

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.

OUTGOING STUDENTS