



EUROPEAN UNION

Erasmus+
Enriching lives, opening minds.

2021-2027



REPUBLIKA KOSOVËS	UNIVERSITETI
REPUBLIKA KOSOVË	UNIVERSITET
MINISTRIA E ARHITATIT,	"HAXHI ZEKI"
SHKENCËS	PERFE
DHE TEKNOLOGjisë	
REKTORATI	
Nr. / Br. / №. 2942	Nr. / Br. / №. 22
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Projek / Projekt / Projekt	

Erasmus+ Programme
Inter-institutional agreement

Key Action 1
Learning mobility for higher education students and staff

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

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:

- KA131
- KA171

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.

The Erasmus+ programme's implementation, and therefore, the programme beneficiaries and the activities implemented under the programme, have to respect the EU values of respect for human dignity, freedom, democracy, equality, the rule of law and

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

respect for human rights, including the rights of persons belonging to minorities, in full compliance with the values and rights enshrined in the EU Treaties and in the EU Charter of Fundamental Rights.

Article 2 of the TEU: The Union is founded on the values of respect for human dignity, freedom, democracy, equality, the rule of law and respect for human rights, including the rights of persons belonging to minorities. These values are common to the Member States in a society in which pluralism, non-discrimination, tolerance, justice, solidarity and equality between women and men prevail.

Article 21 of the EU Charter of Fundamental Rights: 1. Any discrimination based on any ground such as sex, race, colour, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, age or sexual orientation shall be prohibited. 2. Within the scope of application of the Treaties and without prejudice to any of their specific provisions, any discrimination on grounds of nationality shall be prohibited.

Subscribing to EU Values:

Both parties confirm that their organizations adhere to the EU values as listed in Article 2 TEU and Article 21 of the EU Charter of Fundamental Rights. Both parties understand and agree that EU values will be used as part of the evaluation criteria for the activities carried out under this project.

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
UNIVERSITY OF OPOLE	PL OPOLE01	Institutional Erasmus+ Coordinator: Karolina MŁOTEK, MA Office for Research and Project Management, University of Opole, 31 Grunwaldzka str. 45-054 Opole, POLAND	For exchange students: https://uni.opole.pl/en www.erasmusplus.uni.opole.pl Course Catalogue:

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.

	<p>erasmus@uni.opole.pl</p> <p>Departmental Coordinators: Stephen Dewsberry sdewsberry@uni.opole.pl Faculty of Philology plac Kopernika 11, 45-040 Opole</p> <p>Project Coordinator: Dr Elżbieta Szymańska-Czapla, Prof.UO ela@uni.opole.pl Faculty of Philology plac Kopernika 11, 45-040 Opole</p>	<p>www.courses.uni.opole.pl</p> <p>Faculty/faculties: https://wfli.uni.opole.pl/en/ https://uni.opole.pl/en/</p>
University „HAXHI ZEKA”	XK Prof.dr Edmond Beqiri Vice rector for international cooperation and quality assurance Edmond.beqiri@unhz.eu	<p>General:www.unhz.eu</p> <p>Faculty/faculties:www.unhz.eu</p> <p>Course catalogue:www.unhz.eu</p>

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. In case of later updates in the mobility data, the partners can also agree to accept informal communication means (e.g. exchanges of emails as written proof).

Number of student and staff mobility periods

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional) *) [ISCED]	Subject area name (optional)*	Study cycle [short cycle, 1 st , 2 nd or 3 rd] (optional) *)	Number of student mobility periods [total number of students]
University Haxhi Zeka Peja	PL OPOLE01	0230 0311	Languages Economics	I, II 2	10 months (5 months per person)
PL OPOLE01	University Haxhi Zeka Peja	N/A			

FROM [Erasmus code of the sending institution]	TO [Erasmus code of the receiving institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods
PL OPOLE01	University Haxhi Zeka Peja	0230 0311	Languages Economics	1 5 days + 2 days for travel
University Haxhi Zeka Peja	PL OPOLE01	0230 0311	Languages Economics	2 10 days (5 days + 2 days for travel)

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 skills⁷ at the start of the mobility period (see also section 5 "Preparation and Support").

Receiving institution	Subject area (optional)	Language of instruction 1	Language of instruction 2	Recommended level
		Student Mobility		Staff Mobility

⁷ 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>

[Erasmus code or city]	[Minimum recommended level in at least one of the languages: B1]		[Minimum recommended level in at least one of the languages for teaching: B2]	
	PL OPOL01	XK UHZ	B1 in English recommended	B2 in English recommended
PL OPOL01	-	Polish	English (limited courses)	B1 in English recommended
XK UHZ	-	Albanian	English (limited courses)	B2 in English recommended

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.

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+ mobility period. 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
	Selection of students and staff
	Facilitate the integration of incoming mobile participants in the HEI

OS Repartition according to the number of mobilities to be completed between institutions.	Linguistic and intercultural preparation provided to both incoming and outbound students and staff, complementary to the Erasmus+ Online Language Support
30% of 500 EUR (per each participant) will be transferred to partner university for organizational support of the mobilities (more details in section 9)	Promote and manage the participation of individuals with fewer opportunities

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 ⁸
PL OPOL01	Winter Term: from October 1 st to mid-February (including exam session) Spring Term: from March 1 st to mid-July	Winter term Nominations: May 30th

⁸ Please specify the deadline for each semester and, if necessary, adapt to a trimester system.

	(including exam session) ⁹	Applications: June 30 th Spring term Nominations: October 30 th Applications: November 30 th
XK UHZ	Winter Term: from October 1 st to mid-February (including exam session) Spring Term: from March 1 st to mid-July (including exam session)	Winter term Nominations: May 30 th Applications: June 30 th Spring term Nominations: October 30 th Applications: November 30 th

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:

Application procedure		
Receiving Institution [Erasmus code or city]	Contact details (email, phone)	Website for information
PL OPOLĘ01	Office for Research and Project Management Tel.: +48 77 452 73 53, +48 77 452 73 52 erasmus@uni.opole.pl	www.erasmusplus.uni.opole.pl https://uni.opole.pl/en

⁹ There may be minor differences in term duration dates depending on the organisation of each academic year

XK UHZ	Prof Dr Edmond Beqiri Edmond.beqiri@unhz.eu +38349252282 International Relations office internationaloffice@unhz.eu	www.unhz.eu
Selection criteria		
	<i>Please sum up in this table the selection criteria. This is a non-exhaustive list – partners are invited to agree on the eventual list of selection criteria.</i>	
Requirement	Details	Website for information (optional)
Academic requirements	Number of ECTS credits (or equivalent) already completed by a student/ current level of completion of studies EQF level of studies ¹⁰ (1 st year BA students are not allowed to take part in Student Mobility for Studies) Subject area (ISCED code) ¹¹ – both in the case of a student and a staff participant	www.unhz.eu
CV	No specific requirements	–
Motivation letter	To be determined in the sending institution	–
Inclusion measures ¹²	Targeted categories of participants with fewer opportunities (see Erasmus+ Programme Guide)	–

¹⁰ Short cycle (EQF level 5) / Bachelor or equivalent first cycle (EQF level 6) / Master or equivalent second cycle (EQF level 7) / Doctorate or equivalent third cycle (EQF level 8).

¹¹ The [ISCED-F 2013 search tool](http://ec.europa.eu/education/international-standard-classification-of-education-ised_en) available at http://ec.europa.eu/education/international-standard-classification-of-education-ised_en should be used to find the ISCED 2013 detailed field of education and training that is closest to the subject of the degree to be awarded to the student by the Sending Institution.

¹² 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.
Other	Erasmus+ Mobility Agreement (Staff Mobility for Teaching/Training) accepted by sending institution in the case of staff participants

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*¹³.
- 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

¹³ The Erasmus+ Student Charter is available here: https://ec.europa.eu/programmes/erasmus-plus/resources/documents/applicants/student-charter_en

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 **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 OPOLE01	Office for Research and Project Management Tel.: +48 77 452 73 53, erasmus@uni.opole.pl	www.kampus.uni.opole.pl University of Opole offers to incoming students accommodation in one of the four dormitories located on the University campus.
Accommodation	XK UHZ	International Relations office internationaloffice@unhz.eu +38339423270	UHZ does not have dormitories to offer to incoming students but IRO will support the incoming students regarding the identification of student accommodation possibilities
Language Support	PL OPOLE01	Office for Research and Project Management Tel.: +48 77 452 73 53, +48 77 452 73 52 erasmus@uni.opole.pl	University of Opole offers two language courses for incoming students: <ul style="list-style-type: none"> • <i>Polish as a foreign language</i> (credited with 3 ECTS, component code: KZ-01-00-000001-E) to get the basis of Polish language in order to be able to function within local environment • Intensive course of <i>Academic English</i> (credited with 3 ECTS, component code: KZ-01-00-000002-E)
Language Support	XK UHZ	International Relations office internationaloffice@unhz.eu +38339423270	UHZ offers English language course credited with 4 ECTS, for Albanian language will assist enrolment in private language centres
Visa	PL OPOLE01	Office for Research and Project Management Tel.: +48 77 452 73 53, +48 77 452 73 52 erasmus@uni.opole.pl	More information about visa regulations available at: https://www.gov.pl/web/diplomacy/visas More information about Poland's missions abroad available at https://www.gov.pl/web/diplomacy/polands-missions-abroad
Visa	XK UHZ	International Relations office internationaloffice@unhz.eu +38339423270	For the EU citizens there no visa requirements for up to 90 days of stay, for resident permit visit: Ministria e Punëve të Brendshme

Insurance	PL OPOLE01	Office for Research and Project Management Tel.: +48 77 452 73 53, +48 77 452 73 52 erasmus@uni.opole.pl	University of Opole will provide the participant with the relevant information and support to take an insurance. The responsible party for taking the insurance coverage is the participant. Insurance coverage shall include at minimum a health insurance and an accident insurance. Additionally, for traineeships a liability insurance is mandatory. In addition to the above, insurance against loss or theft of documents, travel tickets and luggage is recommended. The period of insurance coverage shall embrace the journey and the whole mobility period of the participant.
Insurance	XK UHZ	International Relations office internationaloffice@unhz.eu +38339423270	UHZ will provide the participant with the relevant information and support to take an insurance. The responsible party for taking the insurance coverage is the participant. Insurance coverage shall include at minimum a health insurance and an accident insurance. Additionally, for traineeships a liability insurance is mandatory. In addition to the above, insurance against loss or theft of documents, travel tickets and luggage is recommended. The period of insurance coverage shall embrace the journey and the whole mobility period of the participant.
Inclusion of participants with fewer opportunities	PL OPOLE01	Office for Research and Project Management Tel.: +48 77 452 73 53, +48 77 452 73 52 erasmus@uni.opole.pl	University of Opole has the infrastructure to host students and staff with children as well as students and staff with disabilities (accommodation, classroom access, etc.); we would strongly advise timely notification about the nature of disability to the Office for Research and Project Management so as the appropriate UO departments could organise the support in a proper way.
Inclusion of participants with fewer opportunities	XK UHZ	International Relations office internationaloffice@unhz.eu +38339423270	The University of Opole provides support of Rector's Plenipotentiary for Equal Treatment. More information at http://rownosc.uni.opole.pl/

Mentoring	PL OPOLE01	Office for Research and Project Management Tel.: +48 77 452 73 53, erasmus@uni.opole.pl	University of Opole offers the support of Erasmus+ Departmental Coordinators adjusted to each faculty and study programmes offered.
Mentoring	XK UHZ	International Relations office internationaloffice@unhz.eu +38339423270	UHZ offers the support of Departmental Coordinators adjusted to each faculty and study programmes offered.
Grant payments	PL OPOLE01	Office for Research and Project Management Tel.: +48 77 452 73 53, +48 77 452 73 52 erasmus@uni.opole.pl	The participant will receive individual and travel support in a timely manner after the arrival of the participant. The individual grant will be paid to students (70% at the beginning, 30% before departure) or faculty and staff members (100% at once) in cash at the bank. Travelling costs to Poland have to be paid by the individual in advance before they are eventually reimbursed with the grant.
Grant payments	not applicable	not applicable	not applicable
Alumni information	PL OPOLE01	Office for Research and Project Management Tel.: +48 77 452 73 53, +48 77 452 73 52 erasmus@uni.opole.pl	All data concerning Erasmus+ alumni will be collected in the Office for Research and Project Management. Previous Erasmus+ Programme beneficiaries play also the role of project ambassadors (e.g. during information meetings).
Alumni information	XK UHZ	International Relations office internationaloffice@unhz.eu +38339423270	All data concerning Erasmus+ alumni will be collected in the Office for International cooperation

7. Recognition

Institutions commit to:

- Ensure recognition for activities satisfactorily completed. [Please specify the recognition tools that will be used, e.g. [the European Credit Transfer and Accumulation System.](#)]

PL OPOLĘ01

A student is entitled to ECTS credits transfer and recognition

One ECTS credit shall represent learning outcomes, obtaining of which requires from the student 25-30 hours of work on average; the student's number of working hours includes both classes organised by the University pursuant to the plan of study and their individual work.

The curriculum offered to a student at another university shall be defined individually by an exchange coordinator and approved by the Dean. The curriculum shall define the study period, for which a student is sent to a partner institution by the University as well as a list of courses which have to be completed and the number of ECTS points to be obtained.

More information available at https://monitor.uni.opole.pl/wp-content/uploads/ti_zal_US-UO-13-2024-2028-Regulaminu-Studioiu-UO.pdf

Partner institution

A student is entitled to ECTS credits transfer and recognition

One ECTS credit shall represent learning outcomes, obtaining of which requires from the student 25-30 hours of work on average; the student's number of working hours includes both classes organised by the University pursuant to the plan of study and their individual work.

The curriculum offered to a student at another university shall be defined individually by an exchange coordinator and approved by the Dean. The curriculum shall define the study period, for which a student is sent to a partner institution by the University as well as a list of courses which have to be completed and the number of ECTS points to be obtained.

- 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**¹⁴. 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 OPOLE01	NA	Evaluation	Grade point	Letter grade
		Excellent	5	A
		Very good	4,5	B
		Good	4	C

¹⁴ The ECTS user's guide is available here: https://ec.europa.eu/education/resources-and-tools/document-library/ects-users-guide_en

XK UHZ	UHZ Grade	Acceptable	3,5	D
		Satisfactory	3	E
		Fail	2	F
		Grade	Definition	
	10	A	Excellent	
	9	B	Very Good	
	8	C	Good	
	7	D	Satisfactory	
	6	E	Adequate (=pass)	
	5	F	Unsatisfactory (=fail)	

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

PL OPOLE01:

Learner mobility: Incoming students will receive a Newsletter with the instructions and link to the Online Registration System (IRK). They need to upload the required documentation there. The documents should be uploaded before the deadlines specified in the Newsletter.

The students are guided by Erasmus+ Departmental Coordinators for didactic issues as well as by the Office for Research and Project Management/International Mobility for practical issues like registration, residence permit, student ID, transportation options, accommodation, insurance, visa etc.

Staff mobility:

For staff mobility, the Teaching Programme or the Training Programme (to be found on www.erasmusplus.uni.opole.pl) should be discussed and prearranged with the particular Departmental Coordinator.

University of Opole as a Program Country institution will be responsible for signing the grant agreements with Partner Country university participants and will administer all payments for mobility to Opole, Poland (incoming) and from Opole to partner country institution (outgoing).

9.1. The split of organisational support between institutions will be as follows (concerning project call 2024)

Item	No. of persons	Length of stay	University Haxhi Zeka Peja	University of Opole
Organizational support for incoming Staff Mobility for Training	1	5 days of activity and 2 days for travel	150 € (30% of 500 €)	350 € (70% of 500 €)
Organizational support for outgoing Staff Mobility for Training	1	5 days of activity and 2 days for travel	150 € (30% of 500 €)	350 € (70% of 500 €)
Organizational support for incoming Student Mobility for Studies	2	10 months (5 months per each person)	300 € (30% of 1000 €)	700 € (70% of 1000 €)
	Total:		600 €	1400 €

The amount of money specified above will be paid in 30 days upon receiving the "Request for money order", not earlier than the date of signing the agreement by the last party. The draft version of "Request for money order" constitutes appendix no. 1 to the agreement.

The Partner Country Institution is eligible to receive the organisational support funds not earlier than the planned mobilities have been fully completed. The Institution acknowledges that prior to this all the justified expenses shall be covered with the Institutions' own financial means.

The Institution declares that the organisational support funds will be spent to the benefit and according to the regulations of Erasmus+ Mobility Project and Erasmus+ Programme principles.

The organisational support grant is a contribution to any cost incurred by the institutions in relation to activities in support of student and staff mobility, both inbound and outbound, to comply with the Erasmus Charter for Higher Education in Program Countries, and with the principles of the ECHE as reflected in the inter institutional agreements agreed in the case of institutions from Partner Countries. For example:

- organisational arrangements with partner institutions, including visits to potential partners, to agree on the terms of the inter-institutional agreements for the selection, preparation, reception and integration of mobile participants; and to keep these inter-institutional agreements updated;
- provide updated course catalogues for international students;
- provide information and assistance to students and staff;
- selection of students and staff;
- preparation of the learning agreements to ensure full recognition of the students' educational components; preparation and recognition of mobility agreements for staff;
- linguistic and intercultural preparation provided to both incoming and outbound students and staff, complementary to the Erasmus+ Online Language Support;
- facilitate the integration of incoming mobile participants in the HEI;
- ensure an efficient mentoring and supervision arrangements of mobile participants;
- specific arrangements to ensure the quality of student traineeships in receiving enterprises/organisations;
- ensure recognition of the educational components and related credits, issuing transcript of records and diploma supplements;
- support the reintegration of mobile participants and build on their acquired new competences for the benefit of the HEI and peers;
- implement the European Student Card Initiative (digitalisation of mobility management);
- promote environmentally friendly ways of mobility and greening of administrative procedures;
- promote and manage the participation of individuals with fewer opportunities;
- identify and promote civic engagement activities and monitor participation in such activities;
- promote and manage blended and/or international mobility

10. Termination of the agreement

[It is up to the involved institutions to 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."]

The institutions decide in mutual agreement on the procedure of modifying or terminating the agreement. In the event of unilateral termination, a notice of at least one academic year has to be given. 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 ¹⁵
PL OPOLE01	dr hab. inż. Rafał Matwiejczuk, prof. UO First Vice-Rector for Development and Finance		
XK UHZ	Prof dr Edmond Beqiri Vice rector for international cooperation and quality assurance		 

¹⁵ Scanned copies of signatures or digital signatures may be accepted depending on the national legislation