

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

Inter-institutional agreement 2020-23
between institutions from
Programme and Partner Countries

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 related to the organisation and management of the mobility, in particular the recognition of the credits awarded to students by the partner institution. The institutions also commit to sound and transparent management of funds allocated to them through Erasmus+.

1. Information about higher education institutions

Full name of the institution / country	Erasmus code or city ¹	Contact details ² (email, phone)	Website (eg. of the course catalogue)
IT Università degli Studi di Trento / Italia EN University of Trento/Italy Acronym UniTrento	Erasmus code: I TRENTO01 PIC number: 999841954	International Relations Division The University of Trento Via Verdi, 6 - 38122 Trento (Italy) ph. 0039 0461 283235-283253; fax 0039 0461 282916 email: international@unitn.it	General University page: http://www.unitn.it/en Course catalogue: Academic offer (in Italian and English) and course contents http://international.unitn.it/incoming/choose-your-courses Semester dates: Fall semester: From September to December; Winter exam session: January-February Spring semester: From February to June; Summer exam session: June-August Academic calendar: http://international.unitn.it/incoming/choose-your-courses (see download box)

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.

²Contact details to reach the senior officer in charge of this agreement.

Universiteti i Prishtinës – UNIVERSITY OF PRISTINA	PRISTINA	Lumnije Bajrami Head of IRO lumnije.bajrami@uni-pr.edu	International Relations Office: Str. "George Bush", no.31, 10 000 Prishtinë, Republic of Kosovo Phone: +381 (0) 038-244-183 www.uni-pr.edu tel: +381 38 244 183 /244 186 fax: +381 38 244 187
		Blerande Dragusha Fetahu IRO officer Blerande.dragusha@uni-pr.edu	

Mobility numbers 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.

Student Mobility for Study

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 or average duration *]	Student Mobility for traineeships * [Not relevant]
PRISTINA	ITRENT001	ALL AREAS			5,5 months per mobility on average	
ITRENT001	PRISTINA	ALL AREAS			5,5 months per mobility on average	

Staff Mobility for Teaching and for Training

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Subject area code * [ISCED 2013]	Subject area name *	Number of staff mobility periods	
				Staff Mobility for Teaching	Staff Mobility for Training *

				[Total number of days of the teaching periods or average duration *]	
I TRENTO01	PRISTINA	ALL AREAS		10 days per mobility on average	8 days per mobility on average
PRISTINA	I TRENTO01	ALL AREAS		10 days per mobility on average	8 days per mobility on average

∴ 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 ³	
				Student Mobility for Studies [Minimum recommended level: B1]	Staff Mobility for Teaching [Minimum recommended level: B2]
I TRENTO01		Italian	English	Recommended language level (not mandatory) AT ARRIVAL is: <ul style="list-style-type: none"> ◦ A2 level of Italian for classes taught in Italian; ◦ B2 level of English for classes taught in English. Certain classes may have additional language requirements: http://international.unitn.it/incoming/language-requirements See at Extra admission requirements below.	B2 level of Italian for classes taught in Italian; B2 level of English for classes taught in English
PRISTINA		Albanian	English	B2 English	B2

For more details on the language of instruction recommendations, see the course catalogue of each institution [Links provided on the first page].

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>

1. Respect of fundamental principles and other mobility requirements

The higher education institution located in a **programme country**⁴ of Erasmus+ must respect the Erasmus Charter for Higher Education of which it must be a holder. The charter can be found here:

http://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-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.

⁴Erasmus+ programme countries are the 28 EU countries, the EFTA countries and other European countries as defined in the Call for proposals.

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
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E. Selection criteria

The sending institution is responsible for choosing its outgoing students and staff through fair and transparent selection, as envisaged in the Erasmus Charter for Higher Education, awarded to UniTrento, to which principles partner institutions have to comply with.

Full transparency in the dissemination (emails, screenshots of websites, posters etc) and selection process (minutes of selection meetings, selections reports etc) must be proved by partners, that are asked to send to UniTrento all formal documents relating to the selections.

Selection criteria must take into consideration: academic merit, motivation, languages knowledge and **disadvantaged backgrounds/situations**.

The definition of disadvantage proposed by the Erasmus+ Programme Guide is wide-and lists seven indicative categories of disadvantage:

- **disability** (i.e. participants with special needs): people with mental (intellectual, cognitive, learning), physical, sensory or other disabilities;
- **educational difficulties**: young people with learning difficulties;
- **economic obstacles**: people with a low standard of living, low income, dependence on social welfare system or homeless; young people in long-term unemployment or poverty; people in debt or with financial problems;
- **cultural differences**: immigrants or refugees or descendants from immigrant or refugee families; people belonging to a national or ethnic minority; people with linguistic adaptation and cultural inclusion difficulties;
- **health problems**: people with chronic health problems, severe illnesses or psychiatric conditions;
- **social obstacles**: people facing discrimination because of gender, age, ethnicity, religion, sexual orientation, disability, etc.; people with limited social skills or anti-social or risky behaviours; people in a precarious situation; (ex-)offenders, (ex-)drug or alcohol abusers; young and/or single parents; orphans;

- **Geographical obstacles:** people from remote or rural areas; people living in small islands or in peripheral regions; people from urban problem zones; people from less serviced areas (limited public transport, poor facilities).

Further specifications valid for the specific home country should be made by the sending institution according to the specific national legislation and cultural practices and clearly declared in the students' and staff nominations.

F. Additional requirements

Name of the institution	Additional requirements and information
I TRENTO01	<p>Learning Agreement Students have to fill in a Learning Agreement reporting the courses they would like to attend during the Erasmus studying period and they must upload it to the online application. Information on the courses are available on http://international.unitn.it/incoming/choose-your-courses</p> <p>Extra admission requirements: Students interested in courses offered by the School of International Studies and in courses offered by the Department of Economics and Management should produce some extra documentation. Information will be given directly by the International Mobility Office Staff.</p> <ul style="list-style-type: none"> ◦ Economics and Management Students interested in courses offered by the Department of Economics and Management have to provide the following language requirements in order to be accepted: B2 level for courses taught in English B1 level for courses taught in Italian The language requirement is mandatory for the admission. For this purpose we can accept certificates internationally recognized and/or assessed by Home Institution. The certificate has to be attached to the application form. Some courses at Master level held in English (i.e. MIM-Master in International Management, MAIN-Master in Innovation Management, MEC-Master in Economics and EMBS-European Master in Business Studies Master) are open to Bachelor students upon the evaluation of the Transcript of records and according to the availability. ◦ International Studies Students must have passed at least five exams for a minimum of 30 ECTS credits in the core discipline areas of Law, Economics, Politics, Sociology and History. Language certification: B2 level language knowledge of English is required. The language requirement is mandatory for the admission. For this purpose we can accept certificates internationally recognized and/or assessed by Home Institution. The certificate has to be attached to the application form.

The MEIS Admissions Committee reserves the right to make a case by case evaluation of the student's academic career when it is unclear whether he/she fulfils the above requirements.

Services available to exchange students

<http://international.unitn.it/incoming/services-and-facilities>

Language Courses

Any initial Italian language course undertaken by the Erasmus+ students at Trento University (at whichever level) will be offered free of charge.

Students interested in being pre-enrolled to one of the Italian language courses offered by University Language Centre/CLA (<http://www.cla.unitn.it/en>) have to report it on the online application form.

Information on other language courses

<http://international.unitn.it/incoming/language-courses>

Services for participants with special needs

<http://international.unitn.it/incoming/disability-services>

ESN (Erasmus Student Network)

ESN Trento team support Erasmus+ students encouraging social interaction of students spending part of their study period at Trento University, providing help and advice. For further information visit their website <http://www.esntrento.it> or contact them Trento@esn.it

PRISTINA

www.uni-pr.edu

<https://uni-pr.edu/page.aspx?id=1,7>

Calendar

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

Receiving Institution [Erasmus code or city]

I TRENTO01

For nomination and application, the deadline are the following:

NOMINATION UNIVERSITIES	BY	To be submitted
<ul style="list-style-type: none"> o Fall/Winter term, full academic year: May 15th 		<p>online at http://webapps.unitn.it/form/en/Web/Home/mob-in</p> <p>No login and password are required.</p> <p>Please note that:</p> <ul style="list-style-type: none"> - You will have to complete one procedure for each student.

	<ul style="list-style-type: none"> ○ Spring/Summer term only: October 15th 	<ul style="list-style-type: none"> - The nomination has to be completed by the International Office/International Coordinator and not by students. - Once the nomination has been correctly submitted, the system will automatically send a confirmation to the Coordinator, to the student and to the UniTrento International Relations Division Staff. - Referents are requested to upload to the application form a declaration issued by the Home University, which proves that the student has been selected for the Erasmus+ Programme.
	<p>APPLICATION BY STUDENTS</p> <ul style="list-style-type: none"> ○ Fall/Winter term, full academic year: May 31st ○ Spring/Summer term only: October 31st 	<p>Nominated students will receive an e-mail by the International Mobility Office Staff with instructions on how to complete their application at the University of Trento through the link http://www.unitn.it/en/apply/mob-in.</p> <p>Applications of students not duly nominated by their Home Institution within the stated deadline won't be accepted.</p>
PRISTINA	Nomination: 1 st of April.	Nomination: 1 st of October.

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

2. The receiving institution will send its decision within 4 weeks.

Receiving institution [Erasmus code or city]	Autumn term* [month]	Spring term* [month]
TRENTO01	Admission at Trento University is sent through an e-mail notice of acceptance by the International Mobility Office Staff within the end of June.	Admission at Trento University is sent through an e-mail notice of acceptance by the International Mobility Office Staff within the end of November.
PRISTINA	Admission at Trento University is sent through an e-mail notice of acceptance by the International Mobility Office Staff within the end of June. Nomination: 1 st of April.	Admission at Trento University is sent through an e-mail notice of acceptance by the International Mobility Office Staff within the end of November. Nomination: 1 st of October.

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

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.

Receiving institution [Erasmus code or city]	Transcript of Records
I TRENTO01	The Transcript of Records is normally issued within one month after the students' check out; delay in the release of the Transcript of Records may depend on an incorrect recording. It is not possible to certify, in the Transcript of Records, examinations not passed or simple attendance at courses without taking the relative examination.
PRISTINA	The Transcript of Records is normally issued within one month after the students' check out; delay in the release of the Transcript of Records may depend on an incorrect recording. It is not possible to certify, in the Transcript of Records, examinations not passed or simple attendance at courses without taking the relative examination.

4. Termination of the agreement

The involved institutions 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."

I. Information

1. Grading systems of the institutions

Receiving institution [Erasmus code or city]	Grading system of the institutions
I TRENTO01	<p>Grading system</p> <p>Examinations are graded according to a scale ranging from 0 to 30, with 18 as a pass mark. A cum laude may be added to the highest grade (30 e lode), as a mention of special distinction. The final pass mark is 66, whereas the maximum final university degree grade is 110/110. For outstanding students degrees may be awarded cum laude.</p>

minimum pass	18
adequate	19-23
satisfactory	24-26
good	27-28
very good	29-30
outstanding	30 cum laude

Language courses and laboratories are usually graded as "Approved", if passed.

Workload per semester/year

On the basis of ECTS Credits

1 full academic year = 60 credits

1 semester = 30 credits

1 term/trimester = 20 credits

Curriculum Structure of the Italian University system

University degree-course	Degree	Total Credits	Years
<u>Undergraduate course</u>	Bachelor	180	3
<u>Master's course</u> (2-years duration)	Master's degree	120	2
<u>Doctoral course</u>	Doctoral degree	-	3+

PRISTINA

The University of Pristina "Hasan Prishtina"

Grade	Description	Percentage of knowledge	Grade equivalent
10	Shkëlqyeshëm/Excellent	90-100	A
9	Shumë mire/Very good	80-89	B
8	Mirë/Good	70-79	C
7	Kënaqshëm/Sufficient	60-69	D
6	Mjaftueshëm/Pass	50-59	E
5	Dobët/Fail	0-49	FX/F

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
I TRENTO0 1	The International Mobility Office Staff Social Sciences and Humanities Area at Trento Science and Technology Area at Povo/Mesiano Cognitive Science Area at Rovereto E-mail: welcome@unitn.it	UniTrento gives incoming mobile participants support about regulation and necessary fulfilments dealing with visa and permit of stay: http://international.unitn.it/incoming/visa
PRISTINA	International Relations office Email: Internationaloffice@uni-pr.edu	http://www.mfa-ks.net/en/sherbimet_konsullore/503/kush-ka-nevoj-pr-viza-t-kosovs/503

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 point and information sources:

Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
I TRENTO01	The International Mobility Office Staff Social Sciences and Humanities Area at Trento Science and Technology Area at Povo/Mesiano Cognitive Science Area at Rovereto E-mail: welcome@unitn.it International Relations Division University of Trento Via Verdi, 6 - 38122 Trento (Italy) ph. 0039 0461 283253 - 283234; fax 0039 0461 282916 email: international@unitn.it	UniTrento gives incoming mobile participants support about regulation and necessary fulfilments dealing with health insurance: http://international.unitn.it/incoming/health-insurance Incoming and outgoing mobile participants are covered by UNITRENTO's own insurance policy which covers third parties for accidents and liability. The insurance cover given by the UNITRENTO policy only covers accidents which happen during professional activity or when moving between the various buildings where the professional activity is carried out. The terms and conditions of the accident and liability insurance policy are available at

		http://international.unitn.it/incoming/health-insurance
PRISTINA	internationaloffice@uni-pr.edu	www.uni-pr.edu




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
IT TRENTO01	The International Mobility Office Staff Social Sciences and Humanities Area at Trento Science and Technology Area at Povo/Mesiano Cognitive Science Area at Rovereto E-mail: welcome@unitn.it	<p>On-campus accommodation Students participating in a bilateral/international mobility programme are entitled to on-campus accommodation <u>up to availability</u>: http://international.unitn.it/incoming/accommodation</p> <p>Off-campus accommodation Students planning to travel with their families need to search for an accommodation autonomously: http://international.unitn.it/incoming/accommodation</p> <p>Information about cost of living are available at: http://international.unitn.it/incoming/cost-of-living</p>
PRISTINA	internationaloffice@uni-pr.edu	<p>http://qs.rks-gov.net/kontakt</p> <p>Students Dormitory Tel: 038 / 223-951</p>

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ⁵
I TRENTO01	Maurizio Marchese Vice Rector for International Relations	02.03.2021	
PRISTINA	Prof. Dr. Naser Sahiti The Rector of University of Prishtina "Hasan Prishtina"		 

Scanned signatures are accepted