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REPUBLIKA E SHQIPËRISË

"FAN S. NOLI" UNIVERSITY

**REGULATION**  
**OF STAFF AND STUDENT EXCHANGE**  
**compiled within the frame of**  
**THE INTERNATIONALIZATION STRATEGY OF**  
**"FAN S. NOLI" UNIVERSITY**

**(Approved by the decision nr. 149, date 18/03/2022,  
of the Academic Senate, "Fan S. Noli" University)**

## ARTICLE 1

### FAN S. NOLI UNIVERSITY - GENERAL INFORMATION

*Type of the Institution:* Public Higher Education Institution

*Institution's focus:* Education and Languages, Economy, Natural and Human Sciences, Agriculture

*Faculties:* Faculty of Economy, Faculty of Education and Philology, Faculty of Natural and Human Sciences, Faculty of Agriculture

*Studies:* Studies at the University are organized in three cycles of study, respectively: Bachelor study programs (180 credits), Professional Master study programs (60/120 ECTS), Master of Science study programs (120 credits), two-year professional training study programs (120 ECTS) and 1 PhD study program.

*Fields of qualification:* The programs offer qualification in the fields of study according to the International Standards of classification of the fields of education, research and training (approved by UNESCO Institute for Statistics (2013) <http://uis.unesco.org/sites/default/files/documents/international-standard-classification-of-education-fields-of-education-and-training-2013-detailed-field-descriptions-2015-en.pdf> ), as it follows:

|    |  |
|----|--|
| 01 | Education                                      |
| 02 | Arts and Humanities                            |
| 04 | Business, Administration and Law               |
| 05 | Natural sciences, mathematics and statistics   |
| 06 | Information and Communication Technology (ICT) |
| 08 | Agriculture                                    |
| 09 | Health and well-being                          |
| 10 | Services                                       |

## ARTICLE 2

### PURPOSE OF STUDY EXCHANGES

The University enters into cooperation agreements with other national and international institutions of higher education, for a better interaction of education and scientific research. It is an active participant in the European programs Erasmus +, CBHE, CEPUS and Erasmus + Mobility Projects.

The University encourages the promotion of its academic offer as an important national priority, reflected in its Strategic Development Plan, through academic mobility, internationalization and enhanced academic performance.

1. It also focuses on:
2. Improving the quality of teaching by taking advantage of new methodologies, as well as encouraging the qualification of academic staff in developing their teaching skills.
3. Improving the quality of study programs, learning outcomes and profiles of graduates in relation to the needs of the institution and society
4. Support basic research and incentives in the field of research to contribute to the development of society and the academic growth of staff and students.
5. Increasing University research results in an international context
6. Growing and promoting staff in an international academic network.
7. Academic benefits of the University under the agreement and commitment to mobility
8. Increasing internationalization opportunities for the academic offer.
9. Promoting the qualification and experience of the academic staff
10. Exchange of teaching experience and research opportunities
11. Establishment of an academic communication network (regular academic events and publications)
12. Increasing opportunities for student mobility and facilitating their access to European education and curricula
13. Improving curriculum learning outcomes and teaching methodologies.

### **ARTICLE 3**

#### **OBJECT AND PURPOSE OF THE REGULATION**

- (1) This regulation aims the organization and implementation of the activities of the University under the direct bilateral agreements, the international commitments of the University under the Erasmus + program and other European programs.
- (2) The administrative management of the activities is carried out by the Vice-rector in charge of international activities, and the administrative activities are carried out in collaboration with the specialists of the Project and Research Sector.
- (3) The University applies and observes the principles established in the international treaties providing equal access and opportunities for mobility of all participants, non-discrimination and cooperation in the spirit of the internationalization policy of the University.

### **ARTICLE 4**

#### **THE ROLE OF PROJECTS IN THE IMPLEMENTATION OF THE UNIVERSITY INTERNATIONALIZATION STRATEGY**

- (1) The international and internal cooperation of “Fan S. Noli” University is carried out in two main forms:
  1. by direct bilateral and international commitments of the university;
  2. under the Erasmus+ program and under other European programs.

(2) The direct bilateral agreements and the international commitments of the University aims the following activities:

1. Membership in world, European and Balkan associations of universities and participation in their events.
2. Participation in international scientific events (symposiums, conferences, colloquia, seminars, sessions, etc.).
3. Exchange of student groups for conducting internships, expeditions, undergraduate specialized seminars, etc.
4. Exchange of management staff to establish cooperation.
5. Exchange of lecturers for teaching and scientific research activity.
6. Exchange of administrative staff in the various fields of administrative services.
7. Exchange of students
8. Other forms of agreed activities in the internal agreements (discount for using services, free access to historical sites, use of facilities, etc.).

(3) The following shall be implemented under the Erasmus + program and other European programs:

1. Erasmus+ mobility projects, KA1 action with programme countries: student mobility for studies and training; staff mobility for teaching; staff mobility for training.
2. Erasmus+ projects, KA1 action for the development of joint master degrees.
3. Erasmus+ projects, KA2 action for strategic partnerships and capacity building.
4. Erasmus+ projects, KA3 action to support policy reform and sport.
5. Projects under other European programs.

## **ARTICLE 5**

### **SECTOR OF SCIENTIFIC COOPERATION AND INTERNATIONAL RELATIONS, ITS TASKS AND RESPONSIBILITIES**

The Sector of Scientific Cooperation and International Relation has the following responsibilities:

1. Plans, organizes, conducts and reports on the international activity of the university.
2. Coordinates the academic exchange in all internal cooperation programs.
3. Establishes contacts, supports concluding and implementing the agreements for academic cooperation with foreign scientific and educational institutions.

4. Assists in full or partial adaption of foreign students, doctoral students and postgraduates.
5. Disseminates incoming information to all the units of the University
6. Updates the information on the website about the international activity.
7. Administration of the international activity of the University related to the international European programs for academic exchange of students, teachers and administrative staff and other international programs with countries from and outside of the European Union.
8. Administration and coordination of the activities and documentation for the incoming and the outgoing student mobility for studies, funded by European educational programs through partnership with foreign universities.
9. Organization of specialized curricula – study modules for incoming students.
10. Promotion of the relevant programs and calls for the staff and students.
11. Preparation of internal administrative documents for the purposes of accreditation and post-accreditation monitoring and control and maintenance of databases with data of the persons who have participated in mobility.
12. Coordinates applications for: obtaining visas, accommodation, etc. of incoming and outgoing applicants of the University

## **ARTICLE 6**

### **PARTICIPATION IN MOBILITY, ITS PURPOSE AND EFFECTS**

1. The mobility is based on quotas agreed into the IIA signed in advance.
2. The exchange of staff and students aims at:
  - a. Promoting collaboration that leads to sustainable results for the University.
  - b. Supporting staff and student participation in post-mobility activities.
  - c. Using the results of these projects to increase the impact on individuals and institutions in a broader academic context.

## **ARTICLE 7**

### **CRITERIA AND PROCEDURES ON THE SELECTION OF STUDENT AND STAFF MOBILITY**

1. The Call for Mobility is drafted and includes the following evaluation criteria:
  - 1.1 Mobility for the academic staff: field of study, academic experience, level and qualification of study, language competence, cover letter and mobility plan / program for teaching, mobility distribution plan.
  - 1.2 Mobility for the administrative staff: field of mobility, academic experience, language competence, letter of support, distribution of mobility plan in the University.

1.3 Mobility for the students: field of the mobility, level of study, curriculum, language competencies, letter of support, mobility distribution plan.

2. The Selection Commission is established by the Rector's order.
3. The Selection Committee reviews and evaluates the proposals.
4. The Final Minutes of the Selection Committee are approved by the Rector.
5. The selected candidacies are forwarded to the host University accompanied by the mobility period as well as other data related to the application (according to the procedures required by the host university).
6. Upon approval, the Internal Relations Sector coordinates mobility procedures and documentation.

## **ARTICLE 8**

### **RULES ON THE IMPLEMENTATION OF STUDENT MOBILITY**

1. Institution's policy for preparing outgoing students/staff (before the mobility)

The Department of the Research Cooperation and International Relations (DRCIR) is responsible for the support provided for outgoing staff and students before the mobility through:

- Coordination of the mobility documentation with the hosting institution International Relations Office (IRO).
- Coordination of the learning agreement and mobility agreement between the students/staff, the sending and the host institution legal representative.
- Info sections on the mobility criteria, features and qualifications required by the hosting institution. The sections also provide information on the campus services and facilities, accommodation (insurance/travel) and potential risks. Previous mobility alumni and staff are invited to share experiences and know-how in the hosting countries (the official university website provides information about them as well). Exchange staff and students are encouraged to access provided websites regarding the hosting university, region/country, and travel in the hosting institutions ahead of the required attendance time, in order to fit properly and in due time.
- Monitoring and support on the procedures of visa application, insurance, and coordination of the residency permit procedures with the hosting IRO.
- Most mobilities are carried out in English language so students and staff are required to provide a language certificate in the application folder. If English is not the language of instruction in case of long-term mobility, the Sector coordinates participation in mother tongue courses in the hosting institution before the mobility.
- Students are provided assistance in the CV format and Letter of motivation (if required).
- DRCIR also assist the outgoing staff with stipulated activities (in coordination with the respective IROs) in order to fully integrate their mobility to the hosting university expectations, like aspects of intercultural competence and other information provided

in sections of Mobility management and quality in this application.

The Head of the sending department takes responsibility of specific modules coordination before, during and after the mobility. Changes of the LMA during the mobility and final recognition of the mobility period is also monitored by him/her in coordination with the teaching staff of the attended courses during the mobility.

The University intends to align all of the above with the “UP- University Mobility Plan for Students” and “UP- University Staff Mobility Programme”.

*Students involved in mobility are exempted from fees, including: tuition, registration, exams, access to laboratories and libraries during the mobility period, when it is more than three months.*

#### 1a. Inter-institutional agreements for study and teaching mobility (before mobility)

Public Universities in Albania (as partner countries HEIs) are invited to sign an extended inter-institutional agreement (IIA) with program countries HEIs. The partners intend to sign an Inter-Institutional Agreement that:

- defines the fields of education in which the mobility of staff and students will be organized, The fields will fit the International Standards of Education frame (<http://uis.unesco.org/sites/default/files/documents/international-standard-classification-of-education-fields-of-education-and-training-2013-detailed-field-descriptions-2015-en.pdf>) and reflect common profiles of the academic offer of both institutions.
- outlines available numbers of outgoing and incoming students and staff in the respective domains;
- describes deadlines, evaluation criteria and selection procedures; and
- presents information about relevant sources of contact persons for the mobility coordination, accommodation, procedures, ect.

The Rector signs the IIA as the legal representative of the University, after it is discussed and reviewed for compatibility with the academic offer and academic and social impact at the Rectorate.

Mobility of incoming and outgoing quota is calculated on basis of international strategy of the respective

units, on language skills of the staff and students, on the commitment of the unit student and staff to participate, on the proposed numbers and fields of study by the partner IIA.

#### 1b. Student/staff mobility (before the mobility)

The Erasmus + Course Catalogue is available on the University official website and is updated annually. (<https://unkorce.edu.al/wp-content/uploads/2022/12/Erasmus-Course-Catalogue.pdf>) It is coordinated with the incoming students and used as primary source in the completion of the Learning Agreement. It provides information on the course teaching language/s and online/onsite teaching learning format. Outgoing students are assisted by the DRCIR, which coordinates the hosting institutions course catalogue with the respective University units in order to recognize the mobility period to the largest extent possible. Information of the University, the curricula and courses is provided in the Erasmus+ Guide and the University website. Details on the evaluation of the selected courses are provided

during the mobility. The Staff and Student Mobility Regulation provides information on the grading system, which is institutionally applied at the University. The grading system\* is also part of the Inter-institutional Agreements and is reflected in the Erasmus+ Guide, as well. The University provides equivalency of its grading system with internationally applied ones:

| POINTS | GRADE    | Grading scale | Description  |
|--------|----------|---------------|--------------|
| 1-39   | 4 (Fail) | F             | Poor (Fail)  |
| 40-50  | 5        | F+            | Poor         |
| 51-60  | 6        | E             | Satisfactory |
| 61-70  | 7        | D             | Satisfactory |
| 71-80  | 8        | C             | Good         |
| 81-90  | 9        | B             | Very good    |
| 91-100 | 10       | A             | Excellent    |

\*Online courses use the same grading system; tools are respectively explained to participants in line with the course features.

Students having returned from the studies mobility program submit the transcript of records issued by a receiving university. Student who fulfilled all formal requirements (concluded in the approved studies plan, had amendments approved (if any) in due time and successfully implemented the entire study program), his/her attendance period and received credits is fully recognized and accredited by the University.

## 2. Support for outgoing students/staff (during the mobility)

In the period during mobility, through communications with the Erasmus + coordinator, the University is in contact with students, who study abroad, to coordinate the completion of the Learning Agreement and any other needs of students. In case of statutory discrepancies, the Teacher of Discipline determines additional duties (report, consultation, etc.) for obtaining the necessary credits. When no exam was given for a certain discipline at the Host University, the student has the right to enter the exam for the equivalent subject at the Home institution. Erasmus + students are enrolled in the next year at UNIKO, if they have completed the appropriate credit number under the Article 106 of the Regulation on the Organization and Teaching and Scientific Research activity of the University.

(1) The student, who has not passed the two exams seasons (winter and autumn season), has the right to choose among all the dates, published by the main unit, in the autumn season.

(2) To pass into the second year, (third semester), the student must have received a minimum of 20 credits. To pass into the third year (the fifth semester), the student must have received a minimum of 60 credits from the first and second year of the study program.

(3) Reentering the exams, concerning the unsettled subjects (modules), is allowed during the following year, in the announced exam seasons (three times a year) or until the last year of studies.



(4) To pass to the first semester of the second year, the student attending studies in the second cycle, "Professional Master" with more than 60 ECTS, must have received a minimum of 45 credits.

(5) If the students of the last year of studies, at the end of the exams in the third year results in teaching obligations, he enters the exams in the fall season and defends the diploma thesis in this season.

(6) The repetitive student is recognized all the settled obligations, but he has to settle the new obligations that arise due to changes that may have been made to the curriculum.

(7) The student, obtaining a scholarship, loses it for the repeating year.

## 2a. Mentoring and support arrangements for incoming students/staff

DRCIR is responsible for the support provided for outgoing staff and students during the mobility through:

- Coordination of the learning agreement and mobility agreement between the students/staff, the sending and the host institution legal representative.
- Coordination of the mobility documentation with the sending institution IRO and assisting full institutional integration of the students in the University structure (provision of a university official account to access the online system and resources).
- Information sessions to incoming students/staff during the induction week/day on the mobility criteria, features and qualifications required by the University. The sections also provides information on the campus services and facilities, accommodation (insurance/travel), travel and potential risks. The information is also provided in details in the Erasmus+ Guide.  
<https://unkorce.edu.al/wp-content/uploads/2022/08/Welcome-guide-for-incoming-students-and-staff.pdf>
- Coordination and support on the procedures of visa application, insurance, bank account, the residency permit procedures.
- Monitoring of the mobility period.

The Head of the hosting department takes responsibility as an Academic Mentor, who assists, facilitates, coordinates and monitors the mobility period of the student. Changes of the LMA during the mobility, and final recognition of the mobility period are also monitored by him/her in coordination with the teaching staff of the attended courses during the mobility.

## 3. Full automatic recognition of credits (after mobility)

Academic recognition process for mobility activities of Erasmus students is automatically started once the students signs the Learning Agreement and is concluded when the Transcript of Records is provided (Regulation of "Fan S. Noli" University, Article 88).

- At the end of the mobility students are required to submit to the IRO a copy of the Transcript of records issued by the university partner, and syllabi for the attended courses within three weeks after the conclusion of the mobility period.
- Students are required to submit an application to the faculty coordinator through the IRO, enclosing a copy of the Transcript of records issued by the university partner, and syllabi for the disciplines in which they have passed exams.
- The Head of the respective department considers the application within one month

from its submission. For this purpose, they can consult the teacher in charge of the respective discipline at the University.

- The Head of the department recognizes exams in line to the University curriculum. A protocol is prepared and submitted to the DRCIR and on its basis the grades are applied administratively in the electronic file of the student and in the main book in paper.
- In case of significant discrepancies, the leading teacher of the discipline determines additional tasks (report, consultations, etc.) to obtain the necessary credits and grade.
- When no exam has been passed for a particular discipline at the host university, the student has the right to an individual schedule for taking the exam in the home university.
- Erasmus+ students enroll in the next year of study at UNIKO, if they have accomplished the required number of ECTS (20 ECTS for students of the second year and 60 ECTS for students of the third year).

The exams, passed in the host university for disciplines which are non-compliant with the academic curriculum of the University, are included in the European diploma supplement when requested if the national law permits so.

### 3a. Recognition of staff mobility

The University promotes and recognizes the staff exchange as part of their professional career development and evaluation. Full pay leave is granted during the mobility, as well.

Outgoing/incoming staff is invited in the Erasmus+ Week to talk about their experience, to share new professional approaches and to promote significant cultural events in the hosting countries.

Sessions of round tables are also encouraged in each participating unit at the University, once the staff/teachers finish the mobility, to discuss about possible ways of integration new experiences in the University life.

Mobility period is recognized after the staff prepared the report on the activities, outcomes and lessons-learned during the teaching or training period. Then it becomes part of the staff performance evaluation and all academic documents released institutionally by the University.

Staff mobility is also recognized as part of the unit internationalization effort and is registered in the Annual Report of the University's Academic and Research Activity.

Mobility is Staff Weeks with partners are also used as a means to provide feedback on the University staff period of exchange and possibilities of their academic performance improvement (if the case).

## ARTICLE 9

### Promoting the Mobility Experience

Under the bilateral agreements and in accordance with the international commitments of the University, the DRCIR is engaged in the following activities promote the Erasmus+ cooperation opportunities:

1. Plans, organizes, conducts and reports on the international activity of the university.

2. Coordinates the academic exchange in all internal cooperation programs.
3. Establishes contacts, supports concluding and implementing the agreements for academic cooperation with foreign scientific and educational institutions.
4. Performs the exchange of educational and scientific literature.
5. Assists in full or partial training of foreign students, doctoral students and postgraduates.
6. Organizes the meeting of ambassadors and representatives of various institutions from the country and abroad;
7. Coordinates and organizes scientific research and cultural events.
8. Disseminates incoming information to all the units of the University (announcements for scholarships, competitions, language courses, specializations, etc.).
9. Provides internal cooperation agreements (agreements with cultural institutions, scientific research institutions and administrative structures).
10. Updates information on the website in relation to the international activity.
11. Combine adequate measures to promote the human resources increased capacity during the mobility and maximize student/staff intakes from the experience.
12. Encourage synergies of different academic contexts and promote them in the University to enlarge academic and social impact.
13. Recognize of periods in staff performance evaluation and organize specific events to promote them.
14. Encourage market stakeholders to participate mobility promotional events in order to increase the „know-how“share.
15. Enlarge the scope of the IIA with partners in other academic profiles and encourage further peer-to-peer cooperation.
16. Use all possible visible tools available in the University social media to showcase good practices and positive outcomes of the mobility.

Highlight mobility outcomes and concerns in a larger scale community of national academic stakeholders and encourage dissemination of European values and standards among them.

*Support engagement in Erasmus+ European and international cooperation projects*

Examples of good teaching and learning practices learnt by the Academic staff during mobility projects are discussed and disseminated in the Academic environment during Academic staff meetings, and organized focused seminars.

Main focus on:

- Dissemination of the mobility good practices, like video sharing and the discussion seminars, during and after the exchange, in a unit level, instructional level and in a social level (if applicable). Career and Alumni Center networking (<https://unkorce.edu.al/QKA>).
- Sharing good practices and mobility concerns in events organized in a national level. by the Erasmus+ National Agency
- Organization of the annual Erasmus+ Week, envisaging:
  - Promotion of the good practice mobility of staff and students.

- Know-how sharing of the partner country IAL representatives of the IRO. Inviting other Albanian HEI to participate.
  - Invitation of the market stakeholders as supporters of the internship mobilities.
  - Sharing good teaching practices, regarding teaching/learning methodology with the people in charge (university administration and staff).
  - Round-tables in issues of green transition and civic engagement (application of the knowledge earned during the mobility).
  - Sharing good examples of ICT applications in teaching and learning processes.
  - Intercultural knowledge and cross-cultural sharing.
- Encouraging participation in info days (Erasmus Days, National Agency of Albania, The University/partner Universities, etc.)
  - The staff annually is offered to provide self-assessment of professional development according to the Procedure on Academic staff evaluation and get point on mobility and participation in international projects, delivering guest lectures or attending the teaching and learning activities.
  - Periods of mobility are also added to the Diploma Supplement, awarded to students at the end of the studies.

\*Details provided in Recognition of Staff Mobility

## **ARTICLE 10**

This regulation enters into force starting from the academic year 2023-2024.