



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds

2021-2027

**Erasmus+ Programme
Inter-institutional agreement
Key Action 1**

Learning mobility for higher education students and staff

**between EU Member States and third countries associated to the Programme
and third countries not associated to the Programme**

The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 20[21]-20[27] in:

- KA131
- KA171

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

| Name of the institution (and department where relevant) | Erasmus code or city ⁵ | Contact details ⁶ (email, phone) | Websites |
|--|-----------------------------------|--|--|
| University of Messina/Italy | I MESSINA01 | Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it https://international.unime.it/ Tel: +390906768539 | General: www.unime.it Faculty/faculties: Course catalogue: https://international.unime.it/ |
| University of Shkodra "Luigj Gurakuqi" Albania UNISHK | UNISHK | Rector Prof.dr. Rajmonda Këçira rajmonda.keçira@unishk.edu.al +355692111170 iroshkoder@unishk.edu.al International Relations Office Lidia Lacaç lidia.laca@unishk.edu.al | General: www.unishk.edu.al Faculty/faculties: https://unishk.edu.al/fileadmin/user_upload/2021-2022/kendi_i_maturantit/Universiteti_i_Shkodres_Broshura_2022_ok.pdf Course catalogue: https://unishk.edu.al/studimi-ne-unishk/course-description |

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

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

2. Mobility numbers

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement. In case of later updates in the mobility data, the partners can also agree to accept informal communication means, through an exchange of emails as written proof.

Number of student and staff mobility periods

| FROM [Erasmus code or city of the sending institution] | TO [Erasmus code or city of the receiving institution] | Subject area ISCED CODE ⁷ (optional) | Subject area NAME (optional) | Study cycle [short cycle, 1st, 2nd or 3rd] (optional) | Number of mobility periods | | | |
|---|---|---|------------------------------------|--|---|---|--|---|
| | | | | | Student Mobility (Specify here total number of students) | Student Mobility (Specify here total number of months) | Staff Mobility (Specify here total number of staff) | Staff Mobility (Specify here total number of days) |
| I MESSINA0 1 | ALBANIA USH | All area | | 1 st , 2 nd , 3 rd cycle | 3 | 18 months (for an average duration 6 months) | 4 | 28 days (for an average duration of 7 days) |
| ALBANIA UNISHK | I MESSINA0 1 | All area | | 1 st , 2 nd or 3 rd | 10 | 60 months (for an average duration of 6 months) | 5 | 35 days (for an average duration of 7 days) |

Optional additional information

⁷ <https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>

3. Recommended language skills

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

| Receiving institution [Erasmus code or city] | Subject area (Optional) | Language of instruction 1 | Language of instruction 2 | Recommended level | |
|---|----------------------------|---------------------------|---------------------------|--|---|
| | | | | Student Mobility [Minimum recommended level in at least one of the languages: B1] | Staff Mobility [Minimum recommended level in at least one of the languages for teaching: B2] |
| I MESSINA01 | | Italian | English | B2 | B2 |
| UNISHK ALBANIA | | Italian | English | B2 | B2 |

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

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

4. Partnership arrangements: fees and organisational support funds

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

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

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

| OS Use and Repartition | Priority Objectives |
|---|--|
| UNIME will use the OS for the following activities: <ul style="list-style-type: none"> • Italian language course for incoming students provided internally at the in-house language center | Provide incoming students with an Italian language course for free at the University Language center CLA (Centro Linguistico di Ateneo), in order to allow them to have a greater knowledge of the local socio-cultural and economic context, as well as a more general understanding of the Italian social, cultural, political and economic reality. |
| <ul style="list-style-type: none"> • Insurance for incoming and outgoing mobile participants | Reimburse the whole cost of insurance policy(ies) required by the Erasmus+ program in order to reduce the costs that participants need to bear and are not granted by the Program and encourage the participation to all categories of participants. It will include also the cost of enrolment at the Italian National Health Service, if needed. |

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

| Receiving institution [Erasmus code or city] | Term duration | Deadline ⁹ |
|---|---|--|
| I MESSINA01 | Winter term (September-February) and full year mobility Spring term (March-July) | 30 th June 30 th November |
| ALBANIA UNISHK | October Autumn term from October to February March-Spring Term From 1 th March to 30 th June | June 30 th November 30 th |

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

The receiving institution will send its decision within 2 weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

| Application procedure | | |
|--|--|---|
| Receiving Institution [Erasmus code or city] | Contact details (email, phone) | Website for information |
| I MESSINA01 | Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it https://international.unime.it/ Tel: +390906768539 | https://www.unime.it/international/opportunita-allestero/erasmus/erasmus-icm-outgoing-extra-ue https://international.unime.it/mobility/outgoing-mobility/mobility-study-extra-eu https://international.unime.it/mobility/incoming-mobility/prova-extraeu-incoming |
| UNISHK ALBANIA | International Relations Office Lidia.laca@unishk.edu.al +355684726780 iroshkoder@unishk.edu.al | www.unishk.edu.al |

Selection criteria

Please sum up in this table the selection criteria. This is a non-exhaustive list – partners are invited to agree on the eventual list of selection criteria.

| Requirement | Details | Website for information (optional) |
|--------------------|----------------|---|
|--------------------|----------------|---|

| | | |
|-----------------------|---|--|
| Academic requirements | <p>Student Mobility for Study/Traineeship (SMS/SMP):</p> <ul style="list-style-type: none"> - Academic performance (100%): average mark (I&II cycle students); Bachelor & Master Degree final mark for PhD students - Language skills: level B2 (Italian/English) <p>Staff (STA):</p> <ul style="list-style-type: none"> - Subject area code affinity (20,00%) (6/30 points) - Language skills (6,67%) Level B2 English (2/30 points) - Quality of Workplan as detailed in the Staff Mobility Agreement (33,33%) (10/30 points) <p>Staff (STT):</p> <ul style="list-style-type: none"> - Subject area code affinity (for professors) or staff working at the International Relations Office (for administrative staff) (13,33%) (4/30 points) - Quality of Workplan as detailed in the Staff Mobility Agreement (33,33%) (10/30 points) <p>Language skills (13,33%) Level B2 English (4/30 points)</p> | |
| CV | <p>Staff (STT/STA):</p> <ul style="list-style-type: none"> - CV (33,33%) (10/30 points) <p>Past mobility experience (6,67%): higher score to beneficiaries with fewer Erasmus mobility</p> | |

| | | |
|----------------------------------|--|--|
| | experiences (2/30 points) | |
| Motivation letter | | |
| Inclusion measures ¹⁰ | <ul style="list-style-type: none"> - students in disadvantaged economic conditions based on income as established by individual national provisions (certificable or self-declarable) - students with disabilities or certifiable physical, health and mental problems according to individual national provisions (certificable) - students with minor children (self-declaration) - working students (self-declaration) - students orphaned by at least one parent (self- declaration) - students who are children of victims of terrorism and organized crime (self-declaration) - professional student athletes (self-declaration) - students from ethnic, linguistic or religious minorities (self-declaration) - refugee students or asylum seekers (self-declaration) - students belonging to a socially vulnerable group or a national minority (self-declaration) | |

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

| | | |
|-------|--|--|
| | In case of self-declaration we suggest to include a cover letter justifying the fewer opportunities declared | |
| Other | | |

6. Preparation and support

The Higher Education Institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the *Erasmus+ Student Charter*¹¹.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.

All involved Higher Education Institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:

- The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
- Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
- Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.

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

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

| Preparatory & Support Measures | Institution [Erasmus code or city] | Contact details (email, phone) | Website for information & arrangements |
|--------------------------------|---------------------------------------|--|---|
| Accommodation | I MESSINA01 | Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539 | https://international.unime.it/services/facilities/housing |
| | UNISHK ALBANIA | IRO Office e-mail: iroshkoder@unishk.edu.al Tel: +355 22 800651 | University of Shkodra "Luigj Gurakuqi" does not provide accommodation to foreign students, however, the International Office can help you with information and directions about the locations of the various hotels, apartments or bed and breakfast. |
| Language Support | I MESSINA01 | Concetta Butà Head of Welcome Office E-mail: uopwelcomeoffice@unime.it Tel: +390906768356 | https://cla.unime.it/ |
| | UNISHK ALBANIA | IRO Office e-mail: iroshkoder@unishk.edu.al Tel: +355 22 800651 | IRO Office will be in charge for the support for the students |
| Visa | I MESSINA01 | Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539 | https://international.unime.it/messina/residence-permit |

| | | | |
|--|-------------------|---|--|
| | UNISHK ALBANIA | IRO Office e-mail: iroshkoder@unishk.edu.al Tel: +355 22 800651 | https://www.unishk.edu.al University of Shkodra will provide assistance, when required in securing visas for incoming and outgoing students mobile participants, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by International Relations Office. |
| Insurance | I MESSINA01 | Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539 | https://international.unime.it/ |
| | UNISHK ALBANIA | IRO Office e-mail: iroshkoder@unishk.edu.al Tel: +355 22 800651 | We will inform incoming students/staff of cases in which insurance cover is not automatically provided. |
| Inclusion of participants with fewer opportunities | I MESSINA01 | Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539 Marisa Currao, Head of DSA Email: servizi.dd@unime.it Tel. +390906765066 | e.g. available infrastructure for: Reduced mobility or hearing/visual impairments, students/staff with children, etc. https://international.unime.it/services/disability-sld-services-students |
| | UNISHK | IRO Office e-mail: iroshkoder@unishk.edu.al Tel: | Shkodra University has a few facilities for students with a learning or physical disability. The University |

| | | | |
|--------------------|-------------------|--|--|
| | | +355 22 800651 | Library has equipment for people with special needs. |
| Mentoring | I MESSINA01 | Concetta Butà Head of Welcome Office E-mail: uopwelcomeoffice@unime.it Tel: +390906768356 | https://international.unime.it/ https://www.unime.it/international/opportunita-allestero/referenti-la-mobilita-internazionale |
| | UNISHK ALBANIA | IRO Office e-mail: iroshkoder@unishk.edu.al Tel: +355 22 800651 | The IRO office is charge for mentoring for the students. |
| Grant payments | I MESSINA01 | Francesca Scribano Head of Extra-EU Mobility Programs Unit E-mail: fscribano@unime.it Tel: +390906768539 | |
| Alumni information | I MESSINA01 | Concetta Butà Head of Welcome Office E-mail: uopwelcomeoffice@unime.it Tel: +390906768356 | https://international.unime.it/services https://international.unime.it/messina |
| | UNISHK ALBANIA | IRO Office e-mail: iroshkoder@unishk.edu.al Tel: +355 22 800651 | www.unishk.edu.al |

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

UniME ad@opts the European Credit Transfer and Accumulation System
<https://international.unime.it/mobility/international-mobility>

UNISHK adopt ECTS grading system

- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - o Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - o A Transcript of Records will be issued by the receiving institution no later than 4 weeks after the assessment period has finished at the receiving HEI.
 - o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

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

| Institution [Erasmus code or city] | EGRACONS [If applicable] | Website for information |
|---------------------------------------|-----------------------------|--|
| I MESSINA01 | | 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://international.unime.it/mobility/international-mobility |
| UNISHK ALBANIA | | Every incoming student is entitled to attend courses for a maximum of 30 ECTS per semester. In the Albanian grading system, students are graded according to a scale ranging from 1 to 10, with 5 as passing mark. Grades from 1 to 10 are all used. The equivalent of level ECTS of evaluation is: 10 and 9- A (excellent) 8 -B (very good) 7- C (good) 6-D (satisfactory) 5- E (enough) |

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

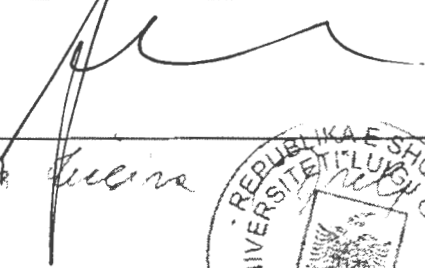
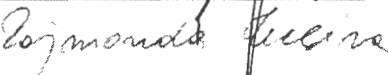
¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en



10. Termination of the agreement

11. In the event of unilateral termination, a notice of at least one academic year should be given. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

| Institution [Erasmus code or name and city] | Name, function | Date | Signature ¹³ |
|--|-------------------------------------|------------|--|
| I MESSINA 01 | Prof. Salvatore Cuzzocrea Rector | 16-03-2023 |  |
| UNISHK ALBANIA | Prof.dr.Rajmonda Këçira Rector | 02-03-2023 | Rajmonda Këçira  |

Nr: 2133 Prot



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