

Welcome to Erasmus +



What is Erasmus+ and how is it managed?

The European Union's **Erasmus+** programme is a funding scheme to **support activities in the fields of Education, Training, Youth and Sport**.

The Programme is made up of three so-called "Key Actions" and two additional actions. They are managed partly at the national level by National Agencies and partly at the European level by the EACEA. The European Commission is responsible for Erasmus+ policies and oversees the overall programme implementation.

Erasmus+ actions managed by EACEA are listed below:

Key Action 1: Mobility



Key Action 2: Cooperation



Jean Monnet



Key Action 1: Mobility

International Credit Mobility

International Credit Mobility is the international opening of Erasmus between EU programme countries and non EU partner countries in both directions (i.e. outgoing and incoming). This action is managed by National Agencies located in Programme Countries.

What is it?

European higher education institutions and individuals can work with partner institutions outside the EU through international mobility, joint degrees, and international cooperation partnerships, including capacity building and staff development in emerging and developing parts of the world.

What arrangements are made?

Prior to the departure the Erasmus+ student is provided with:

A grant agreement covering the mobility period and signed between the student and his or her sending higher education institution;

A “Learning Agreement” setting out the programme of studies to be followed, as approved by the student, the sending and the receiving institution;

The “Erasmus+ Student Charter” setting out the student’s rights and obligations with respect to his/her period of study abroad.

At the end of the period abroad:

The receiving institution must provide the student and their sending institution with a transcript of records confirming that the agreed programme has been completed and confirming the results;

The sending institution must give full academic recognition for satisfactorily completed activities during the mobility period as agreed in the Learning Agreement, by using ECTS credits or an equivalent system. The mobility period should also be recorded in the Diploma Supplement.

Will financial support be provided or fees charged?

Students may be awarded an Erasmus+ EU grant to help cover the travel and subsistence costs incurred in connection with their study period abroad

Erasmus+ students – whether or not they receive an Erasmus+ EU grant – are exempted from paying fees for tuition, registration, examinations and access to laboratory and library facilities at the host institution

The payment of any national grant or loan to outgoing students should be maintained during the study period abroad.

OUTGOING STUDENTS

Student mobility for studies

As a registered UNIKO student currently reading for undergraduate, and postgraduate degrees, you are eligible to participate in an Erasmus+ mobility for studies at one of the partner universities with whom the University of Korca has an active inter-institutional agreement. In order to be eligible, you must have completed the first year of university for undergraduate study cycles.

The duration of an Erasmus+ study mobility ranges between 3 and 12 months. During the period of study, lectures have to be followed at the partner Universities. The mobility is recognised as part of the final degree issued by UNIKO. Tuition fees are not charged for this mobility.

You are advised to consult your academic coordinator prior to applying for an Erasmus+ mobility to determine the mobility semester preference of the Faculty/ Institute/ Centre/ School/ Department.

Apply

In order to apply for an Erasmus+ mobility, you need to complete the application form for studies or traineeship, as applicable. You are strongly advised to consult the programme of studies available at the partner universities before choosing the preferred placements. It is important to ensure that the course programme matches the programme of studies you are following at UNIKO.

Application forms

- *Learning Agreement for studies*
- *Guidelines on how to use the Learning Agreement for studies*

Fill in the application form and present one original copy by hand during working hours at the UNIKO Erasmus+ Coordinator Office

*Mr. Ardian Cerava
Rektorati
Universiteti Fan s. Noli
Korce*

Selection Process

Each Erasmus application received is checked for eligibility. Once your results are published on UNIKO website, the average marks are calculated by the Erasmus coordinator. A list of applicants is drawn up for each course based on the averages, and ranked by academic performance. Placements are allocated based on the ranking. The lists, together with an endorsement letter, are sent to the respective Heads of Department / Deans (as applicable) for their approval and recommendations.

Once the list is endorsed by the Erasmus Coordinator with recommendations, the coordinator nominates you to the partner Universities and an acceptance letter is issued once the host Universities confirm the nominations. If you are not endorsed by the respective Heads of Department/ Deans, a rejection letter is sent.

If you are placed on a reserve list due to the fact that your preferred Universities have been taken up by students with a better academic performance you are contacted and given the opportunity to consider other placements which might still be available, depending on your ranking.

Pre-departure Preparations

Pre-departure meetings are organised, prior to your mobility, for clarifications about the documents required and logistics. Submit the necessary documents by no later than 40 days prior to departure:

1. an acceptance letter issued by the host institution confirming the start and end date of the mobility
2. Erasmus+ Learning Agreement for studies/ traineeships
3. programme of studies
4. resit clearance form
5. financial identification form
6. travel insurance
7. Online Linguistic Support (OLS). [This short video will introduce OLS].

Accommodation arrangements

Accommodation arrangements need to be made directly by the students. Some Universities offer University accommodation, alternatively you might prefer to share a private accommodation with friends or fellow Erasmus+ students. This is entirely up to you.

We strongly recommend that you familiarise yourself with rules and regulations of the accommodation being rented prior to entering into a long term lease. It is also important to ask for a contract and a receipt for any deposits paid.

European Health Insurance Card (EHIC) and insurance

It is your responsibility to have a valid EHIC document. You must have a travel insurance policy which is valid for your stay at the host institution, covering the entire duration of the mobility. Travel insurance must cover 'special medical intervention and repatriation'. In case of Erasmus+ traineeship you must have additional cover to your travel insurance policy to provide cover for 'work place accident insurance' and 'liability insurance coverage' for any damages caused during your Erasmus+ Traineeship at the host institution.

Erasmus+ Beneficiary Grant Agreement and payments

As soon as the necessary Erasmus documents are submitted, the Erasmus+ Coordinator at UNIKO will send you the Erasmus+ Beneficiary Grant Agreement. You are required to print two copies, initialise each page, sign the agreement and return the original Erasmus+ Beneficiary Grant Agreements to the

*Erasmus+ Office at UNIKO
Rektorati
Universiteti Fan S. Noli*

Once this process is completed, the pre-financing, amounting to 80% of the eligible grant, is issued.

During the Mobility

Erasmus+ Coordinator is your first point of contact. If you need to amend your learning agreement, you are requested to provide an updated learning agreement with the new details, obtain necessary approvals from the home and host university and send a scanned copy of the updated document within the first two weeks of your mobility.

Should any issues arise during the mobility, whether of academic or personal nature, we will provide support whenever possible.

After the Mobility

Once the mobility is completed, you are required to submit the necessary documents. to UNIKO Erasmus+ Office, within 30 days after the end of the mobility:

1. Certificate of Attendance prepared by the host institution
2. Mobility Tool+ Online EU Survey [you will receive a link by email on the last day of your mobility]
3. transcript of results if available / applicable.

The process of mobility is finished when the grades obtained are converted to Albanian grade system.

STAFF MOBILITY FOR TEACHING

Guidelines to applicants:

Erasmus+ Staff Mobility for Teaching may be carried out by all Academic staff at the University Fan S. Noli.

The mobility for teaching must be carried out at a Higher Education Institute that is a holder of an Erasmus University Charter and with which UNIKO has signed an inter-institutional agreement in the specific area of teaching or any public or private organisation active in the labour market or in the fields of education, training and youth.

Prospective candidates are advised to consult the list of placements that has been drawn up according to the inter-institutional agreements that UNIKO has signed with European partners for the academic year 2018-19.

Applicants are advised to schedule their mobility activities between the 15 October 2018 and the 30 September 2019.

Mobility activities taking place before or after these dates cannot be considered as eligible and will not be considered in the selection process.

The following documents are required in order to apply:

- Application Form

- Official invitation letter from the hosting Institution confirming the dates of the mobility period and the number of teaching hours.

- **Staff Mobility for Teaching - Mobility Agreement** to be delivered abroad. The Mobility Agreement must be endorsed by both institutions.

When filling out the application form, academic staff are advised to read the information below, regarding the Duration of Mobility and the Eligible Activities Abroad

Applicants must submit one original application form at the following address:

Erasmus+ Coordinator Office,
Rektorati,
Universiteti Fan S. Noli.

Incomplete application forms will not be accepted.

Late applications will not be considered.

All applicants will receive a receipt when submitting their application.

Pre-requisites of participation

Erasmus+ Teaching Mobility for may be carried out by all resident academic teaching staff at UNIKO, regardless of nationality. The sending and receiving organisations, must have agreed in advance on the program of the activities to be delivered by the visiting teachers (teaching program) - in a 'Mobility Agreement' - prior to the start of the mobility period. These agreements define the target teaching outcomes for the teaching period abroad, specify the formal recognition provisions and list the rights and obligations of each party.

Duration of mobility:

The eligibility period of the Erasmus+ Mobility for Teaching will be between the 15 October 2018 and 30 September 2019.

The minimum duration for an Erasmus+ Mobility for Teaching is of 2 working days and the maximum duration is that of 2 months. In all cases, a teaching activity has to comprise a minimum of 8 hours teaching per week (or any lower period of stay). If the teaching activity is combined with a training activity during a single period abroad involving the development of pedagogical skills and/or the development of curriculum content (study units or programmes), the number of hours of teaching per week is reduced to 4 hours.

The individual support (subsistence allowance) will cover up to one day prior to the start of your Staff Mobility and up to one day after the end of your mobility period.

Eligible activities abroad:

The home and the host institution shall ensure that the visiting lecturer's contributions will be an integral part of a diploma programme of the host institution.

Priority should be given to mobility activities which will also

- lead to the production of new teaching material
- be used to consolidate and extend links between Departments and Faculties to prepare future co-operation projects.

Venue of the Activity:

Staff must carry out their mobility activity in any programme country different from the country of the sending organisations and country of residence.

Financial rules for Mobility for teaching:

All selected Erasmus+ beneficiaries will receive a grant through the Erasmus+ Coordinator Office, which will partially cover the expenses incurred abroad. Members of the Academic body selected to undertake Erasmus Staff Mobility for Teaching must contact the Erasmus+ Coordinator Office. Two months prior to the mobility beneficiaries are requested to submit the documentation requested by the International Office.

Selected applicants are eligible to receive funds to partially support their visit. Funds eligible for Erasmus+ Staff Mobility for Teaching are made up of two components; Travel contribution and Individual support (Subsistence).

Travel Contribution

Travel contribution is calculated using a Travel distance calculator supported up by the European Commission. Distance is calculated between start and end location of the mobility in straight lines from one location to another. Beneficiaries will be requested to present a copy of their flight tickets prior to departure.

The grants will be issued as follows:

Travel Distance**Amount**

Between 100 and 499KM

180 EUR per participant

Between 500 and 1999KM

275 EUR per participant

Between 2000 and 2999KM

360 EUR per participant

Between 3000 and 3999KM

530 EUR per participant

Between 4000 and 7999KM

820 EUR per participant

8000KM or more

1100 EUR per participant

Beneficiaries proceeding on Staff Mobility for Teaching should submit a copy of the certificate of attendance which includes the start and end date of the mobility together with the number of teaching hours and the participant's report once they complete their mobility. Kindly note that the individual support (subsistence allowance) will only cover up to one day prior to the start of your Training Staff mobility and up to one day after the end of your mobility period. If travel takes place before or after the allowed margin of one day before and after the actual mobility period, the Individual Support will be eligible only from the first day of the mobility itself.

Individual Support (subsistence)

Costs directly linked to the subsistence of participants during the mobility will depend on the destination of the mobility. Individual Support (Subsistence) is calculated using the daily minimum-maximum guide rate issued by the European Commission as per Erasmus+ Programme Guide.

Beneficiaries are kindly reminded that same costs funded through other European Community programmes or other funds cannot be claimed twice.

Travel arrangements not directly related to the Erasmus+ Staff mobility for teaching such as travel to other conferences or any other visits before/after the Erasmus+ mobility will not be considered eligible.

If the number of applications received exceeds the funding available, the Erasmus+ Staff Grant Allocation Committee reserves the right to limit the funding to 7 days including travel for each beneficiary.

Further Information

If you require any further information please contact us at:

Erasmus+Coordinator Office

Rektorati

Universiteti Fan S. Noli

Telephone number: +355 822 42230

E-mail:

acerava@unkorce.edu.al

acerava@gmail.com

STAFF MOBILITY FOR TRAINING

Guidelines to applicants:

Erasmus+ Staff Mobility for Training may be carried out by all Academic Supporting/Administrative staff at UNIKO.

The staff training must be carried out at a Higher Education Institute that is a holder of an Erasmus University Charter or any public or private organisation active in the labour market or in the fields of education, training and youth.

Applicants are advised to schedule their mobility activities between the 15 October 2018 and the 30 September 2019.

Mobility activities taking place before or after these dates cannot be considered as eligible and will not be considered in the selection process.

In order to apply, Academic Supporting/Administrative staff are required to download and fill in the application form which must be signed by the Head of Department/Dean/Director.

The following documents are required in order to apply:

- Application Form.
- Official invitation letter from the host institution confirming the dates of the mobility period.
- **Staff Mobility for Training - Mobility agreement** to be carried out abroad. (The agreement must be endorsed by both institutions).

When filling out the application form, Administrative/Technical staff are advised to read the information below, regarding the Duration of Mobility and the Eligible Activities Abroad.

You can also search for a staff week which might be of interest to you.

Applicants must submit one original application form at the following address:

Erasmus+ Coordinator Office,
Rektorati
Universiteti Fan S. Noli.

Incomplete application forms will not be accepted.

Late applications will not be considered.

All applicants will receive a receipt when submitting their application.

PRE-REQUISITES OF PARTICIPATION

Eligible applicants, regardless of nationality, must hold an employment contract with UNIKO.

The sending and receiving organisations, together with the staff, must have agreed on the activities to be undertaken by staff members - in a 'Mobility Agreement' - prior to the start of the mobility period. These agreements define the target learning outcomes for the learning period abroad, specify the formal recognition provisions and list the rights and obligations of each party.

Duration of mobility:

The eligibility period of the Erasmus+ Staff Training mobility will be between the 15 October 2018 and 30 September 2019.

The minimum duration for an Erasmus+ Staff Training mobility is of 2 working days and the maximum duration is that of 2 months.

The individual support (subsistence allowance) will cover up to one day prior to the start of your Staff Mobility and up to one day after the end of your mobility period.

Eligible activities abroad:

The partner institutions must agree in advance on the mobility agreement to be achieved by the visiting staff. Staff mobility training periods support the professional development of HEI non-teaching staff in the form of training events abroad (excluding conferences) and job shadowing/ observation/ periods/ training at a partner HEI.

Venue of the Activity:

Staff must carry out their mobility activity in any programme country different from the country of the sending organisations and country of residence.

Financial rules for Mobility for training:

All selected Erasmus+ beneficiaries will receive a grant through the Erasmus+ Office at UNIKO, which will partially cover the expenses incurred abroad. Members of the Academic body selected to undertake Erasmus Staff Mobility for Training must contact the Erasmus+ Office. Two months prior to the mobility beneficiaries are requested to submit the documentation requested by the E+ Office.

Selected applicants are eligible to receive funds to partially support their visit. Funds eligible for Erasmus+ Staff Mobility for Training are made up of two components; Travel contribution and Individual support (Subsistence).

Travel Contribution

Travel contribution is calculated using a Travel distance calculator supported up by the European Commission. Distance is calculated between start and end location of the mobility in straight lines from one location to another. Beneficiaries will be requested to present a copy of their flight tickets prior to departure.

The grants will be issued as follows:

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360 EUR per participant

Between 3000 and 3999KM

530 EUR per participant

Between 4000 and 7999KM

820 EUR per participant

8000KM or more

1100 EUR per participant

Beneficiaries proceeding on Staff Mobility for Training should submit a copy of the certificate of attendance which includes the start and end date of the mobility and the participant's report once they complete their mobility. Kindly note that the individual support (subsistence allowance) will only cover up to one day prior to the start of your Training Staff mobility and up to one day after the end of your mobility period. If travel takes place before or after the allowed margin of one day before and after the actual mobility period, the Individual Support will be eligible only from the first day of the mobility itself.

Individual Support (subsistence)

Costs directly linked to the subsistence of participants during the mobility will depend on the destination of the mobility. Individual Support (Subsistence) is calculated using the daily minimum-maximum guide rate issued by the European Commission as per Erasmus+ Programme Guide.

Beneficiaries are kindly reminded that same costs funded through other European Community programmes or other funds cannot be claimed twice.

Travel arrangements not directly related to the Erasmus+ Staff mobility for training such as travel to conferences or any other visits before/after the Erasmus+ mobility will not be considered eligible.

Further Information

If you require any further information please contact us at:

Erasmus+ Coordinator Office,
Rektorati
Universiteti Fan S. Noli

Telephone number: +355 822 42033
E-mail: acerava@gmail.com

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