



EUROPEAN UNION



Erasmus+ Programme
Inter-institutional agreement
Key Action 1
Mobility of higher education students and staff

between EU Member States and third countries not associated to the Programme

Nr. / Br. / Nc. 2266 Nr. i Iqaf / Br. / SIR / No. og 15
Data / Datum / Date: 29/09/2025 Pejë / Pod

The institutions¹ named below agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. This agreement is valid for the Erasmus+ call years 20[24]-20[27] in:

- KA171 Higher education mobility supported by external policy funds

The institutions commit to sound and transparent management of funds allocated to them through Erasmus+ and to respect the quality requirements of the Programme, outlined in the Erasmus Charter for Higher Education² and in this agreement.

The institutions agree on exchanging their mobility-related data according to the principles of GDPR³ and in line with the technical standards of the European Student Card Initiative⁴, when this becomes available for international mobility involving third countries not associated to the Programme.

Sending institutions located in EU/EEA countries have to ensure compliance with the provisions of art. 46 GDPR for all participants' personal data exchanged in the context of their mobility with institutions from non-EU/EEA countries without an adequacy decision, on the condition that enforceable data subject rights and effective legal remedies for data subjects are available in the respective third country. The participants should be informed in a transparent manner about the level of protection of their personal data, if this is different from the one where the sending institution is located.

¹ Inter-institutional agreements can be bilateral or multilateral in the case of mobility consortia:

- Bilateral agreements are for cooperation between one higher education institution located in an EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme
- Multilateral agreements are for cooperation between a mobility consortium of higher education institutions located in one single EU Member State or third country associated to the Programme and another institution located in a third country not associated to the Programme.

² https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/higher-education-charter_en

³ https://ec.europa.eu/info/law/law-topic/data-protection/reform/rules-business-and-organisations/principles-gdpr_en

⁴ https://ec.europa.eu/education/education-in-the-eu/european-student-card-initiative_en

1. Information about the higher education institutions

Name of the institution (and department where relevant)	Erasmus code or city ⁵	Contact details ⁶ (email, phone)	Websites
Lodz University of Technology (TUL)	PL LODZ02	<p>International Cooperation Centre 36 Żwirki St., building A16 90-539 Lodz</p> <p>Erasmus+ Institutional Coordinator Dr. Dorota Piotrowska, TUL prof. email: kai171erasmus@info.p.lodz.pl tel. +48 42 638 74</p>	<p>General: www.p.lodz.pl</p> <p>Faculty/faculties: https://p.lodz.pl/en/about-tul/faculties-and-other-units</p> <p>Course catalogue: www.programy.p.lodz.pl</p>
Universiteti Haxhi Zeka	Peja	<p>Prof dr Edmond Beqiri Vice rector for International Cooperation and Quality Assurance Edmond.beqiri@unhz.eu</p>	<p>General: www.unhz.eu</p> <p>Faculty/faculties: Fakulteti - Fakulteti i Biznesit</p> <p>Course catalogue: Fakulteti - Fakulteti i Biznesit</p>

⁵ Higher education institutions (HEIs) from EU Member States or third countries associated to the Programme should indicate their Erasmus code; HEIs from third countries not associated to the Programme should mention the city where they are located.

⁶ Contact details to reach the senior officer in charge of this agreement and of its possible updates.

2. Mobility numbers per academic year

The partners agree to update the mobility data, whenever possible, by no later than the end of January in the preceding academic year formally via an amendment of the inter-institutional agreement.

Number of student and staff mobility periods

FROM [Erasmus code or city of the sending institution]	TO [Erasmus code or city of the receiving institution]	Field of education [ISCED] ⁷	Field of education - clarification (optional)	Level of education [EQF] (optional)	Student Mobility [Total number of students]	Staff Mobility [Total number of months]	Staff Mobility [Total number of staff]	Number of mobility periods
PL LODZ02	Peja	0410 0710	Business and administration Engineering and engineering trades	1 st , 2 nd and 3 rd Cycle	2	2 x 5 months	2	2 x 5 days
Peja	PL LODZ02	0410	Business and administration	1 st , 2 nd and 3 rd Cycle	2	2 x 5 months	1	1 x 5 days

Optional additional information

This agreement covers the spots granted within Erasmus+ KA171 2024 call.

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

3. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills⁸ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution [Erasmus code or city]	Field of education (Optional)	Language of instruction 1	Language of instruction 2	Student Mobility [Minimum recommended level in at least one of the languages: B1]	Recommended level [Minimum recommended level in at least one of the languages for teaching: B2]	Staff Mobility
PL LODZ02	-	EN	-	B2	B2	
Peja	-	Eng		B2	B2	

For more details on the language of instruction recommendations, see the course catalogue of each institution. The links to the course catalogue are provided in the first section.

⁸ For an easier and consistent understanding of language requirements, it is recommended to use the Common European Framework of Reference for Languages (CEFR): <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

4. Partnership arrangements: fees and organisational support funds

In accordance with the Erasmus Charter for Higher Education, partners commit to charge no additional fees to students:

- In connection with the organisation or administration of their Erasmus+ credit mobility period at their institution. Any violation to this rule by the partners shall be brought to the attention of the National Agency and may lead to the termination of the participation in the project linked to this inter-institutional agreement, if no corrective measures are taken.
- For tuition, registration, examinations or access to laboratory and library facilities. Nevertheless, they may be charged small fees on the same basis as local students for costs such as insurance, student unions and the use of miscellaneous material.

Partners agree on the following use and repartition of organisational support funds including a list of objectives that both partners consider a priority:

OS Use and Repartition	Priority Objectives
The budget for organisational support (OS grant) of KA171 will be used by Lodz University of Technology for covering the following:	-administrative costs -welcome packs and cultural events for grantees -promotional events

5. Outreach and Selection of participants: calendar, application procedure and requirements

- Partners commit to doing outreach to participants with fewer opportunities to encourage their participation in the Programme and, where needed, agree on a common strategy to meet indicative inclusion targets.
- Partners commit to running selection procedures for mobility activities that are fair, transparent and documented, ensuring equal opportunities to participants eligible for mobility. The calls for applications must be public and an appeal procedure must be in place. Under no circumstances, shall applicants and selected participants incur any costs during application and selection procedures.
- In the case of student mobility, partners will ensure that other elements beyond academic merit are taken into account to ensure participation of students with fewer opportunities. Selection criteria and procedures must be clearly communicated in the call for applications.

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

Receiving institution [Erasmus code or city]	Term duration	Deadline ⁹
PL LODZ02	Winter Term: from 1 st of October to 26 th of February Spring Term: from 27 th of February to 30 th of October	For winter semester: 30 th of June For spring semester: 30 th of November
UHZ	Autumn Term: from 1 st of October to January Spring Term: from 1 st February to end June	For winter semester: 30 th of June For spring semester: 30 th of November

The receiving institution will send its decision within 4 weeks and no later than 5 weeks.

The partners commit to have a fair, transparent, coherent and documented application and selection procedure outlined in their respective websites and regularly updated, together with the contact details of the relevant department:

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

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email)	Website for information
PL LODZ02	Student Assistant Office sao@info.p.lodz.pl +48 42 638 38 44	https://mobility.p.lodz.pl/in/
Peja	International relations office internationaloffice@unhz.eu +38339426270	www.unhz.eu
Academic and additional requirements		
Requirement	Details	Website for information (optional)
Academic requirements	Students must have at least 60 ECTS completed at the time of the beginning of the exchange period. Documents of applicants are collected and preselected at sending institution. The candidates are assessed and selected by the Lodz University of Technology.	
CV	Students may be required to submit CV.	
Motivation letter	Students may be required to submit a motivation letter.	
Inclusion measures ¹⁰	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide).	

¹⁰ You may find the implementation guidelines of the Erasmus+ and European Solidarity Corps Inclusion and Diversity Strategy here:

https://ec.europa.eu/programmes/erasmus-plus/resources/implementation-guidelines-erasmus-and-european-solidarity-corps-inclusion-and-diversity_en

	To further enhance the inclusion dimension of KA171, partners are encouraged to discuss indicative targets during selection process (e.g. disabilities, social, economic and geographical barriers, cultural differences).
Other	

6. Preparation and support

The higher education institution(s) in an EU Member State or associated third country commit(s) to:

- Ensure that students are aware of their rights and obligations as defined in the [Erasmus+ Student Charter](#)¹¹.
- Arrange travels or provide a pre-financing of the grant to **reduce the costs that participants need to cover upfront**, to the extent possible.
- All involved higher education institutions commit to the following preparation and support measures. Information and assistance can be provided by the contact points and information sources in the table below:
 - The receiving institution will guide incoming mobile participants in finding **accommodation**, according to the requirements of the Erasmus Charter for Higher Education. It is considered best practice to use the individual grant to pay for the deposit of dormitories.
 - Ensure that outgoing mobile participants are well prepared for their activities abroad, including blended mobility, by undertaking activities to achieve the necessary level of **linguistic proficiency** and develop their **intercultural competences**.
 - Provide assistance related to obtaining **visas**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and, if needed, use project funds in the most inclusive way to cover related costs partially or in full.
 - Provide assistance related to obtaining **insurance**, when required, for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education and use project funds in the most inclusive way to cover related costs partially or in full. The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided.
 - The receiving institution will inform about the existence of relevant infrastructure and provide support to incoming

¹¹ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

participants with fewer opportunities.

- Provide **appropriate mentoring and support arrangements** for mobile participants, including for those pursuing blended mobility, as well as **integrate incoming mobile participants** into the wider student community and in the Institution's everyday life.
- Provide participants with their **grant as soon as possible upon arrival**, including if necessary a first payment using cash, check or similar to avoid delays linked to opening a bank account.
- The institutions commit to encourage participants to act as **ambassadors of the Erasmus+ Programme** and share their mobility experience, e.g. by providing information about the existence of Erasmus+ alumni networks, inviting former participants in promotion activities, etc.

Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Accommodation	PL LODZ02	Student Assistant Office sao@info.p.lodz.pl , +48 42 638-38-44	https://cwm.p.lodz.pl/sites/default/files/iguide.pdf
Language Support	PL LODZ02	Student Assistant Office sao@info.p.lodz.pl , +48 42 638-38-44	https://cwm.p.lodz.pl/sites/default/files/iguide.pdf
Visa	PL LODZ02	International Cooperation Centre of Lodz University of Technology email: ka171erasmus@info.p.lodz.pl tel. +48 42 638-38-74	https://cwm.p.lodz.pl/sites/default/files/iguide.pdf
Insurance	PL LODZ02	International Cooperation Centre of Lodz University of Technology email: ka171erasmus@info.p.lodz.pl tel. +48 42 638-38-74	https://cwm.p.lodz.pl/sites/default/files/iguide.pdf
Inclusion of participants with fewer opportunities	PL LODZ02	Student Assistant Office sao@info.p.lodz.pl , +48 42 638-38-44	https://p.lodz.pl/en/students/support-students/support-students-special-educational-needs
Mentoring	PL LODZ02	Student Assistant Office sao@info.p.lodz.pl , +48 42 638-38-44	https://cwm.p.lodz.pl/sites/default/files/iguide.pdf
Grant payments	PL LODZ02	International Cooperation Centre of Lodz University of Technology email: ka171erasmus@info.p.lodz.pl	https://cwm.p.lodz.pl/sites/default/files/iguide.pdf

Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Preparatory & support measures	Institution [Erasmus code or city]	Contact details (email, phone)	Website for information & arrangements
Alumni information	PL LODZ02	tel. +48 42 638-38-74 Student Assistant Office sao@info.p.lodz.pl , +48 42 638-38-44	https://cwm.p.lodz.pl/sites/default/files/iguidle.pdf
Accommodation	Peja	International relations office internationaloffice@unhz.eu	www.unhz.eu
Language Support	Peja	International relations office internationaloffice@unhz.eu	www.unhz.eu
Visa	Peja	International relations office internationaloffice@unhz.eu	www.unhz.eu
Insurance	Peja	International relations office internationaloffice@unhz.eu	www.unhz.eu
Inclusion of participants with fewer opportunities	Peja	International relations office internationaloffice@unhz.eu	www.unhz.eu
Mentoring	Peja	International relations office internationaloffice@unhz.eu	www.unhz.eu
Grant payments	Peja		www.unhz.eu
Alumni information	Peja	International relations office internationaloffice@unhz.eu	www.unhz.eu

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed.

PL LODZ02: <https://education.ec.europa.eu/education-levels/higher-education/inclusive-and-connected-higher-education/european-credit-transfer-and-accumulation-system>

- 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 non-academic organisations and the mobile participants.
- Accept all activities indicated in the learning agreement, or according to the learning outcomes of the modules completed abroad, as automatically counting towards the degree, provided these have been satisfactorily completed by the mobile student.
- Partners commit to taking measures to ensure recognition of student and staff mobility upon their return, including:
 - Providing incoming mobile students and their sending institutions with free-of-charge transcripts. The documents must be in English or in the language of the sending institution and containing a full, accurate and timely record of the achievements at the end of the mobility period.
 - 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.
 - Providing students on traineeships and staff with a certificate for the activities completed. It is recommended to issue a certificate towards the end of the mobility period.

8. Grading systems of the institutions

It is recommended that receiving institutions provide the statistical distribution of grades or make the information available through [EGRACONS](#) according to the descriptions in the [ECTS users' guide](#)¹². The table will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

Institution [Erasmus code or city]	EGRACONS [If applicable]	Website for information																																										
PL LODZ02	-	<p>European Credit Transfer and Accumulation System (ECTS), ECTS credits: 1 semester = 30 credits</p> <p>ŁODZ UNIVERSITY OF TECHNOLOGY</p> <p>DESCRIPTION OF THE GRADING SCALE</p> <p>POLISH SCALE</p> <table> <tbody> <tr> <td>5.0</td> <td>five (pięć)</td> <td>ECTS GRADES</td> </tr> <tr> <td>4.5</td> <td>four and a half (cztery i pół)</td> <td>A excellent</td> </tr> <tr> <td>4.0</td> <td>(cztery)</td> <td>B very good</td> </tr> <tr> <td>3.5</td> <td>(trzy i pół)</td> <td>C good</td> </tr> <tr> <td>3</td> <td>(trzy)</td> <td>D satisfactory</td> </tr> <tr> <td>2</td> <td>(dwa)</td> <td>E sufficient</td> </tr> <tr> <td></td> <td></td> <td>FX/F fail</td> </tr> </tbody> </table> <p>Peja</p> <table> <thead> <tr> <th>UHZ Grade</th> <th>Grade</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>10</td> <td>A</td> <td>Excellent</td> </tr> <tr> <td>9</td> <td>B</td> <td>Very Good</td> </tr> <tr> <td>8</td> <td>C</td> <td>Good</td> </tr> <tr> <td>7</td> <td>D</td> <td>Satisfactory</td> </tr> <tr> <td>6</td> <td>E</td> <td>Adequate (=pass)</td> </tr> <tr> <td>5</td> <td>F</td> <td>Unsatisfactory (=fail)</td> </tr> </tbody> </table>	5.0	five (pięć)	ECTS GRADES	4.5	four and a half (cztery i pół)	A excellent	4.0	(cztery)	B very good	3.5	(trzy i pół)	C good	3	(trzy)	D satisfactory	2	(dwa)	E sufficient			FX/F fail	UHZ Grade	Grade	Definition	10	A	Excellent	9	B	Very Good	8	C	Good	7	D	Satisfactory	6	E	Adequate (=pass)	5	F	Unsatisfactory (=fail)
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¹² The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

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

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10. Termination of the agreement

The agreement can be terminated by either Party by giving a six-month period of written notice to the other party. In this case, any student or staff member already approved to participate in the exchange program by both parties shall be allowed to complete their exchange under the conditions of this agreement. Reviewing of the present agreement can be required anytime by the Parties and will be undertaken by mutual consent of their respective appropriate authorities. Neither the European Commission nor the National Agencies can be held responsible in case of a conflict.

SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code or name and city]	Name, function	Date	Signature ¹³
PL LODZ02	Associate Professor Andrzej Romanowski Ph.D., D.Sc. Vice-Rector for Education	23.10.2025	Prorektor ds. Kształcenia Politechnika Łódzka dr hab. Andrzej Romanowski
Universiteti Haxhi Zeka	Prof dr Edmond Beqiri Peja Vice rector for international cooperation and quality assurance University "Haxhi Zeka"	29.09.2025	 Edmond Beqiri



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