



Erasmus+ KA171 (partner countries)

Selection procedure and process of recognition for outgoing students and staff

Name of the institution – University of Tirana	
Responsible Unit	International Relations Office
Address	“Mother Teresa” Square, Tirana, Albania
Email	iro@unitir.edu.al
Web address	https://unitir.edu.al/eng/
Regulations/Law/Rulebook for mobility	

I. Selection procedure

Selection of students	
Call for applications	https://unitir.edu.al/thirrje-e-hapur-per-student/
Application documents	CV; Motivation letter, proof of enrollment, transcript of records, passport, foreign language certificate, Learning agreement.
Selection criteria/Score system	https://unitir.edu.al/kriteret-e-vleresimit-erasmus-per-studentet/ Academic merit – 60 points; Foreign language level – 20 points; Motivation – 10 points; Learning agreement – 10 points.
Priority	Students who have not been in an Erasmus+ exchange before and students with fewer opportunities.
Selection committee	1.Erasmus+ Institutional Coordinator; 2.Director of International Relations Office; 3.Erasmus+ faculty coordinator.

Selection of staff	
Call for applications	https://unitir.edu.al/thirrje-e-hapur-per-personel/
Commission/Responsible Unit	1.Erasmus+ Institutional Coordinator; 2.Director of International Relations Office; 3.Erasmus+ faculty coordinator.
Selection criteria	https://unitir.edu.al/kriteret-per-perzgjedhjen-e-stafit-akademik/

	https://unitir.edu.al/kriteret-e-vleresimit-erasmus-per-stafin-ndihmes-akademik-me-karakter-administrativ-administrativ/
Priority/Restrictions	
Application documents	Cv, list of publications, proof of enrolment, foreign language certificate, passport, motivation letter and mobility plan document.

II. Recognition procedure

Recognition of student mobility	
Documents	Transcript of records, Certificate of attendance and Learning Agreement (before and during mobility)
Procedure	All the mentioned documents are forwarded to the respective faculty and the committee based on the documents recognize the courses and ECTS for the student.

Recognition of staff mobility – Informal recognition	
Documents	-
Procedure	-