



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**

Kosovo

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:

- 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 Education<sup>2</sup> and in this agreement.

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

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<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.

<sup>2</sup> [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en)

<sup>3</sup> [https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr\\_en](https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en)

<sup>4</sup> [https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative\\_en](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 <sup>5</sup>	Contact details <sup>6</sup> (email, phone)	Websites
University of Prizren Ukshin Hoti	Prizren	<p>Arsim Susuri, PhD (Assistant Professor/Vice-Rector for International Cooperation and Quality Assurance)  <a href="mailto:arsim.susuri@uni-prizren.com">arsim.susuri@uni-prizren.com</a></p> <p>Ylli Kortoci  <a href="mailto:ylli.kortoci@uni-prizren.com">ylli.kortoci@uni-prizren.com</a></p> <p>Mirvjenë Këllëzi-Kortoci  <a href="mailto:mirvjenë.kortoci@uni-prizren.com">mirvjenë.kortoci@uni-prizren.com</a></p> <p><u>Institutional coordinator:</u>  Përparim Avdullahu  <a href="mailto:perparim.avdullahu@uni-prizren.com">perparim.avdullahu@uni-prizren.com</a></p>	<p>General: <a href="https://www.uni-prizren.com">https://www.uni-prizren.com</a></p> <p>Faculty/faculties: <a href="https://fshjm.uni-prizren.com/en/">https://fshjm.uni-prizren.com/en/</a>  <a href="https://ekonomiku.uni-prizren.com/en/">https://ekonomiku.uni-prizren.com/en/</a></p> <p>Course catalogue: <a href="https://www.uni-prizren.com/en/international-credit-mobility/">https://www.uni-prizren.com/en/international-credit-mobility/</a></p>
Hochschule für Nachhaltige Entwicklung Eberswalde (HNEE)/Eberswalde University for Sustainable Development	D EBERSWA01	<p><u>Departmental Coordinator (contact person at the Faculty)</u>  Prof. Tobias Cremer  Alfred – Möller - Str.1  16225 Eberswalde, GERMANY  ☎ +49 3334-657 166  ✉ <a href="mailto:tobias.cremer@hnee.de">tobias.cremer@hnee.de</a></p> <p><u>Institutional coordinator:</u>  Manuela Pelz and Vera Clauder</p>	<p>General: <a href="http://www.hnee.de">www.hnee.de</a></p> <p>Faculty/faculties:  <a href="http://www.hnee.de/de/Fachbereiche/Wald-und-Umwelt/Fachbereich-fr-Wald-und-Umwelt-K239.htm">www.hnee.de/de/Fachbereiche/Wald-und-Umwelt/Fachbereich-fr-Wald-und-Umwelt-K239.htm</a>  <a href="http://www.hnee.de/cremer">www.hnee.de/cremer</a></p>

<sup>5</sup> Higher education institutions (HEIs) from 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>6</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

		Student Support Service Department & International Office Schicklerstr. 5, D-16225 Eberswalde, GERMANY ☎ +49 3334-657 138 ✉ Contact for nomination & Incoming students <a href="mailto:incomings@hnee.de">incomings@hnee.de</a> ✉ Contact for cooperation <a href="mailto:international@hnee.de">international@hnee.de</a>	General: <a href="http://www.hnee.de/international">www.hnee.de/international</a>  <a href="http://www.hnee.de/incomings">www.hnee.de/incomings</a>
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## 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

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area ISCED CODE <sup>7</sup> (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]
Prizren	D EBERSWA01	0821 0413	Forestry	1 <sup>st</sup> , and 2 <sup>nd</sup>	2 per academic year	6 months per student	2 per academic year	7 days per staff

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

			Business and administration					
D EBERSWA01	Prizren	0821 0413	Forestry Business and administration	2nd	2 per academic year	6 months per student	2 per academic year	7 days per staff

Optional additional information

SMP(traineeships), staff training

### 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>a</sup> 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]
Prizren		English		English: B2	B2

<sup>a</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>

D EBERSWA01	0821	English	German	English: B2 and/or German: C1/B2 (depending on the study programme)	B2
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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.

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
The OS will be used for the following objectives:	Organisational arrangements with partner institutions, including visits to potential partners, in order to define the provisions of the interinstitutional agreements for the selection, preparation, hosting and integration of participants in mobility activities and to keep these inter-institutional agreements up to date.
	Facilitate the integration of incoming participants in mobility activities into the relevant higher education institution
	Linguistic and intercultural preparation of sending and receiving students and staff

	Provide information and support to students and staff
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## 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>9</sup>
Prizren	Winter Term: from 1 <sup>st</sup> of October to 15 <sup>th</sup> of January Spring Term: from 16 <sup>th</sup> of February to 31 <sup>st</sup> of May	<b>Applications from incoming students must reach the institution by:</b> Winter term: April 17 <sup>th</sup> Spring term: September 30 <sup>th</sup>
D EBERSWA01	Winter Term: from 1 <sup>st</sup> of September to 28 <sup>th</sup> of February Spring Term: from 1 <sup>st</sup> of March to 31 <sup>st</sup> of July	<b>Applications from incoming students must reach the institution by:</b> Winter term: April 17 <sup>th</sup> Spring term: September 30 <sup>th</sup>

The receiving institution will send its decision within [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:

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



Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
Prizren	<a href="mailto:perparim.avdullahu@uni-prizren.com">perparim.avdullahu@uni-prizren.com</a> ☎ +383 49 858 419	<a href="https://www.uni-prizren.com/en/iro/">https://www.uni-prizren.com/en/iro/</a>
D EBERSWA01	<ul style="list-style-type: none"> <li>- Partner institutions will nominate students via Mobility Online</li> <li>- partner will receive a link and necessary information in order to have access to all applicants</li> <li>- for further questions please contact</li> </ul> ✉ <a href="mailto:incomings@hnee.de">incomings@hnee.de</a> ☎ +49 3334 657 138	<a href="http://www.hnee.de/incomings">www.hnee.de/incomings</a>

Selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements/ Academic transcript / Transcript of records	Number of 60 ECTS credits (or equivalent) already completed / current level of completion of studies Subject area (ISCED code) EQF level	<a href="http://www.hnee.de/incomings">www.hnee.de/incomings</a>
Documents needed also within online application i.e. Mobility Online	<ul style="list-style-type: none"> <li>- CV (presented as well online)</li> <li>- Registration form;</li> <li>- Motivation letter;</li> <li>- current enrolment certificate</li> </ul>	<a href="http://www.hnee.de/incomings">www.hnee.de/incomings</a>

English Language Certificate/Statement of Language Level	Evidence of English or German B2 (depending on the study programme)	<a href="http://www.hnee.de/incoming">www.hnee.de/incoming</a>
Inclusion measures <sup>10</sup>	<ul style="list-style-type: none"> <li>- Reduced mobility</li> <li>- Hearing or visual impairments</li> <li>- Special educational needs</li> <li>- Mental health issues</li> </ul>	<a href="mailto:incomings@hnee.de">incomings@hnee.de</a> <a href="http://www.hnee.de/beratung">www.hnee.de/beratung</a>
Prizren		
Academic requirements/ Academic transcript / Transcript of records	Number of 60 ECTS credits (or equivalent) already completed / current level of completion of studies Subject area (ISCED code) EQF level	<a href="https://www.uni-prizren.com/en/iro/">https://www.uni-prizren.com/en/iro/</a>
Documents needed	<ul style="list-style-type: none"> <li>- CV</li> <li>- Registration form;</li> <li>- Motivation letter;</li> <li>- Current enrolment certificate</li> </ul>	<a href="https://www.uni-prizren.com/en/iro/">https://www.uni-prizren.com/en/iro/</a>
English Language Certificate/Statement of Language Level	Evidence of English B2 (depending on the study programme)	<a href="https://www.uni-prizren.com/en/iro/">https://www.uni-prizren.com/en/iro/</a>

The receiving institution will send its decision within 6-8 weeks.

## 6. Preparation and support

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

<sup>10</sup> 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](https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en)

- Ensure that students are aware of their rights and obligations as defined in the Erasmus Student Charter<sup>11</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.

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<sup>11</sup> The Erasmus Student Charter is available here: [https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter\\_en](https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en)

- 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	D EBERSWA01	<b>Welcome &amp; Buddy-Team</b>  <b>shared Flats &amp; 1-room-Apartments:</b> <b>Studentenwerk Frankfurt (Oder)</b> Studentenhaus Paul-Feldner-Straße 8 D-15230 Frankfurt (Oder)	<a href="http://www.hnee.de/welcome">www.hnee.de/welcome</a>  <a href="http://studentenwerk-frankfurt.net/en/project/living/">studentenwerk-frankfurt.net/en/project/living/</a>
Accommodation	Prizren	<b>Innovation and Training Park (ITP)</b> <b>Prizren</b> <b>(Former German KFOR Camp)</b>  Ukë Bytyçi Str., n.n. 20000 Prizren	<a href="https://itp-prizren.com/accomodation-facilities/">https://itp-prizren.com/accomodation-facilities/</a>
Language Support	D EBERSWA01	HNEE Language Centre	<a href="https://hnee.de/sprachenzentrum">https://hnee.de/sprachenzentrum</a>
	Prizren	International Relations Office  ☎ +383 49 858 419	<a href="https://www.uni-prizren.com/en/iro/">https://www.uni-prizren.com/en/iro/</a>
Visa	D EBERSWA01	International Office  ✉ <a href="mailto:welcome@hnee.de">welcome@hnee.de</a>  ☎ +49 3334 657 138	<a href="http://www.hnee.de/welcome">www.hnee.de/welcome</a>
	Prizren	International Relations Office  ☎ +383 49 858 419	<a href="https://www.uni-prizren.com/en/iro/">https://www.uni-prizren.com/en/iro/</a>
Insurance	D EBERSWA01	International Office  ✉ <a href="mailto:welcome@hnee.de">welcome@hnee.de</a>  ☎ +49 3334 657 138	<a href="http://www.hnee.de/welcome">www.hnee.de/welcome</a>

	Prizren	International Relations Office ☎ +383 49 858 419	<a href="https://www.uni-prizren.com/en/iro/">https://www.uni-prizren.com/en/iro/</a>
Inclusion of participants with fewer opportunities (e.g. available infrastructure for:  Reduced mobility or hearing/visual impairments,  students/staff with children, etc.)	D EBERSWA01	<a href="mailto:incomings@hnee.de">incomings@hnee.de</a>	<a href="http://www.hnee.de/beratung">www.hnee.de/beratung</a>
	Prizren		
Grant payments	D EBERSWA01	International Office ✉ <a href="mailto:incomings@hnee.de">incomings@hnee.de</a> ☎ +49 3334 657 138	<a href="http://www.hnee.de/incomings">www.hnee.de/incomings</a>
	Prizren	International Relations Office ☎ +383 49 858 419	<a href="https://www.uni-prizren.com/en/iro/">https://www.uni-prizren.com/en/iro/</a>
Alumni information	D EBERSWA01	Alumni Office ✉ <a href="mailto:Alumni@hnee.de">Alumni@hnee.de</a> ☎ +49 3334 657 457	<a href="https://www.hnee.de/alumni">https://www.hnee.de/alumni</a>
	Prizren	Alumni Office ✉ <a href="mailto:nehat.gashi@uni-prizren.com">nehat.gashi@uni-prizren.com</a> ☎ +383 44 642 454	<a href="https://www.uni-prizren.com/en/alumni/">https://www.uni-prizren.com/en/alumni/</a>

## 7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

### *D EBERSWA01:*

- European Credit Transfer and Accumulation System (ECTS)
- Individual examination and determination by the chair of the examination committee, the examination committee, examination office, head of student support services

### *University "Ukshin Hoti" Prizren:*

- European Credit Transfer and Accumulation System (ECTS)
- Individual examination and determination by the chair of the examination committee, the examination committee, examination office, head of student support services

- 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:
  - 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 15 weeks after the assessment period has finished at the receiving HEI.
  - o Providing 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' guide<sup>12</sup>. 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 applicable	Website for information
Prizren		<a href="https://www.uni-prizren.com/en/international-credit-mobility/">https://www.uni-prizren.com/en/international-credit-mobility/</a>
D EBERSWA01		<a href="http://www.hnee.de/exchange">www.hnee.de/exchange</a> <i>Individual examination and determination by the chair of the examination committee, the examination committee, examination office, head of student support services</i>

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

### D EBERSWA01:

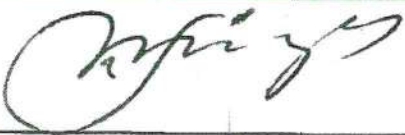
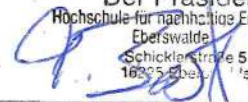
- In case of additional requirements in regard to academic, organisational or other aspects (e.g. students with special needs) please contact the International Office: [incomings@hnee.de](mailto:incomings@hnee.de).
- Incoming students are allowed to take courses in other study fields but they are requested to take the majority of courses in the study area mentioned in this agreement.
- Students are offered a German language course throughout the semester.
- Academic staff interested in a teaching visit at HNEE should contact the relevant department.
- Non-academic staff members interested in spending a training week at HNEE should contact the International Office ([incomings@hnee.de](mailto:incomings@hnee.de)). A proposal of the Mobility Agreement is also required.

<sup>12</sup> The ECTS user's guide is available here: [https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide\\_en](https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en)

## 10. Termination of the agreement

*It is up to the involved institutions to agree on the procedure for modifying or terminating the inter-institutional agreement. However, 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>13</sup>
Prizren	Prof. Assoc. Dr. Samedin Krrabaj Rector	03.10. 2022	
D EBERSWA01	Prof. Dr. Matthias Barth President of HNEE	07. OKT. 2022	 Der Präsident Hochschule für nachhaltige Entwicklung Eberswalde Schicklerstraße 5 16225 Eberswalde

<sup>13</sup> Scanned copies of signatures or digital signatures may be accepted depending on the national legislation