# 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 institutions<sup>1</sup> 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 2022-2025 in:

- KA131
- KA 171

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 <u>Erasmus Charter for Higher Education</u><sup>2</sup> and in this agreement.

The institutions agree on exchanging their mobility-related data according to the <u>principles of GDPR</u><sup>3</sup> and in line with the technical standards of the <u>European Student Card Initiative</u><sup>4</sup>, 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

<sup>&</sup>lt;sup>1</sup> 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.

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

https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr\_en

<sup>&</sup>lt;sup>4</sup> https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative en

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. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmu s code or city <sup>5</sup>	Contact details <sup>6</sup> (email, phone)	Websites
University of Palermo	IPALERM 001	Institutional Coordinator Prof. Fabio Mazzola	General: www.unipa.it
Ref Ares (2021) 1527158 - 27/02/2021		Vice-Rector for Education and International Affairs  Administrative Responsible  Valeria Floriano  Head of the International Relations Office  erasmus.agreement@unipa.it +3909123893832  Department Responsible  Prof. Prof. Marianna Bellafiore  Department of Psychological, Educational Science and Human Movement  University of Palermo  Via G. Pascoli 6 90144 Palermo (Italy)  Tel: +39 09123896909	Department: Course catalogue: https://offerta formativa.unip a.it/offweb/pu blic/corso/rice rcaSemplice.se am
« Fan S. Noli » University (UNIKO)	-	Vice-rector for Research and IRO  Dr. Benita Stavre Shetitroja « Rilindasit », Korce, Albania Tel: +355692076717 Email: bstavre@unkorce.edu.al  IRO Specialist Msc. Erjona Asabelia Shetitroja « Rilindasit », Korce, Albania Tel:-355684820157 Email: easabella@unkorce.edu.al	www.unkorc e.edu,al

<sup>&</sup>lt;sup>5</sup> 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.

<sup>&</sup>lt;sup>6</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

### 2. Mobility numbers per academic year

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

#### Number of student and staff mobility periods

The table serves as a template - the partners are free to adjust it, e.g. to add or delete columns or separate student and staff mobilities.

#### 2022-2023

FROM [Erasmu s code or city of the sending institutio	TO [Erasmu s code or city of the receiving institutio n]	Subje ct area ISCED CODE <sup>7</sup> (option al)	Subje ct area NAME (option al)	Study cycle [short cycle, 1st, 2nd] (option al)	Student Mobilit y for studies [Specify here total number of students]	Student Mobilit y for studies [Specify here total number of months]	Student Mobilit y for trainee ships [Specify here total number of students]	Student Mobilit y for trainee ships [Specify here total number of months]
IPALERM O01	UNIKO	1014	Sports	1st	1	6 , -	-	
UNIKO	I PALERM O01	1014	Sports	1 <sup>st</sup>	-		-	

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

FROM	area	Subject area	Study cycle	Number of mobility periods				
[Erasmus code or city of the sending institutio n]	[Erasmus code or city of the receiving institutio n]	ISCED CODE <sup>8</sup> (optiona I)	NAME (optiona I)	[short cycle, 1st, 2nd or 3rd] (optiona l)	Staff Mobility for teaching [Specify here total number of staff]	Staff Mobility for teaching [Specify here total number of days]	Staff Mobility for training [Specify here total number of staff]	Staff Mobility for training [Specify here total number of days]
IPALERM O01	UNIKO	1014	Sports	7	-	:=:	-	Lesi
UNIKO	IPALERM O01	1014	Sports	-	-	-	-	-

#### 2023-2024

FROM [Erasmus	TO	Subjec t area	Subject area	Study cycle		Number of m	obility period	is
code or city of the sending institution ]	[Erasmus code or city of the receiving institution]	ISCED CODE <sup>9</sup> (optio nal)	NAME [short cycle, (option 1st , 2nd] al) (optional	Student Mobility for studies [Specify here total number of students ]	Student Mobility for studies [Specify here total number of months]	Student Mobility for trainees hips [Specify here total number of students]	Student Mobility for trainees hips [Specify here total number of months]	
IPALERMO 01	UNIKO	1014	Sports	1 <sup>st</sup>	1	6	-	-
UNIKO	I PALERMO0 1	1014	Sports	1 <sup>st</sup>	-	-	-	-

<sup>&</sup>lt;sup>8</sup> https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

<sup>&</sup>lt;sup>9</sup> https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf

FROM	то	Subje ct	Subject area	Study	Test In	Number of m	obility period	S
[Erasmu s code or city of the sending instituti on]	[Eras mus code or city of the receiv ing institu tion]	area ISCED CODE <sup>10</sup> (option al)	NAME (optional)	cycle [short cycle, 1st , 2nd or 3rd]	Staff Mobility for teaching [Specif y here total numbe r of staff]	Staff Mobility for teaching [Specify here total number of days]	Staff Mobility for training [Specify here total number of staff]	Staff Mobility for training [Specify here total number of days]
IPALERM 001	UNIKO	1014	Sports	1 <sup>st</sup>	-	~	-	y <del>.</del>
UNIKO	IPALER MO01	1014	Sports	1 <sup>st</sup>	-		-	-

#### Optional additional information

e.g. blended mobility, etc.

#### 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 skills<sup>11</sup> at the start of the mobility period (see also section 5 "Preparation and Support").

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

<sup>&</sup>lt;sup>11</sup> 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

Receiving institution	Subject area	Language of	Language of	Recommend	ded level	
[Erasmus code or city]	(Optional)	instruction 1	instruction instruct 1 2	instruction	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 PALERMO01	1014	Sports	English	Italian B1 – No Certificate Required	Italian B1 – No Certificate Required	
UNIKO	1014	Sports	English Albanian	Albanian B1 – No Certificate Required	Italian B1 – No Certificate Required	

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

#### 4. Partnership arrangements: fees and organisational support funds

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

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

# 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 <sup>12</sup>
I PALERMO01	30th JUNE	30th OCTOBER
UNKO	30th JUNE	30th OCTOBER

The receiving institution will send its decision within [x] 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	-	
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I PALERMO01	Vincenzo Fumetta incoming.students@unipa.it +39 09123893894	https://www.unipa.it/mobilita/en/ https://www.unipa.it/mobilita/en/incoming-students/incoming-erasmus-andexchange-students/
	Francesco Paolo Di Giovanni outgoing.students@unipa.it +39 09123893899  Antonio Serafini	https://www.unipa.it/mobilita/stu denti-unipa-outgoing/programmi- mobilitunipa/
	iro.staff@unipa.it +39 09123893741	https://www.unipa.it/mobilita/en/ professors-and- researchers/professors-and- researchers/

<sup>&</sup>lt;sup>12</sup> Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

		https://www.unipa.it/mobilita/en/ professors-and- researchers/administrative-staff/
UNIKO	Benita Stavre bstavre@unkorce.edu.al +355 692076717	www.unkorce.edu.al https://pdfhost.io/v/~TfNe0Ebt Katalogu 2 0212022

#### 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	Number of ECTS credits (or equivalent) already completed / current level of completion of studies Subject area (ISCED code) EQF level	https://www.unkorce.edu.al/sites/defau lt/files/udherefyesi2020.pdf
CV	Europass Format	
Motivation letter	To include field of mobility and expected results	
Inclusion measures <sup>13</sup>	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide) To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process.	
Other	field of mobility, level of study, curricular computability, language competence, letter of support, mobility dissemination plan	

#### 6. Preparation and support

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

<sup>&</sup>lt;sup>13</sup> You may find the implementation guidelines of the **Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy** here: <a href="https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity">https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity</a> en

- Ensure that students are aware of their rights and obligations as defined in the <u>Erasmus+ Student Charter</u><sup>14</sup>.
- 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.
- 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

<sup>&</sup>lt;sup>14</sup> The Erasmus+ Student Charter is available here: <a href="https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter">https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter</a> en

## participants in promotion activities, etc.

Preparatory & Support Measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodat ion	I PALERMO01		https://www.unipa.it/mobilita/ en/useful- information/accomodation/
Language Support	I PALERMO01	CLA UNIPA Piazza S. Antonino, 1 90134 PALERMO (PA) +3909123899262 cla@unipa.it	https://www.unipa.it/amminist razione/direzionegenerale/sspi nternationalrelationsoffice/u.o. cla/
Visa	I PALERMO01	studentistranieri.cot@unipa.it +3909123865500	http://www.unipa.it/strutture/cot/Futuri-studenti/Sportello Accoglienza Studenti Stranieri/actions/index.html
Insurance	I PALERMO01	UOA - Polizze e denunce assicurative e-mail: stella.neri@unipa.it Tel: +39 091 238 90809	https://www.unipa.it/amminist razione/areaaffarigeneralieistit uzionali/settoreaffarigenerali/u .o.polizzeedenunceassicurative
Inclusion of participants with fewer opportunities	I PALERMO01	U.O. Abilità diverse Viale delle Scienze, Ed. 9 90128 PALERMO +3909123862419 cud@unipa.it	https://www.unipa.it/amminist razione/direzionegenerale/serv iziospecialeperladidatticaeglist udenti/u.o.abilitadiverse
Mentoring	I PALERMO01		
Grant payments	I PALERMO01		
Alumni information	I PALERMO01		

Preparatory & Support Measures	Institutio n [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodati on	UNIKO	Benita Stavre bstavre@unkorce.ed u.al	www.unkorce.edu.al https://pdfhost.io/v/~TfNe0Ebt Katalogu 202 12022

		+355 692076717	
Language Support	UNIKO	Erjona Asabella bstavre@unkorce.ed u.al +355 692076717	www.unkorce.edu.al https://pdfhost.io/v/~TfNe0Ebt Katalogu 202 12022
Visa	UNIKO	Benita Stavre bstavre@unkorce.ed u.al +355 692076717	www.unkorce.edu.al https://pdfhost.io/v/~TfNe0Ebt Katalogu 202 12022
Insurance	UNIKO	Benita Stavre bstavre@unkorce.ed u.al +355 692076717	www.unkorce.edu.al https://pdfhost.io/v/~TfNe0Ebt Katalogu 202 12022
Inclusion of participants with fewer opportunities	-		e.g. available infrastructure for:  Reduced mobility or hearing/visual impairments,  students/staff with children, etc.
Mentoring	UNIKO	Benita Stavre bstavre@unkorce.ed u.al +355 692076717	www.unkorce.edu.al https://pdfhost.io/v/~TfNe0Ebt_Katalogu_202 12022
Grant payments	UNIKO	Benita Stavre bstavre@unkorce.ed u.al +355 692076717	www.unkorce.edu.al https://pdfhost.io/v/~TfNe0Ebt Katalogu 202 12022
Alumni information	UNIKO	Erjona Asabella bstavre@unkorce.ed u.al +355 692076717	www.unkorce.edu.al https://pdfhost.io/v/~TfNe0Ebt Katalogu 202 12022

#### Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or non-academic organisations and the mobile participants.

- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
  - Providing incoming mobile students and their sending institutions with freeof-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.
  - A Transcript of Records will be issued by the receiving institution no later than [x] weeks after the assessment period has finished at the receiving HEI. [it should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]
  - o Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the
- UNIKO: International Committee consists of Professors in charge of the Erasmus+
   International Credit Mobility Programme and also strongly related to the research
   subject area of each PhD student.
- The International Committee evaluates every work with the grade "good" or "very good" or "excellent".
- UNIKO University provides students with an official certificate of completion for the research done at UNIKO.
- Full recognition shall be given to students for satisfactorily completed activities specified in the compulsory Learning Agreement by both Institutions. Especially, the Home Institution is responsible for the Erasmus+ International Credit Mobility Programme recognition to be clearly mentioned in the PhD Thesis. In the PhD Thesis should be mentioned the exact part of the Thesis, which refers to the Erasmus+ International Credit Mobility Programme. It is evident that this report must include all the academic activities, research elements and the scientific/academic outcomes of their work. This should be mentioned in the beginning or at the end of the whole part of the Doctorate Thesis.
- Both Institutions have agreed to comply with the above fundamental principles of Erasmus+ International Credit Mobility Programme.

end of the mobility period.

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.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information
•	-	-

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

#### 9. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "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 <sup>16</sup>
I PALERMO01	Università degli Studi di Palermo Prof. Fabio Mazzola		
	Vice-Rector for Education and International Affairs	31.10.22	Jersme L
UNIKO	Prof.dr. Dhimitri Bello RECTOR "Fan S. Noli" University	25,10.2022	2. SESHQIANA
			KORÇË N

<sup>&</sup>lt;sup>16</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation