

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

Inter-institutional¹ agreement 2020-2023²
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)
Linnaeus University/ Linnéuniversitetet Faculty of Technology	S VAXJO03	Institutional coordinator: Camilla Lundqvist, Office of External Relations E-mail: intrel@lnu.se Academic contact: Anita Mirijamdotter Professor Department of Informatics E-mail:	https://lnu.se/en/education/exchange-studies/

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.

		anita.mirijamdotter@lnu.se Administrative contact: Elena Vinci Director of International Affairs Faculty Office E-mail: elena.vinci@lnu.se	
University "Ukshin Hoti" Faculty of Computer Science	PRIZREN	Institutional coordinator: Director Of International Relations Office: Përparim Avdullahu, The International Relations Office E-mail: perparim.avdullahu@uni-prizren.com Academic contact: Ercan Canhasi Professor Faculty of Computer Science E-mail: erca.canhasi@uni-prizren.com Administrative contact: Përparim Avdullahu, The International Relations Office E-mail: perparim.avdullahu@uni-prizren.com	https://uni-prizren.com/en/director-of-international-relations-office

B. Mobility numbers⁶ 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	[total number of months of the study periods*]
PRIZREN	S VAXJO03	061	Information and communication technology	1 st , 2 nd , 3 rd	2	10
S VAXJO03	PRIZREN	061	Information and communication technology	1 st , 2 nd , 3 rd	2	6

[*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	Staff Mobility for Training *
				[average duration *]	
PRIZREN	S VAXJO03	061	Information and communication technology	1x8	1x8
S VAXJO03	PRIZREN	061	Information and communication technology	1x8	1x8

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>

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 [Minimum recommended level: B2]
S VAXJO03		English	Swedish	B2	B2
PRIZREN		Albanian		B2	B2

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

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.

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>

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

S VAXJO03: Linnaeus University operates on two campuses; Kalmar and Växjö. Exchange students are welcome to study at either campus. Programmes and courses that are offered for exchange students are open to eligible and qualified students, nominated by their home university as exchange students; students are required to arrive in time for the beginning of the semester, exceptions are to be negotiated in advance, and study full-time during their exchange. Students on 3rd study cycle and any staff mobility have to be negotiated individually, well in advance.

Linnaeus University, S VAXJO03, welcomes students with disabilities. If special support is needed, contact the Office of Student Affairs as soon as possible after being nominated by the home university; all support is offered on an individual basis.

University "Ukshin Hoti" Prizren has one campus in the city of Prizren where exchange students are welcome to study.

Programmes and courses that are offered for exchange students are open to eligible and qualified students, nominated by their home university as exchange students; students are required to arrive in time for the beginning of the semester.

F. Calendar

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

Receiving institution [Erasmus code or city]	Autumn term	Spring term
S VAXJO03	April 1 ⁸	October 1 ⁹
PRIZREN	February 15	October 1

2. The receiving institution will send its decision within 6-8 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 case of termination of this Agreement before the end of the contractual period, a notification about termination shall be sent to the other party within one (1) year, permitting, as far as possible, students and personnel to complete any exchange

⁸ For students on 1st and 2nd study cycle, students on 3rd study cycle has to be negotiated individually.

⁹ For students on 1st and 2nd study cycle, students on 3rd study cycle has to be negotiated individually.

already begun. 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

Linnaeus University uses four different grading scales on bachelor and master level. The most common for international students is the A-F-scale where students are assessed with the criterion-based A-F grades (A, B, C, D, E, Fx or F). In order to pass the course, students need to meet the expected learning outcomes, which is stated in respective course syllabus. The grade A constitutes the highest grade on the scale and the remaining grades follow in descending order where the grade E is the lowest grade on the scale that will result in a pass. The grade F means that the student's performance is assessed as failed. Fx is not a grade and is only used when a student is allowed to complement the examination. For students who do not pass the examination, retake examinations are provided in accordance with local regulations at Linnaeus University. The other grading scales are: *pass*, *pass with distinction*, and *fail*; or *pass* and *fail*; or the grading scale for engineering students where 3-5 are passing grades. More information can be found at: <https://lnu.se/en/student/new-student/academic-studies-in-sweden/>

University "Ukshin Hoti" Prizren uses single grading scales on bachelor and master level, with the criterion-based 5-10 grades (10, 9, 8, 7, 6 and 5). In order to pass the course, students need to meet the expected learning outcomes, which is stated in respective course syllabus. The grade 10 constitutes the highest grade on the scale and the remaining grades follow in descending order where the grade 6 is the lowest grade on the scale that will result in a pass. The grade 5 means that the student's performance is assessed as failed. For students who do not pass the examination, retake examinations are provided in accordance with local regulations at University of Prizren. More information can be found at: https://uni-prizren.com/repository/docs/STUDENT%E2%80%99S_HANDBOOK2020_841792.pdf

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
S VAXJO03	inexchange@lnu.se +46 772 28 80 00	https://lnu.se/en/student/new-student/preparing-for-your-stay/
PRIZREN	perparim.avdullahu@uni-prizren.com +383 44 306 748	

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
S VAXJO03	inexchange@lnu.se +46 772 28 80 00	https://lnu.se/en/student/new-student/preparing-for-your-stay/
PRIZREN	perparim.avdullahu@uni-prizren.com +38344306748	


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
S VAXJO03	inexchange@lnu.se +46 772 28 80 00	https://lnu.se/en/student/new-student/accommodation/
PRIZREN	perparim.avdullahu@uni-prizren.com +38344306748	

H. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹⁰
S VAXJO03	Prof. Staffan Carius, Dean	20.08.19	
PRIZREN	Assoc. Prof. Samedin Krrabaj		

¹⁰ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation