



Regulation on International Mobility for outgoing students and staff in the framework of the Erasmus+ Programme

Academic year 2022 - 2023

Introduction

Erasmus+ is the EU Programme in the fields of education, training, youth and sport for the period 2021-2027. The 2021-2027 programme will place a strong focus on social inclusion, diversity, environment, fight against climate change, digital transformation, and promoting young people's participation in democratic life, common values and civic engagement.

Through the International Mobility projects for higher education students and staff (International outgoing and incoming mobility supported by internal/external policy funds under Key Action 1 – Learning mobility of individuals) of the Erasmus+ programme, the students and the teaching and technical-administrative staff of Universities, have the opportunity to spend a period of mobility in Higher Education Institutions (HEIs) and other institutions of the 27 EU member states, and the *third countries associated to the Programme*: North Macedonia, Iceland, Liechtenstein, Norway, Serbia, Turkey.

Albania and 160+ countries of the world from 14 Regions are considered *third countries not associated* to the Erasmus+ Programme.

The mobility activities for universities community participating in the framework of the **International Mobility** in the E+ programme, are:

- **Student mobility**

Student mobility can be carried out in any study field and cycle (short cycle/bachelor/master/doctoral). To ensure high quality mobility activities with maximum impact on the students, the mobility activity has to be compatible with the student's degree-related learning and personal development needs.

Students may carry out the activities described below:

-A **study period** abroad at a partner higher education institution. The study period abroad must be part of the student's study programme to complete a degree at any study cycle. A study period abroad may include a traineeship period as well. Such a combination creates synergies between the academic and professional experience abroad.

- A **traineeship** (work placement, internship) abroad in an enterprise, a research institute, a laboratory, an organisation or any other relevant workplace. Traineeships abroad are supported during studies at any study cycle and for recent graduates. This also includes teaching assistantships for student teachers and research assistantships for students and doctoral candidates in any relevant research facility. Wherever possible, the traineeships should be an integrated part of the student's study programme.

-Doctoral mobility

To better meet the diverse learning and training needs of doctoral candidates and to ensure equal opportunities with those that have the status of higher education staff, doctoral candidates and recent graduates ('post-docs') can undertake short-term or long-term physical study or traineeship mobility periods abroad. Adding a virtual component to the physical mobility is encouraged.



- **Blended mobility**

Any study period or traineeship abroad of any duration, including doctoral mobility, may be carried out as a **blended mobility**. Blended mobility is a combination of physical mobility with a virtual component facilitating a collaborative online learning exchange and teamwork. For example, the virtual component can bring learners together online from different countries and study fields to follow online courses or work collectively and simultaneously on assignments that are recognised as part of their studies.

In addition, students (short cycle/bachelor/master) who are not able to participate in long-term physical study or traineeship mobility, for example, due to their study field or because they have fewer opportunities for participation, will be able to carry out a short-term physical mobility by combining it with a compulsory virtual component.

• **Staff mobility**

Staff mobility can be carried out by any type of higher education staff or by invited staff from outside the HEIs. To ensure high-quality mobility activities with maximum impact, the mobility activity has to be related to the staff's professional development and to address their learning and personal development needs.

Staff may carry out any of the activities described below:

- A **teaching period** abroad at a partner higher education institution. The teaching period abroad enables any teaching staff at a higher education institution or staff from enterprises to teach at a partner higher education institution abroad. Staff mobility for teaching can be in any study field.

-A **training period** abroad at a partner higher education institution, enterprise or any other relevant workplace.

The training period abroad enables any staff at a higher education institution to take part in a training activity abroad that is relevant to their day-to-day work at the higher education institution. It may take the form of training events (excluding conferences) or job shadowing and observation periods.

A staff mobility period abroad can combine teaching and training activities. Any teaching or training period abroad may be carried out as a blended mobility.

1. The mobility period for students and staff can be carried out at a Higher Education Institution (HEI) located in an EU Member State or third countries associated to the Programme, that has a valid Inter-institutional agreement with UKZKM in the framework of Erasmus+ International Mobility. 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 mobility, 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, social media 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 Deans of Faculties, 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 student 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 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 BA/Master students must be enrolled at least in the second year of studies at the time of departure. Recent higher education graduates may participate in a mobility for traineeships if opted in so by the HEIs. Recent graduates must be selected by UKZKM during their last year of study and must carry out and complete their traineeship abroad within one year of obtaining their graduation.

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 do 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 totalling up to 12 months of physical mobility maximum per each cycle of study (1st, 2nd, 3rd), independently of the number and type of mobility activities. The duration of a traineeship by recent graduates counts towards the 12 months maximum of the cycle during which they apply for the traineeship. Students must not benefit from other mobility programs at the same time.

5. Students must carry out their physical mobility activity in an EU Member State or third countries associated to the Programme different from the country of the sending organisation (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 institution for mobility.
3. Staff must carry out their physical mobility activity in any EU Member State or third country associated to the Programme different from the country of the sending organisation (Albania) and the staff 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 student mobility

Student mobility for studies: from 2 months (or one academic term or trimester) to 12 months of physical mobility. This can include a complementary traineeship period, if planned, and may be organised in different ways depending on the context: either one activity after the other or both at the same time.

Student mobility for traineeships: from 2 to 12 months of physical mobility.

Any student, in particular those who are not able to participate in a long-term physical mobility for studies or for traineeships, may combine a shorter physical mobility with a virtual component (blended short-term mobility).

Mobility for studies and/or traineeships for doctoral candidates: from 5 to 30 days or from 2 to 12 months of physical mobility (a study mobility may include a complementary traineeship period, if planned).

The duration of mobilities is agreed in the Inter-institutional agreements of UKZKM with partner universities.

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). The minimum days must be consecutive. 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 number of hours of teaching per week (or any shorter period of stay) is reduced to 4 hours.

The duration of mobilities is agreed in the Inter-institutional agreements with partner universities.

Eligible Activities

For student mobility

The study period abroad must be part of the student's study programme to complete a degree. 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 all cases the agreed Learning Agreement (for studies or traineeship) has to be respected in full.



In both cases, during the period of mobility for study or for traineeship at the Host HEI/enterprise, the student 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, observation periods, training courses etc. at an office/structure at the host university/enterprise/institution 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 while being considered as an overall teaching period. In all cases the agreed Mobility Agreement has to be respected in full.

Students and staff are strongly recommended to consult 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 student mobility

Students, in international long-term mobility (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 individual support 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. The top-up amount for students and recent graduates with fewer opportunities may apply in this case. Students and recent graduates on short-term physical mobility (blended mobility and doctoral short-term mobility) can receive an individual support of 70 euros per day up to the 14th day of activity and of 50 euros per day from 15th to the 30th day of activity.
- travel support, which ranges from 23 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 physical 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).
- travel support, which varies from 23 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 EU Member States or third countries associated to the Programme, are the only ones that manage funding/financial contributions, as countries' not associated to the programme (Albania included) HEIs are not eligible yet to receive and manage 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 student 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);
- Copy of the residence permit in Albania for foreign candidates.

*The Learning Agreement for Studies/Traineeship sets 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.

The personal data transmitted by the candidates with the application to participate in the call will be collected and processed only for the purposes connected and instrumental to the selective procedure in compliance with laws 9887/2008, 48/2012 and 120/2014.

Selection criteria

The selection criteria is agreed in advance with the partner Host University and in compliance with the Erasmus principles. 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 student 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 necessary;
- 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; and/or have not applied for destination locations in their country of residence, and/or 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 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.

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.

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.

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. The methods of carrying out the mobility (physical, virtual or blended) and the respective funding will be defined by the host University, taking into account any epidemiological situation in Albania and in the host country and in compliance with the regulations and health protection measures.

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/ student's individual study plan/curriculum and reserved 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. 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 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** from the Host University may be requested for students by embassies for VISA purposes.
2. Students get acquainted with the institutions grading system and assessment procedures and set their Learning agreement for studies for about 24 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 after that 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 office responsible.
4. Students/staff undersign the **Grant/Financial 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/staff 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/accident insurance, enrolment and attendance of courses, facilities on campus, social life etc.).
2. Students send to UKZKM the **Arrival certificate**, signed and stamped by the responsible (international) 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

The documentation and forms before, during and after the mobility can be found at the following link <https://www.unizkm.al/posts/slug/informazioni-utili/>.
For further information, please contact the Educational and Research Projects Office at: erasmus@unizkm.al.


Prof. Bruno Giardina

Rector

