

Nr. 669 prot
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Erasmus+

Key Action 1
- Mobility for learners and staff -
Higher Education Student and Staff Mobility

Inter-institutional agreement 2019-2022

Agreement n. 2019-1-IT02-KA107-061485

between
The University of Messina

and
The University of Scutari "Luigj Gurakuqi" (USH)

[Minimum requirements]

The institutions named below agree to cooperate for the exchange of students and 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

Full name of the institution / country	Erasmus code or city	Contact details (email, phone)	Website (eg. of the course catalogue)
University of Messina/Italy	I MESSINA01	Francesca Pollicino Head of International Projects Unit E-mail: fpollicino@unime.it Tel: +390906768533	https://international.unime.it/
University "L.Gurakuqi" of Shkodra	Shkoder	Faculty coordinator Prof. Eliana Lacey, Head of Department Roman studies (elacey@unishk.edu.al ;	www.unish.edu.al

		tel: +355 67 20 71 424) University coordinator International Relation Office Erard Çurçija erard.unishk@gmail.com iroshkoder@unish.edu.al tel. +35522800651	
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B. Mobility numbers per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Study cycle [short cycle, 1 st , 2 nd or 3 rd] *	Number of student mobility periods Student Mobility for Studies Student Mobility for Traineeships * [total number of months of the study periods or average duration*]	
ALBANIA USH	I MESSINA 01	220	Humaniti es	1 st , 2 nd , 3 rd	72 months (12 mobilities for an average duration 6 months)	-
I MESSINA 01	ALBANIA USH	220	Humaniti es/Pedag ogy	1 st , 2 nd	12 months (2 mobilities for an average duration of 6 months)	12 months (4 mobilities for an average duration 3 months and a minimum of 100 hours per month)
FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code * [ISCED]	Subject area name *	Number of staff mobility periods Staff Mobility for Teaching Staff Mobility for Training * [total number of days of teaching periods or average duration *]		

I MESSINA 01	ALBANIA USH	220	Humanities	14 days (2 mobilities for an average duration of 7 days)	
			ADMINISTRATIVE STAFF Mobility		14 days (2 mobilities for an average duration of 7 days)
ALBANIA USH	I MESSINA 01	220	Italian studies	28 days (4 mobilities for an average duration of 7 days)	
			ADMINISTRATIVE STAFF Mobility		14 days (2 mobilities for an average duration of 7 days)

C. 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:

Receiving institution [Erasmus code or city]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I MESSINA 01		Italian	English	B2/B2	B2/B2
ALBANIA USH		Albanian	Italian/English	B2/B2	B2/B2

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

University of Messina courses taught in English

<https://www.unime.it/it/international/studenti-stranieri/studenti-stranieri/>

Specific academic offer at the department of Arts and Humanities
<https://www.unime.it/it/dipartimenti/dicam>

D. Respect of fundamental principles and other mobility requirements

The University of Messina holds and respects the Erasmus Charter for Higher Education which can be found at the following link: <http://www.unime.it/it/international/eecheeps>.

The University of Scutari "Luigj Gurakuqi" (USH) located in a **Albania**, 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 University of Scutari "Luigj Gurakuqi" (USH) located in Albania 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 the 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 the information / insurance section for contact details.

- Provide guidance to incoming mobile participants in finding accommodation. See the 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 build on their experiences for the benefit of the Institution and their peers.
- Ensure that staff are given recognition for their teaching and training activities undertaken during the mobility period, based on a mobility agreement.

E. Additional requirements

Selection criteria are jointly defined by the partners, based on transparency, fairness, equal opportunities, accessibility for all. Each sending institution will be responsible for the internal selection procedure of its outgoing students/staff; transparency and fair treatment is ensured by agreed selection guidelines. Each University will select its outgoing students and staff, validating applications from an administrative (complete applications based on requested documents at the moment of the call for applications) and an academic point of view (excellence). Selections will be transparent, fair, and documented, respecting equal opportunities and gender balance and based on:

Student Mobility for Study (SMS):

- Academic performance (50%): average mark (I&II cycle students); Master Degree final mark for PhD students
- Language skills (15%): level B2 (Italian/English)
- Motivational letter/interview (15%)
- Quality of the Learning Agreement for Ist and II cycle students/Research Proposal for PhD students (20%)

Students Mobility for Training (SMP) only for III year Ist cycle students and master students:

- Academic performance (50%): average mark (I&II cycle students) and bachelor degree;
- Language skills (15%): level B2 (Italian/English)
- Motivational letter/interview (15%)
- Quality of the Learning Agreement/Research Proposal (20%)

Staff (STT/STA)

- Academic CV for STA (20%)

- Experience in the scientific area for STA (20%)
- Language skills (30%): level B2 Italian English
- Quality of the Workplan (30%)

Partners will be jointly responsible for the selection process and will guarantee the integration of beneficiaries with disabilities, socio economic disadvantage, and commit to guarantee gender equality.

Where relevant, the receiving institution will organize Skype interviews to verify language skills.

Before Mobility

Learning Agreement (LA)/Workplan will be defined for each scholarship holder prior to the Scholarship Holder's departure to the Host University. Documents must be signed, before departure, by the Home, Host institution and the Student/staff. Changes to the learning agreement can be made within 1 month from the beginning of the mobility. By signing a LA/Workplan, the Home University is committed to full recognition of the academic merit of the period abroad for Scholarship Holders as long as the Scholarship Holders fulfil the requirements described on the LA/Workplan.

Host institution must provide all relevant information about the town, the University, student life, accommodation, visa and stay permit, all necessary administrative and practical procedures, etc.

During Mobility

Tax waver policy is applied by host institution.

Incoming students will be ensured equal academic treatment and services as local students and have access to all facilities of the Host Institution (sport centers, student houses, canteens, libraries, etc)

Both signatory institutions are responsible for providing all possible assistance to their incoming Scholarship Holders during the mobility. This includes housing, course registration for students, tutoring, etc. In addition, each receiving Partner University will provide support that allows the Scholarship Holders to gain an understanding of the host country, for instance by offering language courses, a mentor programme and by organizing social and cultural events. Specific assistance will be provided for disabled students.

At the end of mobility the host institution will issue a Transcript of Records (ToR)/declaration of work accomplishment before the departure or in any case no later than 5 weeks after the departure of the students. After mobility, on the basis of the agreed LA and eventual changes signed by all parties, and the subsequent ToR issued by the host institution, the parties recognize, coherently with their internal procedures, the study period abroad as an integral part of the study program of each student.

Both signatory institutions have the infrastructures to welcome students and staff with disabilities.

F. Calendar

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

Receiving institution [Erasmus code or city]	Term*	Term*
I MESSINA 01	15 th may (Autumn term and full year mobility)	15 th November (Spring term)
ALBANIA USH	June - Autumn term	November - Spring Term

2. The receiving institution will send its decision within 2 weeks.
3. 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.
4. Termination of the agreement

In the event of unilateral termination, a notice of at least 6 months should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict. In case of unilateral termination a *notice of at least one academic year should be given* The termination clauses must include the following disclaimer: in this case, "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

G. Information

1. Grading systems of the institutions

UniMe adopts the Italian Grading Scale from 18 (less than 18 the exam is failed) to 30. UniMe officially adopts the ECTS conversion scale

<https://www.unime.it/sites/default/files/Tabelle%20di%20Conversione%20voti%20DM%20270-04.pdf>

The University of Scutari "Luigj Gurakuqi" (USH) Albania: Albanian universities use an evaluation system between 5 (minimum to pass the exam) and 10. The ECTS conversion system is as follows:

- 10 and 9: A (excellent)
- 8: B (very good)
- 7: C (good)
- 6: D (discrete)
- 5: E (sufficient)

For PhDs, the research activity carried out at the host site is certified by a certificate of work accomplishment, in line with what was agreed in the Research proposal. Where they occur prerequisites we proceed with the activation of joint thesis.

Unime students, trainees at USH, will see the activity recognized by the Degree Course Council, according to the procedures established by the University Regulations on the recognition of credits earned abroad.

2. Visa

The sending and receiving institutions will provide assistance, when required, in securing visas 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:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I MESSINA 01	Francesca Pollicino Head of International Projects Unit E-mail: fpollicino@unime.it Tel: +390906768533	https://international.unime.it/
ALBANIA USH	Prof. Eliana Laçe, Head of Department Roman studies (elacej@unishk.edu.al ; tel: +355 67 20 71 424) iroshkoder@unish.edu.al tel. +35522800651	www.unish.edu.al

3. Insurance

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

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I MESSINA 01	Giuseppe Lucchese Head of Welcome Office E-mail: uopwelcomeoffice@unime.it Tel: +390906768534	https://international.unime.it/
ALBANIA USH	Prof. Eliana Laçe, Head of Department Roman studies (elacej@unishk.edu.al ;	www.unish.edu.al

	tel: +355 67 20 71 424) irashkoder@unish.edu.al tel. +35522800651	
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4. Housing

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

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

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I MESSINA 01	Giuseppe Lucchese Head of Welcome Office E-mail: uopwelcomeoffice@unime.it Tel: +390906768534	https://international.unime.it/
ALBANIA USH	Prof. Eliana Laçe, Head of Department Roman studies (elacej@unishk.edu.al ; tel: +355 67 20 71 424) irashkoder@unish.edu.al tel. +35522800651	www.unish.edu.al

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature
I MESSINA 01	Prof. Salvatore Cuzzocrea Rector	25/02/2020	
ALBANIA USH	Prof. Dr. Adem Bekteshi Rector		