



**Regulation on International Credit Mobility- Key Action 107,
for outgoing students and staff in the framework of the Erasmus+ Programme
Academic year 2020 - 2021**

Introduction

Erasmus+ is the European Union Programme for Education, Training, Youth and Sport for the period 2014-2020. Through the International Credit Mobility Action (KA107) of the Erasmus+ programme, the students and the teaching and technical-administrative staff of UKZKM, have the opportunity to spend a period of mobility in Programme Countries HEIs.

The *programme* countries are the EU countries, North Macedonia, Iceland, Liechtenstein, Norway, Serbia and Turkey.

Albania and 160+ countries of the world from 14 Regions are *partner* countries in the Erasmus+ programme.

The types of mobility in the framework of the **International Credit Mobility – Key Action 107** in the E+ programme, are:

- **Students mobility for studies**
- **Students mobility for traineeships**
- **Staff mobility for teaching**
- **Staff mobility for training**

1. The mobility period for students and staff can be carried out at a Higher Education Institution (HEI) located in a Programme Country, that has a valid Inter-institutional agreement with UKZKM in the framework of Erasmus+ International Credit Mobility - KA107. The list of the Inter institutional agreements, is published on the UKZKM's website (International - Mobility and exchange section).

2. Each semester/academic year, UKZKM opens calls for outgoing students and staff interested in participating in ICM, according to the available quotas previously agreed through inter-institutional agreements with foreign partner universities. UKZKM respects in full the principles of non-discrimination and promotes and ensures equal access and opportunities to mobile participants from all backgrounds, in particular disadvantaged or vulnerable groups. UKZKM applies a selection process that is fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility.

The calls for applications for mobility students and staff, signed by the Rector, are published on the UKZKM's website, sent by email, posted on bulletin/announcement boards, and promoted through info sessions, meetings etc by the Educational and research projects Office.

3. In the call for applications are indicated the admission requirements, the application procedures and documents, deadlines, financial contribution and selection criteria.

4. For each Study program/Faculty, the Rector, taking into consideration the proposals of the Faculty deans, nominates an academic/scientific Erasmus coordinator, who will be the referent and responsible person for outgoing and incoming mobility students and staff.

Admission requirements

For students mobility



The admission requirements may vary according to the regulations of the study program in which the student is enrolled, and to the type of mobility, for study or traineeship.

In order to apply in a mobility call (KA107) students must meet the general requirements as below:

1. At the time of application, the students must be regularly enrolled in a study program (first, second, third cycle) at UKZKM and have acquired a minimum number of ECTS as specified in the call (according to the study programs regulations/requisites of UKZKM and the Host HEI). Selected students must be enrolled at least in the second year of studies at the time of departure.

2. Be in compliance with the payment of university fees for the current academic year.

Selected students will not pay tuition fees at the host HEI (except for any specific contributions requested (insurance costs, membership of student associations, use of materials, photocopies, laboratory products etc), but they have to pay tuition fees at UKZKM for the duration of the mobility.

3. Meet the language criteria required by the Host HEI. Proficiency of language of studies at the Host HEI must be documented with certificates released by international institutions recognized from “Common European Framework of Reference for Languages” (CEFR), or assessed from the University Language Centre of UKZKM.

The certificate criteria does not apply to native (mother tongue) languages, previous studies carried out in that specific language, or when the language of instruction at the Host HEI is the same as the language of instruction at UKZKM. In this last case the UKZKM University Language Centre will certify the language proficiency. Lack of language proficiency means that the candidate would not be considered for the recruitment/selection process in the application assessment phase (not eligible).

4. The same student may participate in mobility periods totaling up to 12 months maximum per each cycle of study (1st, 2nd, 3rd), independently of the number and type of mobility activities.

Students must not benefit from other mobility programs at the same time.

5. The country chosen to carry out the mobility must be different from Albania and the country where the student has his/her accommodation during his/her studies .

For staff mobility

May participate the teaching/academic staff (researchers, associate professors and professors) and technical-administrative staff in service at UKZKM.

1. The staff is required to have an active contract (be employed for a period which is indicated in the call) at the application phase and during the period when the mobility will take place.

The staff also:

2. Must meet the language criteria required by the host university for mobility.

3. Must carry out the mobility activity in a Programme country (not Albania) different from their country of residence.

4. Must not benefit in the same period from a Community grant foreseen by other programs or actions financed by the EU.

Duration of mobility

For students mobility



Students can carry out mobility activities for a period of 3 to 12 months for study purposes, earning ECTS for the 3 levels of studies (Bachelor, Master's and PhD) in all disciplines and can carry out traineeships from 2 to 12 months (the studies can be combined with the traineeship).

For staff mobility

Academic and technical-administrative staff can carry out teaching or training activities abroad, for a period of 5 days to 2 months (excluding travel time). For staff teaching mobility, a minimum of 8 teaching hours per week (5 days) has to be respected. If the mobility is longer than one week, the minimum number of teaching hours for an incomplete week shall be proportional to the duration of that week. If the teaching activity is combined with a training activity during a single period abroad, the minimum is reduced to 4 teaching hours per week

Eligible Activities

For students mobility

During study mobility, students must attend university courses (lectures, seminars etc) at the same level of studies at the host university and take the respective exams. Where possible, they can carry out research activities aimed at preparing the final Degree/Doctoral thesis/dissertation. A study period and a traineeship can also be combined, for a minimum of 3 months (or one academic term) and a maximum of 12 months. In both cases, during the period of mobility for study or for traineeship at the Host HEI, it is not allowed to attend courses, take exams, submit a suspension/transfer/ cancellation request, and/or graduate at UKZKM.

For staff mobility

The teaching staff can carry out academic/teaching activities (lessons, seminars, workshops etc.) for students at the host university.

The mobility modalities to be performed for staff training are through workshops, study visits, seminars, job-shadowing etc. at an office/structure at the host university that carries out the same or similar activities, or through participation in training events (except conferences) as international staff mobility weeks.

Staff teaching and training activities can be combined.

Students and staff are strongly recommended to review the academic/training offer at the Host HEI and the congruity with the proper study plan/course/position and/or check for other requirements and procedures at the Host HEI.

Financial support

For students mobility

Students, both for study mobility and for traineeship, will receive an EU financial contribution from the host university, only after being accepted by the latter, and according to its internal institutional rules, which consists in:

- study/traineeship financial contribution ranging from 800 to 900 euros per month, which is calculated by the Host HEI based on the cost of living in the country of destination (more info in the call) and the actual student's stay days;
- contribution for travel expenses, which ranges from 20 to 1500 euros and is calculated based on the distance in kilometers between the student's city of departure and the city of destination (where the Host HEI



is located). More information, in the link https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en.

For staff mobility

The staff, both for teaching and for training mobility, will receive from the host university an EU financial contribution, only after being accepted by the latter, and according to its internal institutional rules, which consists in:

- individual support (food, accommodation, transport, insurance, VISA etc.) which ranges from 140 to 180 euros per day and is calculated based on the cost of living in the country of destination where the Host HEI is located (more info in the call);
- contribution for travel expenses, which varies from 20 to 1500 euros and is calculated based on the distance in kilometers between the staff's city of departure and the city of destination. More information, in the link https://ec.europa.eu/programmes/erasmus-plus/resources/distance-calculator_en.

HEIs in the programme countries, are the only ones that manage funding/financial contributions, as partners countries (Albania included) HEIs are not eligible yet to receive funding for mobilities in E+.

Students and staff will take financial responsibility (return of the grant) in case of failure of the foreseen mobility activities (except cases recognized by Host HEI's National Agency for Erasmus+ as a force majeure).

Application documents

For students mobility

The documentation and the deadline for submission are indicated in the call. The necessary documentation for students, except for other documents requested by the host university, is listed as below:

- Application form completed and signed;
- Motivational letter (in English);
- Curriculum vitae - Europass format (in English);
- Learning Agreement for Studies/Traineeship - "Before mobility" section*;
- Certificate of exams taken up to the time of submission of the application;
- Copy of passport;
- Certificate of language proficiency (language of instruction at the host university).

*The Learning Agreement for Studies/Traineeship set out the study or traineeship programme to be followed by the student, defines the target learning outcomes and specifies how learning/ traineeship abroad will be recognized at the return by UKZKM. This document must be approved and signed by the student and the Erasmus Coordinator of his/her Study Program and the host University/company before the start of mobility.

For staff mobility

Documentation and deadline for staff applications is indicated in the call. The necessary documentation, except for other documents requested by the host university, is the following:

- Application form completed and signed;
- Curriculum vitae (in English);
- Mobility Agreement for teaching/training related to teaching/training activities to be carried out abroad*;
- Acceptance letter from the host university;



- Copy of valid passport;
- Certificate of language proficiency (language of instruction at the host university).
- * The mobility agreement sets out the teaching or training programme to be followed (objectives, added value of mobility, activities to be carried out, expected results and impact), and lists the rights and obligations of each party.

In the application phase, the mobility program/plan and the application form with the motivation, must be completed in every part and must include the candidate's signature and the approval of the responsible person according to the internal procedures in place. Staff must also agree in advance and before the mobility takes place, the mobility plan with the Host HEI/organization.

Students and staff are required to commit themselves to complete the study/traineeship program, ECTS agreed and mobility plan for teaching/training. Also students must respect their proper study programme regulations.

Selection criteria

The selection criteria is agreed in advance with the partner Host University. An ad hoc appointed Committee by the Dean of the Faculty or the Rector at UKZKM, will assess students and staff applications, except the cases when the selection will be carried out by the host University. UKZKM takes the necessary measures to prevent any conflict of interest.

For students mobility

The ranking of merit of students for both study and traineeship mobility applications (bachelors and one tier degrees) will be defined according to the following merit criteria:

- weighted average of the grades relative to the exams taken up to the moment of the application submission (maximum 40/100 points);
- speed in the progression of the studies - number of ECTS registered by the time of the application submission (maximum 40/100 points);
- motivation (maximum 20/100 points). In addition to the motivation letter, candidates may be called to an interview if the Committee deems it appropriate;
- proficiency of the language of studies at the Host HEI which must be certified (obligatory). No points, only "idoneita"/eligible".

For Masters and PhDs, the GPA of the previous level of studies will be taken also to consideration.

On equal terms, priority will be given to those students who have not benefited from an Erasmus + mobility before, and/or come from less advantaged socio-economic contexts; and/or who within the same level of study are enrolled in the last years; who have more congruity of the study plan with the Host HEI academic offer; have advanced language skills etc.

For staff mobility

The ranking of merit of staff for teaching and training mobility, will be defined according to the following criteria:

For teaching purposes:

Mobility program proposed (maximum 20/100 points); Activities for which the teaching period will be an integral part of the host University's study program (maximum 10/100 points); Activities aimed at



strengthening relations between universities (maximum 10/100 points); Eventual future collaboration projects (maximum 10/100 points); Position in the Department/Faculty (maximum 10/100 points); International experiences (maximum 20/100 points); Seniority and academic role (maximum 20/100 points). On equal terms, priority will be given to the youngest candidate.

For training purposes:

Motivation, objectives and added value of mobility (in the context of the modernization and internationalization strategies of the institutions involved) (maximum 20/100 points); Coherence between the activities to be carried out during the mobility and the job duties of the candidate (maximum 20/100 points); Activities aimed at strengthening relations between universities and preparing any future collaborative projects (maximum 15/100 points); Benefits and impact of mobility on the candidate's development and on the affiliation structure and/or the University (maximum 30/100 points); Contribution/role in international relations (projects/agreements/courses etc.) (maximum 15/100 points). On equal terms, priority will be given to the candidate who has never participated in a mobility program abroad before or who has made the lowest number and, in case of further equal points, to the youngest candidate.

The definitive admission to mobility for students and staff remains, in any case, subject to acceptance by the host university, after the nomination by UKZKM.

Students/staff have the right to appeal within 7 days from the announcement of the results of selection.

Selected students must accept or reject the mobility nomination in a written form.

Recognition of the mobility period and incentives

1. Based on the E+ guidelines and principles, for students, upon returning from the period of study/traineeship abroad, an ad hoc committee at the UKZKM Faculty level will start the recognition procedures, based on the Learning agreement agreed in advance with the academic coordinator before mobility or eventual changes during mobility, certificates of attendance and the Transcript of records/equivalent, certified by the Host University.

The students secretariats after the full recognition from the committee (minutes/signed document) register the exams and upload all mobility documents on the online portal/ students individual study plan/curriculum and area.

For the grades conversion, the committee must refer to the ECTS grading scales.

2. The mobility teaching/training activities for the staff, must be fully recognized and may be reflected on academic and research evaluations for career promotion applications, on the individual annual report submitted to the Head of department/Dean/Rector or direct responsible and/or on the annual report submitted to the Ministry of Education and Sports.

3. In order to incentivize students, faculties are encouraged to exempt them where possible from any preliminary course requirements (propedeuticità) and/or to assign additional points (1-2) to the final Graduation/dissertation score. The obligatory attendance (frequenza) of courses foreseen at UKZKM during the same period of students mobility abroad, must be fully recognized.



Organizational procedures and documents

Before mobility

1. UKZKM (Institutional Erasmus coordinator/ Educational and Research Projects Office) will send to the Host University the selected outgoing students and staff data/nominations and run pre-departure orientation sessions providing the necessary information and support about logistic and administrative aspects as insurance coverage, VISA, travel information, accommodation options, linguistic and cultural preparation, grant agreement rules and conditions, etc. Same support is given from the Host University. A **Letter of Acceptance** for students from the Host University may be requested by embassies for VISA.
2. Students get acquainted with the institutions grading system and assessment procedures and set their Learning agreement for studies for about 25 to 30 ECTS per semester. Students submit the **Learning Agreement for studies/traineeship** to their UKZKM Erasmus academic coordinator approval who will assist, support and give specific guidance and to the Host University.
3. Staff submit the final **Mobility agreement for Teaching or training** to the UKZKM Erasmus academic coordinator/Direct responsible approval and to the Host University. Staff has to provide a written confirmation from the Head of department/Dean of Faculty/Rector or direct responsible.
4. Students undersign the **Grant Agreement** with the Host University in the programme country that will administer all grant payments for mobility. The GA sets out the financial support and payment arrangements to the participant. Students must accept all the conditions, commitments, rights and obligations within the established deadlines.

During mobility

1. Upon arrival at the Host University, students take part to welcome orientation events/meetings and get informed about the procedures connected with their stay (permits of stay, health issues, enrolment and attendance to courses, facilities on campus, social life etc).
2. Students send to UKZKM the **Arrival certificate**, signed and stamped by the responsible offices at the Host HEI.
3. When necessary, during the study period abroad, the students have the chance to **modify the Learning Agreement** by adding or deleting courses. The changes must be agreed with the UKZKM Erasmus Academic Coordinator and with the Host University within 30 days from the start of courses/mobility.

After mobility

1. Students and staff submit a **final report** by responding to an **EU online Survey**. Students will receive the link to the report by email automatically by the Erasmus Mobility Tool, 30 days before the end of their mobility period. Staff will be expected to complete the survey at the end of their mobility describing the activities done and the new opportunities identified in the specific subject field.

A further complementary survey specifically on recognition may be sent to the student after the mobility period to assess the quality of the recognition provided.

Also students and staff are expected to respond to an internal **questionnaire** sent by UKZKM.

2. Students send to UKZKM the **Attendance certificate/ Traineeship Certificate/letter of thesis supervision**, which is the confirmation of the study/traineeship/thesis preparation period, signed and stamped by the responsible/competent persons at the Host HEI/company/institution.



3. Students and the Host University send to UKZKM the **Transcript of Records** or equivalent, documenting the completed courses/exams, grades, credits earned abroad. This document is a condition for the recognition process to be followed upon return at UKZKM from the Host University.
4. Staff send to UKZKM the **Mobility certificate**, with exact dates of beginning and end of the mobility activities, number of days and hours of teaching/training, signed and stamped by the Host HEI.

Information and support

Educational and Research Projects Office, Email: erasmus@unizkm.al.



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