc* committee to the Rector within 5 days of receiving the notification. In this case the Rector sets up a commission to evaluate the student's complaint.

### Article 13

#### Forwarding the list of selected students

- a. At the end of the appealing deadline, the Administrative Coordinator (IRO) forwards the list of selected students to the host University.
- b. The host institution shall be notified by the IRO about the process' results usually through a scanned copy of the *ad-hoc* Commission decision or if requested by a nomination letter sent by the host institution to be filled by UV. This nomination letter identifies the winner/s as well as the selection criteria (*Annex 5*).
- c. Upon receipt of the nomination letter / selection results, the receiving institution shall notify the sending institution of the acceptance of the winning candidates usually through a letter of acceptance / invitation or similar forms (*Annex 6*).

### Article 14

#### Supporting outgoing students

- a. Before starting the mobility, the student prepares all necessary mobility documentation assisted by the coordinators / offices responsible for the agreement from both institutions (mobility agreement, grant agreement, residence permit or any other necessary document as needed).
- b. The IRO supports the student with mobility preparation procedures by providing information and assistance on how to apply for a residence permit, information regarding the host university, the city, accommodation, etc.
- c. The Academic Coordinator supports the student during the completion of the Learning agreement.

### Article 15

#### Learning agreement

- a. Before starting the mobility, the student completes and signs a Learning agreement (*Annex 10*). The latter is an agreement between the applying student, the university of origin and the host university, in which are set out the courses and respective credits that the students will attend during the semester at the host university, and which will be recognized at the end of the mobility by the UV.
- b. The agreement is composed of three parts: before, during and after mobility.
- c. The '**Before Mobility**' section includes information on the student, university of origin and host university. Table A of the agreement describes the proposed mobility subject program: component codes, list of courses (courses / modules), semester when attended, number of





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ECTS credits. Table B describes the courses (courses / modules) by which the subject program proposed by UV will be integrated.

- d. After the courses are defined, the agreement is signed to the "Commitment" section by the student, the Academic Coordinator responsible for the agreement, the head of the department, and then signed by the Rector. This document is also signed by the responsible person/s at the host university.
- e. The student must choose those courses at the host university which he / she would have attended in UV during the semester of mobility. Students applying for mobility should be aware that due to changes in study programs between UV and the host university some of the courses not frequented in UV during the mobility period must be attended as stated under UV regulation upon their arrival at home university.
- f. If, for various exceptional reasons, the student cannot take one or more components of the proposed subject program, changes will be made at the **"During mobility"** section of the mobility agreement, stating the reason for the change. Following the proposed and approved changes by all parties, the agreement is again signed as stated in the *letter d* of this Article.
- g. Within a relatively short period of time (defined between the two institutions), the host university provides the student with a Transcript of Records or other equivalent document. Upon receiving the transcript, UV must fully recognize the modules the student has completed while in mobility and record them in the grade list (as agreed in the Learning Agreement).

## Article 16

### Recognition of the study period

- a. Recognition of the study period is a compulsory condition between the receiving and the sending institution.
- b. At the end of the study period the host institution is required to provide the student and UV with the transcript of records (*Annex 7*). UV must fully recognize the modules the student has completed while in mobility and record them in the grade list (as agreed in the Learning Agreement).
- c. To fulfill the obligations arising from the inter-institutional agreement and the learning agreement, the IRO forwards to the Head of Department where the student studies, the relevant documents necessary to carry out the recognition of the mobility period and the credits earned (*learning agreement, transcript of records sent by the host university, the ECTS Grading Scale, the admission letter / form or any other similar document issued by the host university to prove student acceptance within the 'Erasmus' mobility framework*).
- d. Head of the department establishes an *ad-hoc* committee for the equivalence of courses/modules attended during the mobility period. The Commission reviews the learning agreement, the transcript of records sent by the host university, the admission letter/form or any other similar documents issued by the host university to prove student acceptance within the 'Erasmus' mobility framework, and carries out the unification and recognition of the study period during mobility (*Annex II*).
- e. The students involved in mobility gets notified about the decision of the *ad-hoc* committee.
- f. The student has the right to appeal this decision to the Dean within 5 days of receiving the notification. In this case the Dean sets up a commission to evaluate the student's complaint.





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- g. After the deadline for student appeal, the Dean shall forward the committee decision to respective secretariat who makes the necessities changes to the student's academic record register.
- h. The information prescribed at the transcript of records issued by the host institution should also be included in the diploma supplement issued by UV. It should reflect the courses with their original name (and their translation into Albanian), the name of the institution where they were taken, as well as their respective credits and grades.

**Article 17**

**Outgoing student's rights and obligations**

- a. To the Erasmus students are offered a special status in terms of academic obligations at UV.
- b. In cases where there is a gap between the mobility start periods at the host university with the semester exam season at UV, in order to assist the students with the remaining examinations, the department ensures that these exams are scheduled in the nearest or upcoming season or organize a special season that allows them to enter these exams.
- c. For mobility shorter than one academic year, the selected courses must be approximately equal to a proportionate number of credits and in full and clear knowledge of the beneficiary student.
- d. The minimum credits a student may receive in the study program must be in accordance with the UV's statute and regulation.
- e. If the student pursues other courses rather than those required in the study program at the home university, they should be added to Table A of the learning agreement.

**CHAPTER III**

**MOBILITY PROCEDURE FOR INCOMING STUDENT**

**Article 18**

**Selection procedure**

- a. The selection procedure for incoming students to UV is conducted by the sending institution.
- b. The sending institution provides to IRO the names of the nominated (winner) student/s, and if requested, UV confirms the winner/s through an acceptance letter/form or any other document.

**CHAPTER 19**

**Supporting incoming students**



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- a. IRO supports the incoming student with mobility preparation procedures by providing information and assistance on how to apply for residence permits, accommodation, other UV facilities, information regarding the city of Vlora etc.
- b. The Academic Coordinator of the agreement helps the incoming student get familiar with the study program he/she will attend at UV, helps completing the learning agreement and provides support in other issues of the academic field.
- c. The learning agreement for the incoming student will be signed by the academic coordinator responsible for the agreement, the head of the department and then by the Rector.

**Article 20**  
**Registering of the incoming student**

- a. The IRO registers and provides the exchange student with a unique UV identification code.
- b. For registration the incoming student must submit the following documents:
  - Copy of the ID card
  - Nomination letter from the sending institution
  - Acceptance letter from UV
  - Learning Agreement signed by all partners
- c. At the end of the mobility, IRO sends to the student and home institution his/her transcript of record.

**CHAPTER IV**  
**MOBILITY PROCEDURE FOR OUTGOING STAFF**

**Article 21**  
**The right to information on mobility**

- a. The staff has the right to be informed about mobility opportunities under the International Credit Mobility component through the means of publication of the call for application (*as stated at Article 5, letter e & f*) by the IRO.
- b. The staff can apply for two types of mobility:
- c. **Staff Mobility for Teaching (STA)** valid for academic staff. This mobility can be in any field / academic discipline in accordance with the field / academic discipline of the partner university. A teaching activity has to comprise a minimum of 8 hours of teaching per week. If the teaching mobility is combined with training a minimum of 4 teaching hours per week is requires.
- d. **Staff Mobility for Training (STT)** valid for academic and non-academic staff. This mobility take place in the form of outreach activities.
- e. The mobility period can range from 5 days to 2 months, depending on the mobility granted.

**Article 22**



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**Application Criteria**

- a. The call for staff mobility clearly sets out the selection criteria and documentation required for the application. These criteria are coordinated with the host university based on the mutual needs of the cooperating departments / units.
- b. Main selection criteria:
  - Academic Achievement for Academic Staff / Work experience/ performance for Administrative Staff.
  - A solid command of written and spoken English as required at the inter-institutional agreement.
  - Priority is given to staff who has not previously participated in a mobility exchange.
- c. Additional criteria may include:
  - Proposed work plan (teaching/training staff mobility agreement)
  - Gender equality (when possible, respecting gender equality within candidates)
- d. All academic/ administrative staffs who are full-time employed at UV are eligible to apply for exchange mobility.

**Article 23**

**Application Documents**

- a. The required documents required for application must be submitted to the IRO within the time limit specified in the call / notice.
- b. The applicants should submit the following documents:
  - Application form
  - Copy of ID
  - Employment Certification
  - Curriculum Vitae in English
  - Certificate of foreign languages proficiency as required in the inter-institutional agreement. English language graduates are excluded by this requirement.
  - Proposed work plan
  - Document signed by the Rector / Dean of Faculty that allows the staff to discharge from his/her teaching/working duties in order to take part in the mobility exchange.

**Article 24**

**Ad-Hoc Commission for the evaluation of the applicants**

- a. At the end of the application deadline an *ad-hoc* commission is established.
- b. In cases where the call is addressed to staff from one department, the Rector shall establish an *ad-hoc* committee composed from:
  - 3 (three) members proposed by the department that covers the fields in the inter-institutions agreement.
  - 1 (one) member from the IRO
  - 1 (one) member from the Communication and Human Resources Directory.



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- c. In cases where the call is addressed to staff from two or more departments, the Rector shall establish an *ad-hoc* committee composed from:
  - 3 (three) members of the academic staff assembly
  - 1 (one) member from the IRO
  - 1 (one) member from the Communication and Human Resources Directory.
- d. Each member of the commission declares with written responsibility that there is no conflict of interest in his / her participation in the candidate selection process. This statement is an integral part of the commission's decision on the ranking of candidates for mobility (*Annex 3*). The decision should be accompanied by a scorecard for all candidates
- e. During the candidate evaluation process the Commission implements the Scoring Scheme (*Annex 4*).
- f. The IRO will notify the applicant staff about the commission's decision through e-mail.
- g. The staff has the right to appeal the decision of the *ad-hoc* committee to the Rector within 5 days of receiving the notification. In this case the Rector sets up a commission to evaluate the staff's complaint.

## Article 25

### Methods applied for selecting staff

- a. The recommended method of selecting outgoing staff is through an internal selection process from the institution of origin as provided for in *Article 24* of this Regulation. However, the internal selection process does not guarantee the implementation of the mobility. Selection must be confirmed by the host institution through a letter of acceptance / invitation.
- b. In limited cases when agreed upon in the inter-institutional agreement between the partner universities, the host institution from program country can take initiative and invite a staff member from UV to take part in the mobility at his university. In these cases the head of the department/ unit appoints/ invites the staff to take part in the mobility.
- c. In any case, the selection is confirmed by the host institution through a acceptance/ invitation letter.

## Article 26

### Forwarding the list of selected staff

- a. At the end of the appealing deadline, the Administrative Coordinator (IRO) forwards the list of selected staff to the host University.
- b. The host institution shall be notified by the IRO about the process' results usually through a scanned copy of the *ad-hoc* Commission decision or if requested by a nomination letter sent by the host institution to be filled by UV. This nomination letter identifies the winner/s as well as the selection criteria (*Annex 5*).



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- c. Upon receipt of the nomination letter / selection results, the receiving institution shall notify the sending institution of the acceptance of the winning candidates usually through a letter of acceptance / invitation or similar forms (*Annex 6*)

**Article 27**  
**Supporting outgoing staff**

- a. Before starting the mobility, the staff prepares all necessary mobility documentation assisted by the coordinators / responsible offices for the agreement from both institutions (mobility agreement, grant agreement, residence permit or any other necessary document as needed).
- b. IRO gives supports to ongoing staff with mobility preparation procedures by providing information and assistance on the application process, information regarding the host university, the city etc.

**Article 28**  
**Mobility agreement for teaching/training**

- a. Before starting the mobility, the outgoing staff completes and signs the Mobility agreement for teaching/training (*Annex 12*). This letter is an agreement between the applying staff, the university of origin and the host university, which outlines the work plan that staff will carry out during the mobility period.
- b. After agreeing on the work plan, the mobility agreement is signed by the staff, the head of the Department from whom the beneficiary staff is directly dependent, and by the Rector of the university, whose signature is associated with the institution's seal. This document is also signed by the responsible person/s at the host institution.

**Article 29**  
**Recognition of the teaching/training mobility**

- a. The host institution certifies the completion of the staff member through a document confirming the start and end dates of the mobility (arrival and departure) and the activity completed in the hour/training programs stated in the mobility agreement.



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**CHAPTER V**  
**MOBILITY PROCEDURE FOR INCOMING STAFF**

**Article 30**  
**Selection procedure**

- a. The selection procedure for incoming staff to UV is conducted by the sending institution.
- b. When requested by the Host University, UV confirms the winner through an invitation/acceptance letter/ form or any other document.
- c. In some universities admission/invitations letter may be required in the beginning of the application process at their home university.

**Article 31**  
**Supporting incoming staff**

- a. IRO supports the incoming staff with mobility preparation procedures by providing information and assistance about the mobility implementation, UV facilities, information regarding the city of Vlora, accommodation etc.
- b. The Academic Coordinator of the agreement helps the incoming staff get familiar with the study program offered by the respective department to determine the areas and topics where incoming staff will focus during his/her teaching mobility.
- c. The incoming administrative staff will be assisted by IRO for the determination of his training mobility plan.

**Article 32**  
**Recognition of the teaching/training mobility**

- a. At the end of the mobility, the incoming staff will be equipped with a certificate that confirms their mobility implementation.
- b. For the incoming academic staff the certificate is signed by the head of the department in which the mobility is performed, Dean of the faculty and the Rector.
- c. For the incoming administrative staff the certificate is signed by the Rector of the University
- d. The certificate model referred in the *letter b and c* of this article can be found at *Annex 8* attached to this regulation.

**CHAPTER VI**  
**FINAL PROVISIONS**

**Article 33**  
**Monitoring of inter-institutional agreements**

- a. UV is monitored by the National Erasmus Office (NEO) in Albania.
- b. The International Relations Office (IRO) is the main unit monitored by the National Erasmus Office.



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- c. In the focus of these monitoring sessions are the correct implementations of ICM projects by IRO.
- d. IRO will be monitored in compliance with the principles set out in the Erasmus Charter for Higher Education (ECHE) contained in inter-institutional agreements;
- e. IRO will be monitored for correct completion and signature of all mandatory documents (eg inter-institutional agreement) and the correct implementation of the mobility agreement templates for students / staff
- f. Will be monitored whether the institution has been fair and transparent in selecting mobility participants
- g. Will be monitored rather or not the institution has provided the necessary services to the income and outgoing staff/student.
- h. Will be monitored regarding the credits recognition process, earned by participants during mobility. According to the national context, the NEO may also report to the Ministry on potential problems in order to contribute to the overall improvement of the recognition procedure and to the promotion of best practices;
- i. IRO is responsible for updating the database of all types of mobility developed with relevant information as well as reporting on-demand information to the National Erasmus Office in Albania, Ministry of Education, Sport and Youth in Albania etc.

**Article 35**  
**Document templates**

- a. Templates and documents are an integral part of this Regulation. They are set out in the Appendices below:
  - Annex 1: Inter- Institutional template*
  - Annex 2: Call for mobility application template*
  - Annex 3: Ad-hoc committee decision template for selecting the winning candidates*
  - Annex 4: Scoring scheme for evaluating applicants*
  - Annex 5: Nomination letter template*
  - Annex 6: Letter of acceptance for incoming student/staff*
  - Annex 7: Transcript of records template*
  - Annex 8: Certificate for participation template*
  - Annex 9: Template of application form for staff / student*
  - Annex 10: Learning Agreement Template*
  - Annex 11: Document template for the recognition and unification of the student mobility period*
  - Annex 12: Staff agreement template*
- b. IRO should always consult the Erasmus + Program Guide and the International Credit Mobility Manual for any possible changes that may occur in the annual guide program.





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**ANNEX 1. Inter- Institutional template**

**[https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/inter-institutional-agreement\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/inter-institutional-agreement_en)**



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**ANNEX 2. Call for mobility application template**



Logo universitetit  
partner

**Thirrje për mobilitet stafi për mësimdhënie/trajnim në kuadër të Programit Erasmus+ për komponentin KA1 në Universitetin e...**

Universiteti i Vlorës "Ismail Qemali", në bashkëpunim me Universitetin \_\_\_\_\_, në kuadër të Programit Erasmus+ për komponentin KA1, fton personelin akademik të punësuar me kontratë me afatë të pacaktuar në UV, të aplikojnë për të përfituar një bursë për mësimdhënie/trajnim për një periudhë prej \_\_\_\_\_ ditësh në Universitetin \_\_\_\_\_. Mobiliteti në këtë institucionin pritet të përmbushet brenda semestrit të \_\_\_\_\_ të vitit akademik \_\_\_\_\_, Shpenzimet do të mbulohen nga skema Erasmus +, komponenti KA1 për mobilitet stafi. Ato parashikojnë shumën prej \_\_\_\_\_Euro për udhëtimin vajtje-ardhje si dhe dietën ditore prej \_\_\_\_\_Euro.

**Numri i bursave për mësimdhënie \_\_\_\_\_.**

**Numri i bursave për trajnim \_\_\_\_\_.**

**Kriteret për aplikantët:**

- të jetë staf efektiv i UV ;
- të jetë i fushave: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_;
- të ketë përvojë akademike dhe shkencore në fushat e sipërpërmendura;
- të argumentojë qartazi qëllimin e vizitës në institucionin pritës.

**Kriteret e përzgjedhjes: (në varësi të universitetit pritës)**

- Titulli/ grada shkencore.
- Njohja e gjuhës së huaj sipas nivelit të përcaktuar në marrëveshjen ndër-institucionale.
- Prioritet i jepet stafit që nuk ka patur më parë eksperiencë mobiliteti
- Kriteret e tjera shtesë mund të përfshijnë:
  - Plani i mobilitetit i propozuar (staff mobility agreement)
  - Barazia gjinore (aty ku është e mundur të përzgjidhen kandidatë të barabartë në numër për nga gjinia).



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***Dokumentet e nevojshme për aplikim:***

- Formular aplikimi.
- Kopje të pasaportës
- Vërtetim punësimi
- CV në gjuhën angleze
- Certifikata e gjuhës së huaj që vërteton njohjen e gjuhës angleze. Përjashtim stafi i cili zotëron një diplomë univeristare në gjuhën angleze.
- Vërtetim nga Rektori/Dekani i Fakultetit tuaj që ju lejon të shkëputeni për të kryer mobilitetin.
- Plani i mobilitetit (staff mobility agreement) në gjuhën angleze lidhur me qëllimin dhe përfitimin institucional të mobilitetit, bazuar në prioritetet e nënvizuara sipas udhëzimeve të Komisionit Evropian për këtë skemë.  
(<https://ec.europa.eu/programmes/erasmus-plus/organisations#tab-1-1>).

Për përzgjedhjen e kandidatëve ngrihet një komision i cili zbaton Skemën e Pikëzimit bashkëlidhur kësaj thirrjeje.

Dokumentet e aplikimit duhet të dorëzohen pranë Sektorit të Projekteve dhe Marëdhënieve me Jashtë brenda datës \_\_\_\_\_ ora \_\_\_\_\_

Kandidatët fitues do të njoftohen prej Sektorit të Projekteve dhe Mardhënieve me Jashtë brenda datës \_\_\_\_\_ ora \_\_\_\_\_ në adresën e tyre të e-mailit.

Kandidatët aplikues kanë të drejtën e ankimimit kundër vendimit të komisionit *ad-hoc* pranë Rektorit brenda 5 ditëve nga marrja e njoftimit.

Procesi i brendshëm i përzgjedhjes nuk garanton që mobiliteti do të kryhet. Përzgjedhja duhet të konfirmohet nga institucioni pritës përmes një letre pranimi/ftese.

Për të dhëna të mëtejshme rreth skemës së mobilitetit dhe mënyrës së aplikimit mund të kontaktoni me emër( ), mbiemër( ), koordinatori akademik për Marrëveshjen ose me Sektorin e Projekteve dhe Marëdhënieve me Jashtë, pranë Rektoratit, Kati i I.

***Universiteti "Ismail Qemali" Vlorës ju uron suksese!***



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ERASMUS+



Logo universitetit  
partner

**Thirrje për mobilitet stafi ndihmës akademik/administrativ për trajnim në kuadër të  
Programit Erasmus+ për komponentin KA1 në Universitetin e...**

Universiteti i Vlorës "Ismail Qemali", në bashkëpunim me Universitetin \_\_\_\_\_, në kuadër të Programit Erasmus+ për komponentin KA1, fton gjithë personelin ndihmës akademik/administrativ të punësuar me kontratë me afat të pacaktuar në UV, të aplikojnë për të përfituar një bursë për trajnim, për një periudhë prej \_\_\_\_ditësh në Universitetin \_\_\_\_\_

Mobiliteti në këtë institucionin pritet të përmbushet brenda periudhës \_\_\_\_\_ të vitit akademik \_\_\_\_\_,

Shpenzimet do të mbulohen nga skema Erasmus +, komponenti KA1 për mobilitet stafi. Ato parashikojnë shumën prej \_\_\_\_\_ Euro për udhëtimin vajtje-ardhje si dhe dietën ditore prej \_\_\_\_\_Euro.

**Numri i bursave për trajnim**\_\_\_\_\_.

**Kriteret për aplikantët:**

- të jetë staf efektiv i Universitetit \_\_\_\_\_;
- të argumentojë qartazi qëllimin e vizitës në institucionin pritës.

**Kriteret e përzgjedhjes: ( në varësi të universitetit pritës)**

- Eksperienca e punës.
- Njohja e gjuhës së huaj sipas nivelit të përcaktuar në marrëveshjen ndër-institucionale
- Prioritet i jepet stafit që nuk ka patur më parë eksperiencë mobiliteti.
- Kriteret e tjera shtesë mund të përfshijnë:
  - Plani i mobilitetit i propozuar (staff mobility agreement)
  - Barazia gjinore (aty ku është e mundur të përzgjidhen kandidatë të barabartë në numër për nga gjinia).



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***Dokumentet e nevojshme për aplikim:***

- Formular aplikimi.
- Kopje të pasaportës
- Vërtetim punësimi
- CV në gjuhën angleze
- Certifikata e gjuhës së huaj që vërteton njohjen e gjuhës angleze. Përjashtim stafi i cili zotëron një diplomë univeristare në gjuhën angleze.
- Vërtetim nga Rektori/Dekani i Fakultetit tuaj që ju lejon të shkëputeni për të kryer mobilitetin.
- Plani i mobilitetit (Staff mobility agreement) në gjuhën angleze lidhur me qëllimin dhe përfitimin institucional të mobilitetit, bazuar në prioritetet e nënvizuara sipas udhëzimeve të Komisionit Evropian për këtë skemë. (<https://ec.europa.eu/programmes/erasmus-plus/organisations#tab-1-1>).

Për përzgjedhjen e kandidatëve ngrihet një komision i cili zbaton Skemën e Pikëzimit bashkëlidhur kësaj thirrjeje.

Dokumentet e aplikimit duhet të dorëzohen pranë Sektorit të Projekteve dhe Marrëdhënieve me Jashtë brenda datës \_\_\_\_\_ ora \_\_\_\_\_

Kandidatët fitues do të njoftohen prej Sektorit të Projekteve dhe Mardhënieve me Jashtë brenda datës \_\_\_\_\_ ora \_\_\_\_\_ në adresën e tyre të e-mailit.

Kandidatët aplikues kanë të drejtën e ankimimit kundër vendimit të komisionit *ad-hoc* pranë Rektorit brenda 5 ditëve nga marrja e njoftimit.

Procesi i brendshëm i përzgjedhjes nuk garanton që mobiliteti do të kryhet. Përzgjedhja duhet të konfirmohet nga institucioni pritës përmes një letre pranimi/ftese.

Për të dhëna të mëtejshme rreth skemës së mobilitetit dhe mënyrës së aplikimit mund të kontaktoni me emër( ), mbiemër( ), Koordinatorin akademik për Marrëveshjen ose me Sektorin e Projekteve dhe Marrëdhënieve me Jashtë, pranë Rektoratit, Kati i I,

Universiteti "Ismail Qemali" Vlorës ju uron ***suksese!***



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Logo universitetit  
partner

ERASMUS+

**Thirrje për bursa studimi për studentët në kuadër të Programit Erasmus + për komponentin KA1 *International Credit Mobility* në Universitetin \_\_\_\_\_**

Universiteti i Vlorës "Ismail Qemali", në bashkëpunim me Universitetin \_\_\_\_\_, në kuadër të Programit Erasmus+ për komponentin KA1, fton gjithë studentët e UV-së të aplikojnë për të përfituar një bursë studimi/ për një periudhë prej \_\_\_\_\_muajsh, në Universitetin \_\_\_\_\_. Në përfundim të mobilitetit studentët do të vijojnë studimet në universitetin e tyre të origjinës (UV). Ata nuk do të paguajnë asnjë tarifë shkollimi në universitetin pritës (\_\_\_\_\_), por do të vazhdojnë të paguajnë tarifat që aplikohen në universitetin e tyre të origjinës (UV).

Shpenzimet do të mbulohen nga skema Erasmus +, komponenti KA1 për mobilitet studimi.

**Numri i bursave të studimit**\_\_\_\_\_.

**Bursa përfshin:**

- Kompensimin mujor (\_\_\_\_\_EUR/muaj);
- Shpenzimet e udhëtimit (\_\_\_\_\_EUR, vlerë e përcaktuar në bazë të largësisë midis universitetit pritës dhe atij të origjinës. Përlllogaritja e largësisë bëhet në lidhjen e mëposhtme:  
[http://ec.europa.eu/programm.../erasmus-plus/.../distance\\_en.htm](http://ec.europa.eu/programm.../erasmus-plus/.../distance_en.htm)

**Kriteret për aplikantët:**

- të jetë student i cikili të \_\_\_\_\_ të studimeve;
- të jetë student i programit të studimit: \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_;
- të zotërojë njohuri të mira të gjuhës angleze ose të gjuhës në të cilën zhvillohet programi në universitetin pritës.

**Kriteret e përzgjedhjes:**

- Merita akademike.
- Kompetenca gjuhësore
- Prioritet më i ulët do t'u jepet atyre që kanë marrë pjesë më parë në mobilitete në të njëjtin cikël studimi.
- Prioritet do t'u jepet studentëve që u përkasin grupeve me diversitete sociale ekonomike, gjinore, racore, ngjyre, aftësi të kufizuara, etj.
- Kriteret e tjera shtesë mund të përfshijnë :



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- Barazia gjinore (aty ku është e mundur, të përzgjidhen kandidatë të barabartë në numër për nga gjinia).

**Dokumentet e nevojshme për aplikim përfshijne:**

- Formular aplikimi
- Kopje të pasaportës
- Vërtetim studenti
- Listë notash
- Letër motivimi
- Certifikata e gjuhës së huaj që vërteton njohjen e gjuhës së kërkuar në marreveshje
- Letër reference
- Dokument që vërteton aftësinë e kufizuar
- Dokument që vërteton që studenti është anëtarë i komunitetit rom ose egjiptian
- Dokument që vërteton që studenti vjen nga familje që trajtohen me ndihme ekonomike ose bursë nga shteti

Më shumë informacion rreth universitetit pritës (\_\_\_\_\_) do të gjeni në: <https://.....>

Për përzgjedhjen e studentëve ngrihet një komision i cili vlerëson studentët sipas kemën së pikëzimit bashkëlidhur kësaj thirrjeje.

Dokumentet e aplikimit duhet të dorëzohen pranë Sektorit të Projekteve dhe Marëdhënieve me Jashtë brenda datës \_\_\_\_\_ ora \_\_\_\_\_

Kandidatët fitues do të njoftohen prej Sektorit të Projekteve dhe Marëdhënieve me Jashtë brenda datës \_\_\_\_\_ ora \_\_\_\_\_ në adresën e tyre të email-it.

Kandidatët aplikues kanë të drejtën e ankimimit kundër vendimit të komisionit *ad-hoc* pranë Rektorit brenda 5 ditëve nga marrja e njoftimit.

Përpara fillimit të mobilitetit kandidatët fitues plotësojnë një dokument të quajtur *Learning Agreement* (Marreveshje që vendoset midis studentit që aplikon dhe universitetit të origjinës, në të cilën paracaktohen kurset me kredite përkatëse sipas kriterit të numrit minimal të krediteve për lëndët që studenti do të ndjekë gjatë semestrit në universitetin pritës, të cilat do t'i njihen në përfundim të tij dhe në vijim të studimeve në universitetin e origjinës).

**KUJDES:** Studenti duhet të zgjedh ato lëndë në universitetin pritës të cilat do ti frekuentonte në UV gjatë semestrit që do të kryhet mobiliteti. Studentët që aplikojnë për mobilitet, marrin përsipër pjesën e krediteve të pazgjedhura për shkak të ndryshimeve në programet e studimit ndërmjet UV dhe universitetit pritës. Ato mbeten pjesë e detyrimeve akademike (detyrim frekuentimi) sipas rregullores përkatëse të UV-së.





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Për më shumë informacion rreth skemës së mobilitetit dhe mënyrës së aplikimit, kontaktoni me Koordinatorin akademik të marëveshjes ose me Sektorin e Projekteve dhe Mardhënieve me Jashtë, pranë Rektoratit, Kati i I,

Universiteti "Ismail Qemali" Vlorës ju uron ***suksese!***



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**ANNEX 3. Ad-hoc committee decision template for selecting the winning candidates**



No. .... Prot.

Vlore on \_\_\_\_\_

**MINUTES**

**FOR THE NOMINATION OF THE STUDENTS BENEFICIARY OF STUDY  
MOBILITY AT THE UNIVERSITY \_\_\_\_\_**

The Ad-Hoc Committee established by document no \_\_\_\_ prot, dated \_\_\_\_\_, assembled today on \_\_\_\_\_ for the evaluation of the students applications for students mobility in the framework the Erasmus + program at University of \_\_\_\_\_ following the call for application no \_\_\_\_ prot, dated \_\_\_\_\_ published on \_\_\_\_\_ on the official website of UV, after taking into consideration all the documentation submitted by the applicants decided:

**The nominated students**

The beneficial students selected based on the announced criteria for students mobility:

No.	Name	Surname	Faculty/ Departm ent	Study Cycle	Study Program	Year of study	e-mail address

**Waiting list**

All the following students according to the rankings have the right to be the beneficiaries of the exchange for study if any of the selected students is withdrawn from mobility.

No.	Name	Surname	Faculty/ Departm ent	Study Cycle	Study Program	Year of study	e-mail address



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The internal selection process does not guarantee that mobility will be carried out. The selection must be confirmed by the receiving institution through a letter of acceptance.

**List of non-qualified students**

The following students are excluded from the right to earn a scholarship because they do not meet the foreign language criteria.

No.	Name	Surname	Faculty/ Department	Study Cycle	Study Program	Year of study	e-mail address

**Lack of conflict of interest**

We declare that we do not have conflict of interest with the applicants according to the above lists. A conflict of interest may arise in particular as a result of economic interests, political ties, family or any other relevant relation or common interest. Also, we confirm that University \_\_\_\_\_ will be informed on any issue that may cause conflict of interest.

**Selection Results**

We declare that the above students are UV's students. They are selected according to the Erasmus + guide and ICM inter-institutional agreement, Part D, which requires a call application addressed to all potential participants and a selection process that is fair, transparent, objective and documented, providing equal opportunities for suitable mobility participants.

This minute is made known to the nominees and interested parties.

**Ad-Hoc Committee**

Name Surname	Title and position at UV	Signature



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Erasmus+

No. .... Prot.

Vlore on \_\_\_\_\_

**MINUTES**

**FOR NOMINATION OF ACADEMIC STAFF BENEFICIARY OF TEACHING  
MOBILITY AT THE \_\_\_\_\_**

The Ad-Hoc Committee established by document no. \_\_\_\_\_ prot, dated \_\_\_\_\_, assembled today on \_\_\_\_\_, for the evaluation of the academic staff applications for teaching mobility benefit in the framework of the Erasmus + program at \_\_\_\_\_ following the call for applications no. \_\_\_\_\_ prot, dated \_\_\_\_\_, published on \_\_\_\_\_ on the official website of UV, after taking into consideration all the documentation submitted by the applicants decided:

**The nominated academic staff**

The beneficial academic staff selected based on the announced criteria for teaching mobility:

No.	Name	Surname	Title	Departament	Type of mobility

**Pending list**

All the following academic staff according to the rankings have the right to be the beneficiaries of the exchange for teaching if any of the selected academic staff is withdrawn from mobility.

No.	Name	Surname	Title	Departament	Type of mobility

The internal selection process does not guarantee that mobility will be carried out. The selection must be confirmed by the receiving institution through a letter of acceptance.

**Lack of conflict of interest**

We declare that we do not have conflict of interest with the applicants according to the above lists. A conflict of interest may arise in particular as a result of economic interests, political ties, family or any other relevant relation or common interest. Also,



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we confirm that **Tallin Health Care College, Estonia** will be informed on any issue that may cause conflict of interest.

**Selection Results**

We declare that the above academic staff is UV's staff. They are selected according to the Erasmus + guide and ICM inter-institutional agreement, Part D, which requires a call application addressed to all potential participants and a selection process that is fair, transparent, objective and documented, providing equal opportunities for suitable mobility participants.

This minute is made known to the nominees, the steering authorities of the faculty and is forwarded to the host \_\_\_\_\_ for the continuation of further procedures.

**Ad-Hoc Comitee**

Name Surname	Title and position at UV	Signature



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UNIVERSITY OF VLORA "ISMAIL QEMALI"  
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**ANNEX 4. Scoring scheme for evaluating applicants**

**EVALUATION SHEET OF THE STUDENT \_\_\_\_\_**

CRITERIA	POINTS	DESCRIPTION	POINTS AWARDED
Academic Achievement			
Grade Average	80%	Maximum of 80 points	
Knowledge of Foreign Language			
Proof of English language proficiency (IELTS, TOIEC, TOEFL, Cambridge, GESE, APTIS) (level of English proficiency as required in the agreement)	5%	Maximum of 5 points	
Proof of English language proficiency issued by other licensed institutions/centers (level of English proficiency as required in the agreement)	2%		
Document issued by Department of Foreign Language for English language students specifying the level of English proficiency according to the level required in the agreement	1%		
Other criteria			
Students with disabilities	5%	Maximum of 15 points	
Students who are members of the Roma and Egyptian community	5%		
Students that receive social assistance or scholarship from the government.	5%		
Participation in mobility in the same study cycle			
First Participation	0	A student can benefit of an exchange abroad with Erasmus+ multiple times, but not within the same agreement / application and his/her total time abroad may not exceed 12 months within one cycle of study.	
2	-1		
3	-2		
TOTAL POINTS		100 points	



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**EVALUATION SHEET OF THE ACADEMIC/ADMINISTRATIVE STAFF**

Name \_\_\_\_\_

CRITERIA	POINTS	DESCRIPTION	POINTS AWARDED
Title / Academic excellence			
Master of Science (Msc)	50%	For academic staff only. The corresponding points are calculated according to the highest title the candidate holds.	
Doctor of Science (Dr/PhD)	60%		
Associate Professor (Ass.Prof)	70%		
Professor (Prof. Dr)	80%		
Work experience			
0 - 5 vite pune	50%	For administrative staff only.	
6 – 10 vite pune	70%		
Mbi 10 vite pune	80%		
Foreing language proficiency			
Proof of English language proficiency (IELTS, TOIEC, TOEFL, Cambridge, GESE, APTIS) certifying the level of knowledge of the English language as required in the agreement.	20%	Maximum of 5 points	
Proof of English language proficiency issued by other licensed institutions/centers certifying the level of knowledge of the English language as required in the agreement.	2%		
Any other document certifying the level of English language proficiency as required in the agreement	1%		
Participation in mobility			
First Participation	0		
2	-1		
3	-2		
4	-3		
5	-4		
6,7,8 etj	-5,-6, -7 etj		
TOTAL POINTS		100 points	





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UNIVERSITY OF VLORA "ISMAIL QEMALI"  
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**ANNEX 5. Nomination letter template**

Vlore, on .../.../201...

**NOMINATION LETTER**

**To whom it may concern:**

I would like to send this nomination letter as a confirmation of the decision taken by the Evaluation Committee set up for assessing applications for student/staff mobility to University of ... in the framework of Erasmus + KA1 *International Credit Mobility* during the fall/spring term of the academic year 201...-201....

After receiving ... applications, the Committee judged that the applicants, ...and..., ... students/Staff at the Department of ..., ..., University of Vlora "Ismail Qemali", meet the requirements laid down in the call for applications and should be given the opportunity for student/staff mobility to University ..., Faculty of ..., Department of ....

Thank you very much for your collaboration.

Sincerely,

**Academic Coordinator**

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**Head of Department**

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**RECTOR**

---



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**ANNEX 6. Letter of acceptance for incoming student/staff**

Vlore, on .../.../201...

**LETTER OF ACCEPTANCE FOR INCOMING STUDENT**

This is to certify that ..., born on ..., a student from the University of ..., has been accepted as incoming Erasmus+ student at the Department of ..., Faculty of ..., University of Vlora “Ismail Qemali”, to study during the Fall/Spring semester 201... (.../.../201....-.../.../201...).

Important dates for incoming students:

- Beginning of semester – .... 201....
- Signing up for classes – .... 201...
- Study period – ... – ... 201...
- Exam period – ... – ... 201...

The University of Vlora “Ismail Qemali” will provide all necessary assistance with accommodation at Qyteza Studenti, Vlorë (address: L. “Isa Boletini”, Rr. “Sulejman Delvina”, Vlorë, Albania; webpage: [www.qsvlore.com](http://www.qsvlore.com)) for the whole duration of studies.

**Academic Coordinator**

**Head of Department**

\_\_\_\_\_

\_\_\_\_\_

**RECTOR**

\_\_\_\_\_



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Vlore, on ..... 201...

**LETTER OF ACCEPTANCE FOR INCOMING STAFF**  
**Erasmus + Mobility Confirmation**

I hereby confirm that ..., a university teacher/ administrative staff at the Department of ..., University of ..., born ....., passport number ....., will realize his/her Erasmus + staff mobility for teaching/training at the Department of ..., University of ... .  
The mobility will last from .... to .... .

We are happy to welcome you to UV and hope your activity here will be pleasant and beneficial. If you have any further questions, please feel free to contact UV Projects and International Relation Sector.

Sincerely yours,

**HEAD OF DEPARTMENT**

**DEAN**

\_\_\_\_\_

\_\_\_\_\_

**RECTOR**

\_\_\_\_\_



REPUBLIKA E SHQIPËRISË  
UNIVERSITY OF VLORA "ISMAIL QEMALI"  
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**ANNEX 7. Transcript of records template**

Prot. .... no.

**TRANSCRIPT OF RECORDS**

**A. Student's particulars**

1. *Family name:* ....
2. *Given name:* ...
3. *Place of birth:* ....
4. *Date of birth:* ....
5. *Nationality:* ....
6. *Student data:*  
Starting date: ....  
End date: ....
7. *Student identification number:* ....

**B. Data related to the programme**

1. *Name of the programme:* International (Erasmus)
2. *Study cycle:* ...
3. *Type of programme:* Full-time
4. *Language of instruction:* English/...

**C. Information about the courses taken and the awarded grades**

Course code	Name	Requirements	Classes per week	Credits	Grade received	Semester	Exam date

The grading system is a ten-point system:

- (10) Excellent
- (9) Very good
- (8) Good
- (7) Satisfactory
- (5) Pass
- (4) Fail

**Total number of credits earned:**... credits

**D. Authentication of transcript** Vlore, ... 201...

Departmental secretary

Faculty secretary

Dean



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UNIVERSITY OF VLORA "ISMAIL QEMALI"  
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**ANNEX 8. Certificate for participation template**



**University of Vlora "Ismail Qemali", Albania**  
**Faculty of ...**  
**Department of ...**

**Certificate of Participation**

In the framework of Erasmus+ KA107

**Ms/ MR.....**

Has successfully participated in the ERASMUS+ Mobility, Key Action KA107 at the Department of ..., Faculty of ..., University of Vlora "Ismail Qemali", Albania from... of ... 201... to ...of ... 201... and taught ....classes.

**Vlorë, ....of ... 201....**

**HEAD OF DEPARTMENT**

**DEAN**

\_\_\_\_\_

\_\_\_\_\_

**RECTOR**

\_\_\_\_\_



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University of Vlora "Ismail Qemali", Albania



### Certificate of Participation

In the framework of Erasmus+ KA107

Ms/ MR.....

Has successfully completed the requirements of Erasmus+ KA 107 international Credit Mobility Programme at University of Vlora "Ismail Qemali", from... of ... 201... to ...of ... 201...

Vlorë, ....of ... 201....

**RECTOR**  
**Prof. Dr. Roland ZISI**



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UNIVERSITY OF VLORA "ISMAIL QEMALI"  
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**ANNEX 9. Template of application form for staff / student**

**FORMULAR APLIKIMI PËR PERSONELIN AKADEMIK**

Mirë se vini në aplikimin për programin Erasmus + për shkëmbim personeli akademik dhe administrativ në Universitetin .....

Ju falenderojmë për interesin tuaj për të aplikuar në këtë program. Ju lutemi, lexoni me kujdes formularin dhe sigurohuni që informacioni Juaj të jetë i plotë dhe i saktë. Nëse keni ndonjë pyetje / çështje të paqartë, mos hezitoni të na kontaktoni në adresën [international@univlora.edu.al](mailto:international@univlora.edu.al).

**INFORMACIONE PERSONALE**

<b>Emri</b>	
<b>Mbiemri</b>	
<b>Gjinia</b>	Femër <input type="checkbox"/> Mashkull <input type="checkbox"/>
<b>Datëlindja (dita/muaji/viti)</b>	____/____/____
<b>Vendbanimi /Adresa</b>	
<b>Adresa elektronike (e-mail)</b>	
<b>Telefoni</b>	

**EDUKIMI**

<b>Pozicioni që zotëroni në UV</b>	
<b>Grada që zotëroni</b>	
<b>Cikli i programit ku jepni mësim</b>	Bch <input type="checkbox"/> MP <input type="checkbox"/> MSc <input type="checkbox"/> PhD <input type="checkbox"/>
<b>Fakulteti / Departamenti ku jepni mësim</b>	Fakulteti: _____ Departamenti: _____
<b>A keni dhënë apo jepni aktualisht mësim në Universitet tjetër përveç UV-së?</b>	Po <input type="checkbox"/> Jo <input type="checkbox"/>





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<b>Nëse Po, shënoni emrat e Universiteteve dhe ciklet e programit ku keni dhënë/jepni mësim</b>																					
<b>Aftësi Gjuhësore</b> (Përzgjidh me X gjuhën dhe nivelin gjuhësor që dispononi për secilën gjuhë)	<table border="1"><thead><tr><th></th><th colspan="3">Niveli gjuhësor</th></tr><tr><th>Gjuha</th><th>I avancuar</th><th>Mesatar</th><th>Fillestar</th></tr></thead><tbody><tr><td>Anglisht</td><td></td><td></td><td></td></tr><tr><td>Italisht</td><td></td><td></td><td></td></tr><tr><td>Tjetër:</td><td></td><td></td><td></td></tr></tbody></table>		Niveli gjuhësor			Gjuha	I avancuar	Mesatar	Fillestar	Anglisht				Italisht				Tjetër:			
	Niveli gjuhësor																				
Gjuha	I avancuar	Mesatar	Fillestar																		
Anglisht																					
Italisht																					
Tjetër:																					
<b>A keni përfituar më parë nga programe të financuara nga Komisioni Evropian (p.sh Erasmus + etj) apo Fondacione të ndryshme, Ambasada etj?</b>	Po <input type="checkbox"/> Jo <input type="checkbox"/> Nëse Po: Emri i programit _____ Periudha e përfitimit: _____																				

**PYETJE PËRSHKRUESE**

<b>Listoni kualifikime apo trajnime kryesore profesionale të ndërmarra kombëtare apo ndërkombëtare</b>	
<b>Cilësoni disa nga pritshmëritë tuaja nga pjesëmarrja në programin ku po aplikoni</b>	
<b>Përshkruani shkurtimisht si do të vini në funksion të UV-së aftësitë e përfituara nga ky program?</b>	

Emër / Mbiemër / Firmë

Data e nënshkrimit

Unë vërtetoj se informacioni mbi këtë formular është i saktë. Çdo informacion i rremë mund të çojë në mos kualifikimin tim në këtë aplikim.



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**FORMULAR APLIKIMI PËR PERSONELIN ADMINISTRATIV**

Mirë se vini në aplikimin për programin Erasmus + për shkëmbim personeli akademik dhe administrative në Universitetin .....

Ju falenderojmë për interesin tuaj për të aplikuar në këtë program! Ju lutemi, lexoni me kujdes formularin dhe sigurohuni që informacioni Juaj të jetë i plotë dhe i saktë. Nëse keni ndonjë pyetje / çështje të paqartë, mos hezitoni të na kontaktoni në adresën [international@univlora.edu.al](mailto:international@univlora.edu.al).

**INFORMACIONE PERSONALE**

<b>Emri</b>	
<b>Mbiemri</b>	
<b>Gjinia</b>	Femër <input type="checkbox"/> Mashkull <input type="checkbox"/>
<b>Datëlindja</b> (dita/muaji/viti)	____/____/____
<b>Vendbanimi /Adresa</b>	
<b>Adresa elektronike (e-mail)</b>	
<b>Telefoni</b>	

**EDUKIMI**

<b>Spektori ku punoni në UV</b>																					
<b>Pozicioni që zotëroni</b>																					
<b>A keni pasur eksperiencë pune të mëparshme në Universitet/ institucion tjetër përveç UV-së?</b> (listo eksperiencën më të fundit)	Po <input type="checkbox"/> Jo <input type="checkbox"/> Nëse Po: Emri i Universitetit: _____ Pozicioni i punës atje: _____																				
<b>Aftësi Gjuhësore</b> (Përzgjidh me X gjuhën dhe nivelin gjuhësor që dispononi për secilën gjuhë)	<table><tr><td></td><th colspan="3">Niveli gjuhësor</th></tr><tr><th>Gjuha</th><th>I avancuar</th><th>Mesatar</th><th>Fillestar</th></tr><tr><td>Anglisht</td><td></td><td></td><td></td></tr><tr><td>Italisht</td><td></td><td></td><td></td></tr><tr><td>Tjetër:</td><td></td><td></td><td></td></tr></table>		Niveli gjuhësor			Gjuha	I avancuar	Mesatar	Fillestar	Anglisht				Italisht				Tjetër:			
	Niveli gjuhësor																				
Gjuha	I avancuar	Mesatar	Fillestar																		
Anglisht																					
Italisht																					
Tjetër:																					
<b>A keni përfituar më parë nga programe të financuara nga Komisioni</b>	Po <input type="checkbox"/> Jo <input type="checkbox"/> Nëse Po: Emri i programit _____																				



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<b>Evropian (p.sh Erasmus + etj), Fondacione të ndryshme etj?</b>	Periudha e përfitimit: _____
-------------------------------------------------------------------	------------------------------

**PYETJE PËRSHKRUESE**

<b>Listoni kualifikime apo trajnime më kryesore profesionale</b>	
<b>Cilësoni disa nga pritshmëritë tuaja nga pjesëmarrja në programin ku po aplikoni</b>	
<b>Përshkruani shkurtimisht si do të vini në funksion të UV-së aftësitë e përfituara nga ky program?</b>	

Emër / Mbiemër / Firmë

Data e nënshkrimit

Unë vërtetoj se informacioni mbi këtë formular është i saktë. Çdo informacion i rremë mund të çojë në mos kualifikimin tim në këtë aplikim.



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**FORMULAR APLIKIMI PËR STUDENTËT**

Mirë se vini në aplikimin për programin Erasmus + për shkëmbim studentor dhe personeli akademik në Universitetin .....

Ju falenderojmë për interesin tuaj për të aplikuar në këtë program! Ju lutemi, lexoni me kujdes formularin dhe sigurohuni që informacioni Juaj të jetë i plotë dhe i saktë. Nëse keni ndonjë pyetje / çështje të paqartë, mos hezitoni të na kontaktoni në adresën [international@univlora.edu.al](mailto:international@univlora.edu.al).

**INFORMACIONE PERSONALE**

<b>Emri</b>	
<b>Mbiemri</b>	
<b>Gjinia</b>	Femër <input type="checkbox"/> Mashkull <input type="checkbox"/>
<b>Datëlindja</b> (dita/muaji/viti)	____/____/____
<b>Vendbanimi /Adresa</b>	
<b>Adresa elektronike</b> (e-mail)	
<b>Telefoni</b>	

**EDUKIMI**

<b>Cikli i Studimit</b>	Bch <input type="checkbox"/> MP <input type="checkbox"/> MSc <input type="checkbox"/> PhD <input type="checkbox"/>																				
<b>Programi i Studimit</b> (Fakulteti/Dega / Viti)	Fakulteti: _____ Dega: _____ Viti: _____																				
<b>Nota Mesatare deri tani</b>																					
<b>A keni studiuar në Universitet tjetër përveç UV-së?</b>	Po <input type="checkbox"/> Jo <input type="checkbox"/> Nëse Po: Emri i Universitetit: _____ Cikli i studimit që keni ndjekur atje: _____																				
<b>Aftësi Gjuhësore</b> (Përzgjidh me X gjuhën dhe nivelin gjuhësor që dispononi për secilën gjuhë)	<table><tr><td></td><th colspan="3">Niveli gjuhësor</th></tr><tr><th>Gjuha</th><th>I avancuar</th><th>Mesatar</th><th>Fillestar</th></tr><tr><td>Anglisht</td><td></td><td></td><td></td></tr><tr><td>Italisht</td><td></td><td></td><td></td></tr><tr><td>Tjetër:</td><td></td><td></td><td></td></tr></table>		Niveli gjuhësor			Gjuha	I avancuar	Mesatar	Fillestar	Anglisht				Italisht				Tjetër:			
	Niveli gjuhësor																				
Gjuha	I avancuar	Mesatar	Fillestar																		
Anglisht																					
Italisht																					
Tjetër:																					
<b>A keni ndërmarrë test për njohjen e gjuhës së huaj</b>	Po <input type="checkbox"/> Jo <input type="checkbox"/> Nëse Po: Emri i testit: _____																				



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(p.sh TOEFL, TOEIC, IELTS etj)	Viti i testimit: _____ Rezultati i testimit: _____
<b>A keni përfituar më parë bursa nga grante të Komisionit Evropian (p.sh Erasmus + etj) apo Fondacione të ndryshme, Ambasada etj?</b>	Po <input type="checkbox"/> Jo <input type="checkbox"/> Nëse Po: Emri i grantit/programit _____ Periudha e përfitimit të grantit: _____

**PYETJE PËRSHKRUESE**

<b>Listoni disa nga aktivitetet që keni realizuar jashtë programit shkollor të tilla si pjesëmarrje në forume, organizata të ndryshme, punë vullnetare etj</b>	
<b>Përshkruani shkurtimisht pse është e rëndësishme për ju pjesëmarrja në këtë program?</b>	
<b>Përshkruani shkurtimisht si do të vini në funksion të UV-së aftësitë e përfituara nga ky program?</b>	

Emër / Mbiemër / Firmë

Data e nënshkrimit

\_\_\_\_\_

\_\_\_\_\_

Unë vërtetoj se informacioni mbi këtë formular është i saktë. Çdo informacion i rremë mund të çojë në mos kualifikimin tim në këtë aplikim.



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**ANNEX 10. Learning Agreement Template**

[https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/learning-agreement\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/learning-agreement_en)



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**ANNEX 11. Document template for the recognition and unification of the student mobility period**

**UNIVERSITETI I VLORËS "ISMAIL QEMALI"**  
**FAKULTETI I \_\_\_\_\_**  
**DEPARTAMENTI I \_\_\_\_\_**

Nr. \_\_\_\_\_ prot.

Vlorë, më \_\_\_\_\_. 2018

**VENDIM**

**Nr. \_\_\_\_ datë \_\_\_\_/\_\_\_\_/ 2018**

**"Për për njohjen dhe njohsimin e periudhave të studimit"**

Komisioni *ad hoc* i ngritur në Departamentin e \_\_\_\_\_ të Fakultetit të \_\_\_\_\_, sipas shkresës nr .....prot, datë....., pasi shqyrtoi kërkesën dhe dosjen e studentit/ve \_\_\_\_\_, të përbërë nga:

- Transkripti i notave (me detaje për kurset, kreditet dhe vlerësimin e marrë) për semestrin e frekuentuar në universitetin pritës
- Marrëveshjen lëndore (*Learning Agreement*),
- Letrën e pranimit/konfirmimit nga universiteti pritës

**VENDOSI**

1. Të bëjë ekuivalentimin, e lëndëve/moduleve të ndjekura dhe të shlyera gjatë semestrit të \_\_\_\_ të vitit akademik \_\_\_\_ në kuadër të programit ERASMUS+ në Universitetin e \_\_\_\_\_, në programin e studimit të ngjashëm \_\_\_\_\_ me lëndët/ modulet e programit të studimit \_\_\_\_\_ në Universitetin e Vlorës "Ismael Qemali" sipas marrëveshjes mësimore ( dokumenti *Learning Agreement*).
2. Komisioni pasi shqyrtoi dosjen, vendosi të njohë lëndët e shlyera me vlerësimet përkatëse si më poshtë :

Emri, mbiemri	Sipas transkriptit nga universiteti prites			Sipas programit ne UV		
	Lëndët	Kredite	Nota	Lëndët	Kredite	Nota

3. Ky vendim i bëhet me dije studentit dhe i përcillet Dekanit.



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4. Informacioni që përmbahet në transkriptin e notave lëshuar nga universiteti \_\_\_\_\_ duhet të përfshihet edhe në suplementin e diplomës që lëshohet nga UV në përfundim të studimeve. Në të duhet të pasqyrohen lëndët me emërtimin e tyre origjinal (dhe përkthimin e tyre në shqip), emrin e institucionit ku janë marrë, si dhe kreditet dhe notat respektive.

**Komisioni Ad-Hoc**

<b>Emër Mbiemër</b>	<b>Titulli dhe pozicioni në UV</b>	<b>Firma</b>





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UNIVERSITY OF VLORA "ISMAIL QEMALI"  
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**ANNEX 12. Staff agreement template**

[https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/mobility-agreement\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/mobility-agreement_en)