



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**

Univerzitet Prizrena "MIRSHIN NOTI"	
Pranuar me dit.	14.2.2024
Zyra e pranimit	Nr. i protokolit
308	0178/A

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[23]-20[27] 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 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 Szczecin Faculty of Economics, Finance and Management Faculty of Law and Administration	PLSzczeci 01	Małgorzata Kopalska International Relations Dept. malgorzata.kopalska@usz.edu.pl	General: en.usz.edu.pl Faculty: https://en.usz.edu.pl/students/faculties/ Course catalogue: https://dsm.usz.edu.pl/en/study-programmes/
University" Ukshin Hoti' Prizren	PIC: 934191578 Prizren	Përparim Avdullahu Division of International Relations Office. perparim.avdullahu@uni-prizren.com	General: www.uni-prizren.com Faculty/faculties: uni-prizren.com Course catalogue: https://uni-prizren.com/en/students/

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 also agree to accept information updates by e-mail.

Number of student and staff mobility periods

FROM	TO	Number of mobility periods
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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.

[Erasmus code or city of the sending institution]	[Erasmus code or city of the receiving institution]	Subject area ISCED CODE ⁷	Subject area NAME	Study cycle [short cycle, 1st, 2nd or 3rd]	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]
PLSzczeci01	Prizren PIC: 934191578	0311	economics	1 st , 2 nd ,	0	0	4	20
		0412	finance, banking and insurance	1 st , 2 nd	0	0	4	20
		0413	management	1 st , 2 nd	0	0	4	20
		1015	Travel, tourism, leisure	1 st , 2 nd	0	0	4	20
		042	law	1 st , 2 nd	0	0	4	20
Prizren PIC: 934191578	PLSzczeci01	0311	economics	1 st , 2 nd ,	2	10	4	20
		0412	finance, banking and insurance	1 st , 2 nd	2	10	4	20
		0413	management	1 st , 2 nd	2	10	4	20
		1015	Travel, tourism, leisure	1 st , 2 nd	2	10	4	20
		042	law	1 st , 2 nd	2	10	4	20

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

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 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]
PLSzczeci 01		English	Polish	B1	B2
Prizren		English	English	B1	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
<p>A HEI from a third country not associated to the Programme receives 100,00 EUR for each mobile participant (student or staff) both inbound and outbound.</p> <p>Each HEI determines the specific repartition of the received OS budget according to the selected priorities.</p>	<p>Costs directly linked to the implementation of mobility activities:</p> <ul style="list-style-type: none">• information and assistance to students and staff;• selection of students and staff;• updated course catalogues for international students;• linguistic and intercultural preparation;• facilitate the integration of incoming mobile participants in the HEI;• mentoring and supervision arrangements of mobile participants;• reintegration of mobile participants;• implementation of digital mobility management;• dissemination and promotion of the mobility results.

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
PLSzczeci 01	Fall/Winter/First Term: from approx. 1 October to approx. 15 February	15 May
	Spring/Summer/Second Term: from approx. 1 March to approx. 10 July	15 December
Prizren	Fall/Winter/First Term: from approx. 1 October to approx. 15 February	15 May
	Spring/Summer/Second Term: from approx. 1 March to approx. 10 July	15 December

The receiving institution will send its decision within 5 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
PLSzczeci 01	Małgorzata Kopalska, International Relations Dept. malgorzata.kopalska@usz.edu.pl	https://dsm.usz.edu.pl/en/erasmus-plus/partner-countries/

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

	+48 91 444 1208	
Prizren	Përparim Avdullahu Division of International Relations Office. perparim.avdullahu@uni-prizren.com +383 49 858 419	https://uni-prizren.com https://uni-prizren.com/en/iro/ https://uni-prizren.com/en/students/

Selection criteria		
Requirement	Details	Website for information (optional)
Academic requirements	Students: It is required that a candidate will have completed at least two semesters of studies coherent with the subject area mentioned by this IIA by the time a mobility starts. Before nominating a candidate, a sending institution is obliged to fulfill internal rules concerning candidate selection.	https://dsm.usz.edu.pl/en/erasmus-plus/partner-countries/
CV	optional	
Motivation letter	optional	
Inclusion measures ¹⁰	Each institution is obliged to fulfill their internal rules concerning inclusion measures while selecting participants and implementing mobilities.	
Other		

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

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.
- 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.

¹¹ The Erasmus+ Student Charter is available here: 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.

Institution [Erasmus code or city]	Preparatory & Support Measures	Website for information & arrangements Contact details
PLSzczeci 01	Accommodation	https://dsm.usz.edu.pl/en/erasmus-plus/practical-information/accommodation/
	Language Support	https://plus.usz.edu.pl/en/
	Visa	https://dsm.usz.edu.pl/en/erasmus-plus/practical-information/residence-permit/ https://www.gov.pl/web/diplomacy
	Insurance	https://dsm.usz.edu.pl/en/erasmus-plus/practical-information/health-insurance/
	Inclusion of participants with fewer opportunities	https://en.usz.edu.pl/about-us/units/accessibility/
	Mentoring	https://szczecin.esn.pl/
	Grant payments	https://dsm.usz.edu.pl/en/erasmus-plus/partner-countries/
	Alumni information	n/a

Institution [Erasmus code or city]	Preparatory & Support Measures	Website for information & arrangements Contact details
Prizren	Accommodation	Përparim Avdullahu Division of International Relations Office. perparim.avdullahu@uni-prizren.com +383 49 858 419
	Language Support	Përparim Avdullahu Division of International Relations Office. perparim.avdullahu@uni-prizren.com

		+383 49 858 419
	Visa	N/A
	Insurance	Përparim Avdullahu Division of International Relations Office. perparim.avdullahu@uni-prizren.com +383 49 858 419
	Inclusion of participants with fewer opportunities	https://uni-prizren.com/en/students/
	Mentoring	https://uni-prizren.com/en/students/
	Grant payments	https://dsm.usz.edu.pl/en/erasmus-plus/partner-countries/
	Alumni information	n/a

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.
The European Credit Transfer and Accumulation System (ECTS) is a default tool for recognition. Both institutions agree on a grading scale that will allow for a credit transfer, if one of the institutions has not adopted ECTS. Such grading scale is published and available to all mobility participants at all times: ...
- 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 5 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' guide](#)¹². 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
PLSzczeci 01		https://dsm.usz.edu.pl/grades/
Prizren		https://uni-prizren.com https://uni-prizren.com/en/iro/ https://uni-prizren.com/en/students/

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

10. Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. 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. Both unilateral and mutual decision of termination should be communicated in writing, eg. by e-mail. In case of the unilateral decision, the

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

terminating party should retain a confirmation of receipt by the second party. 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
<p>University of Szczecin PLSzczeci 01</p>	<p>International exchange coordinators: dr hab. Agnieszka Majewska, prof. US dr Marta Szaja dr Tomasz Duda dr Kamil Dąbrowski</p>		<p>dr hab. Agnieszka Majewska, prof. US Elektronicznie podpisany przez dr hab. Agnieszka Majewska, prof. US Data: 2024.02.08 12:47:47 +01'00'</p> <p>dr Marta Szaja 2024.02.08 15:26:33 +01'00'</p> <p>dr Marta Szaja International Exchange Coordinator Faculty of Economics, Finance and Management University of Szczecin</p> <p>Dokument podpisany przez Tomasz Duda Data: 2024.02.12 12:39:46 CET Położenie: Szczecin, 71-101; Poland</p> <p>Signature Not Verified</p>
<p>University" Ukshin Hoti' Prizren PIC: 934191578</p>	<p>Rector: Prof.dr. Assoc.Mentor Alishani</p>	<p>14.02.2024</p>	<p>Dokument podpisany przez Kamil Dąbrowski Data: 2024.02.06 16:16:51 CET</p>  

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