

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

Inter-institutional¹ agreement 2016-2018²
between institutions from
Programme and Partner Countries³

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

A. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ⁴	Contact details ⁵ (email, phone)	Website (eg. of the course catalogue)
CHARLES UNIVERSITY IN PRAGUE / CZECH REPUBLIC	CZ PRAHA07	<u>Institutional Coordinator:</u> Pavel SENDERAK pavel.senderak@ruk.cuni.cz Z	www.cuni.cz Catalogue : https://is.cuni.cz/studium/eng/prij

¹ Inter-institutional agreements can be signed by two or more higher education Institutions (HEIs), at least one of them must be located in a Programme Country of Erasmus+.

² Higher Education Institutions have to agree on the period of validity of this agreement

³ Erasmus+ Programme Countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals. Eligible Partner Countries are listed in the Programme Guide.

⁴ Higher Education Institutions (HEI) from Erasmus+ Programme Countries should indicate their Erasmus code while Partner Country HEIs should mention the city where they are located.

⁵ Contact details to reach the senior officer in charge of this agreement.

		+420 224 491 692 Faculty Coordinator: Petra JANCIKOVA petra.jancikova@ff.cuni.cz Departamental Coordinator: Premysl VINS premysl.vins@gmail.com	imacky/index.php?do=obory http://www.ff.cuni.cz/home/
UNIVERSITY OF TIRANA/ALBANIA	Tirana	Institutional Erasmus + Coordinator Elton SKENDAJ elton.skendaj@unitir.edu.al +355 4 22 50 166 +355 69 55 43 439	www.unitir.edu.al

B. Mobility numbers⁶ per academic year

[Paragraph to be added, if the agreement is signed for more than one 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 [average duration*]	Student Mobility for Traineeships *
CZ PRAHA07	TIRANA	222	Albanian language studies	1 st , 2 nd , 3 rd	4 360 days (90 days each)	
TIRANA	CZ PRAHA07	222	Albanian language	1 st , 2 nd , 3 rd	6 540 days	

⁶ Mobility numbers can be given per sending/receiving institutions and per education field (optional*:
<http://www.uis.unesco.org/Education/Pages/international-standard-classification-of-education.aspx>)

			studies		(90 days each)	
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[*Optional: subject area code & name and study cycle are optional.]

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 [average duration *]	Staff Mobility for Training *
CZ PRAHA07	Tirana	222	Albanian language studies	3 21 days (7 days each)	
Tirana	CZ PRAHA07	222	Albanian language studies	1 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 ⁷	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
CZ PRAHA07		English	Czech	B2	B2
Tirana		Albanian	English (English is accepted instead of Albanian)	B1	B2

⁷ For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

			Language only in the following cases: Students coming for their PhD, project or for research work whose tutor accepts English as working language and; Staff incoming;		
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For more details on the language of instruction recommendations, see the course catalogue of each institution *[Links provided on the first page]*.

D. Respect of fundamental principles and other mobility requirements

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

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

The higher education institution agrees to:

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

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

Before mobility

- Provide information on courses (content, level, scope, language) well in advance of the mobility periods, so as to be transparent to all parties and allow mobile students to make well-informed choices about the courses they will follow.
- Ensure that outbound mobile participants are well prepared for the mobility, including having attained the necessary level of linguistic proficiency.
- Ensure that student and staff mobility for education or training purposes is based on a learning agreement for students and a mobility agreement for staff validated in advance between the sending and receiving institutions or enterprises and the mobile participants.
- Provide assistance related to obtaining visas, when required, for incoming and outbound mobile participants. Costs for visas can be covered with the mobility grants. See 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

[To be completed if necessary. Other requirements may be added on academic or organisational aspects, e.g. the selection criteria for students and staff; measures for preparing, receiving and integrating mobile students and/or staff including cultural preparation before mobility; the recognition tools used]

[Please specify whether the institutions have the infrastructure 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]	Autumn term* [month]	Spring term* [month]
CZ PRAHA07	June 30	October 31
University of Tirana	May 1	December 1

[to be adapted in case of a trimester system]*

2. The receiving institution will send its decision within 6-8 weeks after deadline.
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. *[It should normally not exceed five weeks according to the Erasmus Charter for Higher Education guidelines]*
4. Termination of the agreement

Termination of this Agreement or Changes in the data set above can be amended annually, if communicated before January 1st. 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

CZ PRAHA07:

- <http://www.cuni.cz/UKEN-361.html>

- <https://www.cuni.cz/UK-5381-version1.pdf>

TIRANA: University of Tirana uses ECTS for transfer and accumulation. The ECTS credit is a notional, averaged unit of 25 hours of student workload for passing a course (contact hours, any form of individual study). Each degree curriculum has 60 ECTS per year. Each department individually establishes the number of course credits based on its weight regarding the standard workload students need in order to achieve the expected learning results. Credits are awarded only if the student fulfils all the requirements necessary for passing.

GRADES: The Albanian grading scale runs from 1 to 10 and the marks have the following meanings: 1-4 fail, 5-6 sufficient, 7 satisfactory, 8 good, 9 very good, 10 excellent. <http://www.unitir.edu.al/index.php/rreth-nesh/organizimi/senati-akademik/rregulloret>

[It is recommended that receiving institutions provide the statistical distribution of grades according to the descriptions in the ECTS users' guide⁸. A link to a webpage

⁸ http://ec.europa.eu/education/tools/docs/ects-guide_en.pdf

can be enough. The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.]

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
CZ PRAHA07	erasmus@ruk.cuni.cz ; radka.zgarbova@ruk.cuni.cz +420 224 491 692	http://www.cuni.cz/UK-2045.html
University of Tirana	International Relation Office E-mail: iro@unitir.edu.al Tel: +35542250166 Fax: +35542223981	http://www.asp.gov.al/index.php/home-2/18-shqip/sherbimet-per-qytetaret/41-informacion-per-te-huajt

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
CZ PRAHA07	erasmus@ruk.cuni.cz ; radka.zgarbova@ruk.cuni.cz +420 224 491 692	http://www.cuni.cz/UK-2045.html
University of Tirana	International Relation Office E-mail: iro@unitir.edu.al Tel: +35542250166 Fax: +35542223981	http://www.sivig.al/index.php?lang=2 http://www.sigal.com.al/home/ http://www.eurosig.al/#

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
CZ PRAHA07	erasmus@ruk.cuni.cz ; radka.zgarbova@ruk.cuni.cz +420 224 491 692	http://www.cuni.cz/UK-2073.html
University of Tirana	International Relation Office E-mail: iro@unitir.edu.al Tel: +35542250166 Fax: +35542223981	http://www.qytetistudenti.al/ http://www.century21albania.com/?&lang=en

G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁹
CZ PRAHA07	Prof. Tomáš Zima, MD., DSc. Rector		
University of Tirana	Prof. Dr. Mynyr Koni Rector		

⁹ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation

