



## **REGULATIONS FOR STUDENT EXCHANGES UNDER THE ERASMUS+ PROGRAM**

### **I. GENERAL PROVISIONS**

These regulations have been drafted in accordance with Law No. 80/2015, dated 07.22.2015, "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania", Article 33, item 3, and the Statute of UET, Article 19, item 19.2.7 letter c., in accordance with the UET regulations.

The Erasmus+ Program is funded by the European Commission and is based on the principle of mobility for staff and students, the exchange of best practices among higher education institutions, and the strengthening of links between education and the labor market. One of the main actions of Erasmus+ is Key Action 1, which aims to increase mobility for students during their study period and for academic/administrative staff. These activities aim to foster knowledge exchange between students and staff through the exchange of best practices, improvement of foreign language skills, and adaptation skills to European culture.

The Office of Projects and Partnerships is responsible for applying, implementing, coordinating, and monitoring all student and staff mobilities. An agreement is signed between UET and the partner institution (Programme Country) which specifies the number of exchanges and the fields of study for students/expertise for the staff.

### **II. ADMISSION OF STUDENTS FOR STUDENT EXCHANGE**

Participants in the exchanges can be students from professional programs (DP), first cycle programs (BA), and second cycle programs (MA/MP/MSH) of study.

To participate in the Erasmus+ program, students from Professional Diplomas & Bachelor must have completed at least the first year of their studies, whereas Master's students may participate in exchanges from the first semester of their study program.

The Office of Projects and Partnerships announces calls for applications for student exchanges (Annex 1). The call contains information about the exchange period, the host university, the field of study, the documentation required for application, and information about the courses offered in English at the host university.

Documentation for application: To apply for a student exchange, students must submit the following documents to the Office of Projects and Partnerships:

- a) CV in English
- b) Transcript of records in Albanian
- c) Motivation letter in English
- d) Learning Agreement



For the completion of the Learning Agreement in the application phase (Tentative) and for any changes made later (During Mobility), students should consult with the Head of their Department, who should guide them in selecting subjects and the equivalency of the subjects to be followed at the host university at the end of the mobility. The Learning Agreement (LA) is signed by the student and the Head of the Department. If the student does not consult with the Head of the Department in cases of changes to the LA during mobility, the student bears individual responsibility for following courses that may not be equivalent by the Department.

The Office of Projects and Partnerships reviews student applications and organizes an interview in English with each applicant. An Evaluation Commission of 3-4 members is established for interviewing applicants:

- a) Director of the Office of Projects and Partnerships
- b) Coordinator of External Relations
- c) Head of the Department
- d) Dean of the Faculty/Vice-Rector, (when deemed necessary).

The interviews are conducted in English, and the Commission determines the nominated students in accordance with the number of possible mobilities for that call. The Commission signs an evaluation protocol (Annex 3), and the nominations along with the evaluation protocol are officially sent to the host university, which makes the final decision on whether or not to accept the nominated students.

The student has the right to appeal the Commission's decision by submitting a written request to the Rector, stating the reasons for the appeal against their non-selection.

Regardless of the type of calls for applications (decentralized or not, which means some applications are passed and assessed directly by the host university, with one selection phase or two), the host university always reviews the nominations. After the host university makes a decision, it directly contacts the winning students and provides them with instructions for preparing for the student exchange.

The UET Coordinator of External Relations follows up and assists the winning students in preparing for the student exchange.

### III. DURATION OF THE STUDENT EXCHANGE

Student exchanges last 1 or 2 semesters. Students may participate in one student exchange within a cycle of studies.

The student is informed of the duration of the exchange at the time of application, however, students may also apply for an extension of the mobility. Priority is given to students who have not had previous Erasmus+ experiences.



#### IV. DEVELOPMENT OF THE STUDENT EXCHANGE

The student exchange is divided into 3 important stages:

- i. Before Mobility: This stage corresponds to the preparatory process for the exchange: application at the Office of Projects and Partnerships, finalization of the Learning Agreement under the guidance of the department head, application for a student visa, etc. Before the start of the student exchange, the student signs the Declaration of Responsibility (Annex 4).
- ii. During Mobility: During the student exchange, the student may make changes to the Learning Agreement up to 5 weeks from the start of the exchange. Changes are made only with the approval of the department head at UET and are reflected in the Learning Agreement document, which must be signed by the department head (Responsible person at Sending Institution).
- iii. After Mobility: After the completion of the exchange, students must submit a copy of the following documentation to the Coordinator of External Relations and the Department Head:
  - a. Official transcript issued by the host university
  - b. Participation certificate
  - c. Syllabus for all followed subjects
  - d. Request for recognition of subjects
  - e. Declaration of data authenticity.

The Coordinator of External Relations completes the Learning Agreement – After Mobility, a document that reflects the recognition of the mobility by UET.

The Department Head of the student's department performs the official equivalency of the subjects that the student attended and completed at the host university, which were part of the Learning Agreement (Before & During mobility). The equivalent subjects are reflected in the student's UMS and transcript.

Subjects from the UET program, which the student was unable to attend during the student exchange, can be taken in concentrated sessions during the September season, by submitting a written request to the General Secretary. The maximum number of subjects that can be completed in concentrated sessions is 3, and only in cases where:

- a. The student's graduation is hindered only by these obligations;
- b. The student fails to earn enough credits to progress to the next academic year.

If a student on the verge of graduation needs to attend more than 3 subjects in concentrated sessions to graduate, they are subject to the UET regulations for fulfilling additional obligations.



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If the student is able to progress to the next academic year despite the subjects not attended, they are attended during the following year and not in concentrated sessions.

The student is responsible for successfully completing the mobility at the host university. If the number of credits obtained during the mobility is low and does not match the Learning Agreement Before & During Mobility, UET does not guarantee the completion of the student's studies within the normal duration. In this case, the student is subject to financial obligations, according to the provisions in the contract with UET.

## V. ASSESSMENT OF KNOWLEDGE ACQUIRED BY STUDENTS

The assessment of the student's academic preparation during the exchange period is determined by the host university.

At the end of the exchange, the host university provides the student with an official transcript, which includes the total assessment with points and letters.

The equivalence of the grading system of the host university to the system used at UET is carried out in accordance with the provisions in the agreement signed between the two institutions.

## VI. ATTENDANCE

The student must attend classes at the host university in accordance with the latter's regulations. Attendance is verified through the submission of the Participation Certificate that the student submits to UET.

If the student fails to meet the attendance obligations during the exchange period at the host university, and/or does not respect the approved Learning Agreement by the department head, and as a result does not bring any credits that can be equated in the study program at UET, they do not benefit from the provisions of this regulation.

If during the student exchange, the student is subject to disciplinary action by the host university, it automatically becomes part of the student's file at UET.