CIT STAFF AND STUDENTS MOBILITY MANUAL

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VISION AND MISSION

Canadian Institute of Technology supports physical and blended mobility of higher education students in any study field and cycle (short cycle, bachelor, master). Students can either study abroad at a partner higher education institution or carry out a traineeship in an enterprise, a research institute, a laboratory, an organization or any other relevant workplace abroad. Students can also combine a study period abroad with a traineeship, further enhancing the learning outcomes and development of transversal skills.

Canadian Institute of Technology supports higher education academic and administrative staff in professional development activities abroad. CIT also stimulates and promotes the dual education system through engaging corporate and enterprise experts in student teaching and training programs. Described approaches may include teaching and training activitiessuch asjob shadowing, observation periods, and training courses.

1. OBJECTIVES

The main objectives targeting students are to:
- **Expose** students to different views, knowledge, teaching and research methods as well as work practices in their study field in the European and international context;
- **Develop** their transversal skills such as communication skills, language skills, critical thinking, problem-solving, inter-cultural skills and research skills;
- **Develop** their forward-looking skills, such as digital and green skills that will enable them to tackle the challenges of today and tomorrow;
- **Facilitate** personal development, such as adapting to new situations and self-confidence.

The main objectives that arise out of teaching or training abroad for academic staff are to:
- share their expertise;
- experience a new teaching environment;
- acquire new innovative pedagogical, curriculum design and digital skills;
- connect with their peers abroad to develop joint activities related to the program's objectives;
- exchange good practices and enhance cooperation between higher education institutions;
- better prepare students for the labour market.

In addition, the societal challenges are tackled through fostering the development of transnational and transdisciplinary curricula and implementing innovative ways of learning and teaching that involve online collaboration, research-based education and challenge-based approaches.

Inclusion and diversity shall be achieved by ensuring accessto students and staff mobility in the easiest possible way that is in line with the principles of the ECHE. CIT (International Relation and Projects Office) will ensure equal and equitable access and opportunities to current and prospective participants regardless of their background. That means the program shall ensure
the inclusion of participants with fewer opportunities, such as participants with physical, mental and health-related conditions, students with children, employed students or professional athletes, and students underrepresented by any other criteria. Said that it is essential to ensure internal candidate selection, nomination and assessment procedures that holistically address selection criteria based on equality, inclusion, merit and motivation for each candidate.

Digitalization
In line with the principles of the ECHE, CIT aims to implement digital management of student mobility with the technical standards of the European Student Card Initiative.

2. DESCRIPTION OF THE ACTIVITIES

2.1 Student mobility

Student mobility can be carried out in any study field and during any study cycle (short cycle/ bachelor/master) practiced at CIT. The high-quality mobility activities with maximum impact on the students are insured through compatibility with the student's degree-related learning and personal development needs.

Students may carry out the following opportunities:

A **study period** abroad at a partner higher education institution. The study period abroad must be part of the student's study programme and related to the particular part of the study cycle student is currently attending. A study period abroad may include a traineeship period as well. Such a combination creates synergies between the academic and professional experience abroad.

A **traineeship** (work placement, internship) abroad in an enterprise, university, a research institute, a laboratory, an organization or any other relevant workplace. Traineeships abroad are supported during studies at any study cycle and for recent graduates.

2.2 Staff mobility

High-quality mobility activities with maximum impact shall be related to the staffs' professional development and need to address their learning and personal development interests. Staff may carry out any of the activities described below:

A **teaching period** abroad at a partner higher education institution. The foreseen teaching period enables teaching staff to teach at a partner higher education institution abroad. Staff mobility for teaching can be in any study field of CIT.

A **training period** abroad at a partner institution, enterprise, or other relevant workplaces. The training period abroad enables academic and administrative staff to participate in a training activity abroad that is relevant to their day-to-day work at CIT. It may take the form of training events (excluding conferences) or job shadowing and observation periods.

2.3 Blended intensive programs and activities

Staff or student mobility period abroad can combine teaching and training activities. Any teaching or training period abroad may be carried out as **blended mobility or blended intensive programme.**

2.4 Blended mobility

Any study period or traineeship abroad of any duration may be carried out as blended mobility. Blended mobility combines physical mobility with a virtual component facilitating a collaborative online learning exchange and teamwork. For example, the virtual component can bring learners online from different countries and study fields to follow online courses or work collectively and simultaneously on assignments recognized as part of their studies.

2.5 Blended intensive programmes

These are short, intensive programmes that use innovative ways of learning and teaching, including the use of online cooperation. The programmes may include challenge-based learning where transnational and transdisciplinary teams work together to tackle challenges.

The intensive programme should have added value compared to existing courses or training offered by the participating institutions and can be multiannual. By enabling new and more flexible mobility formats that combine physical mobility with a virtual part, blended intensive programmes aim at reaching all types of students from all backgrounds, study fields and cycles at CIT.

2.6 Duration of the activity

Student mobility for studies: from 1 month (or one academic term or trimester) to 6 months of physical mobility. The mobility program may include a complementary traineeship period if planned. It can be organized in different ways depending on the context; either one activity after the other or both simultaneously. The combination follows the funding rules and minimum duration of study mobility.

2.7 Student mobility for traineeships: from 1 to 6 months of physical mobility

Any student, particularly those who cannot participate in long-term physical mobility for study or traineeships, may combine shorter physical mobility with a virtual component (blended short-term mobility). In addition, any student may participate in blended intensive programs. In these cases, physical mobility must last between 5 and 30 days and be combined with a compulsory virtual component facilitating collaborative online learning exchange and teamwork. Blended mobility for studies must award a minimum of 3 ECTS credits.

2.8 Staff mobility for teaching and training:

Staff mobility for teaching and training includes two days to two months periods of physical mobility, excluding travel time. In the case of mobility involving third countries, the duration must be from 5 days to 2 months. In both cases, the minimum days must be consecutive.

3. NOTES FOR GUIDANCE

Applicants must follow the CIT rules and procedures for CEEPUS and Erasmus + mobility program
• The procedure for applicants under CEEPUS mobility is detailed in Appendix 1 Document I.A.III:
   The Erasmus+ and CEEPUS Applicants Nomination Process and Candidate Evaluation Criteria)
The Rectorate will approve the committees for applicants' selection and ranking as a temporary body. The Committee will follow the rules described in the "Criteria for Erasmus + applicants' nomination" and will ranks them according to these criteria. The Committee presents its written report and recommendations to the Rector for final approval.

3.1 General Information

All enquiries and applications for exchange programs must be made through the International Office at CIT.

3.2 Application form and deadline

Please complete the form (provided by International Office) as fully and as clearly as possible. The International Office will inform applicants about the application deadline for the preferred receiving/ host institution(s).

3.3 Other forms

Some calls may require extra documentation for applicants. If Erasmus+ official documentation differs from this manual, the Erasmus+ documentation shall prevail in case of any inconsistencies with this document. That documentation shall be filed to the responsible body and procedures followed.

3.4 Publishing Policy

CIT publishes all Erasmus+ and CEEPUS calls on its homepage: www.cit.edu.al or on the student web page: www.cit.edu.al/student and via CIT emails system.

This policy follows:

[www.erasmus-plus.ec.europa.eu/programme-guide/part-b/key-action-1/mobility-project-for-higher- education-students-and-staff](www.erasmus-plus.ec.europa.eu/programme-guide/part-b/key-action-1/mobility-project-for-higher-education-students-and-staff)

www.ceepus.info/content/about

3.5 Linked documents and templates

Appendix 1: The Erasmus+ Applicants Nomination Process and Candidate Evaluation Criteria for staff - Rector's Order on establishing the ad-hoc committee for staff
- Decision on Applicants' Ranking
Appendix 2: The Erasmus+ Applicants Nomination Process and Candidate Evaluation Criteria for students
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◼ Appendix 1

The Erasmus+ Applicants Nomination Process and Candidate Evaluation Criteria for staff

Document connection: CIT staff and student's mobility manual

Purpose of the document: This document describes the criteria for evaluating staff's applications for Erasmus + exchange program participation. This document is the annex to the "CIT staff and student's mobility manual".

A1.1. The process for nominating candidates for the Erasmus+ exchange program:

1. The International office announces the Erasmus+ exchange opportunity upon the notifications of the Erasmus+ partner and calls individuals from groups of stakeholders targeted by the specific Erasmus+ program, (academic or administrative staff) to express their interest at least 1 month prior to the Partner's interest expression deadline.

2. The International office may use different approaches to inform individuals or target groups ranging from e-mail, to other social networks, based on the criteria's stated in the mobility agreement and CIT's internal policies and manuals.

3. The application duration for CIT's staff is ten days (10 days).

4. The International office shall enable the collection of individual applications using an official e-mail address iro@cit.edu.al and proceed all gathered applications to the ad-hoc committee.

5. The International Relations and Project Office (hereinafter referred to as the International Office) collects the applications and submits within 3 days the applicants' list to the Rectorate.

6. The Rectorate appoints the Ad Hoc Committee members, at least 3, for the selection procedure under each Erasmus+ mobility call within 7 days.

7. For the applications from the administrative staff the Rectorate approves a committee proposed by the CIT's Administrator. The rest of the procedure is the same as that of the academic staff.

8. The ad-hoc committee shall evaluate candidate applications and decide on nominations, the latest 5 days after receiving applications submitted by IRO. On the deadline of the nominations the committee shall prepare and sign a written decision of nominated individuals and send back to IRO within the designated days.

9. International office submits the decision to the Rectorate for approval. The Rectorate approve it within 7 days after receiving the committee's decision from IRO.

    - The nomination criteria for each target group shall be followed as described below.

    - The Ad Hoc committee stops existing after all procedures are finished.

A1.2. Nomination Criteria for Academic staff:

Motivation letter explaining the exchange program's personal, professional, and institutional (CIT) benefits. The explanation of institutional benefits shall include the description of the contribution of exchange to building relations with the hosting university, including cooperation on the level of research and knowledge transfer. **20 points.**

Previous experience in the study and research projects and publications. **25 points.** (a scientific relevance of previous work);

The proposed Erasmus+ or mobility program is the first exchange experience for the candidate. **30 points.** (Written candidate declaration). Points/no. of mobilities

The number of classes and/or trainings that comply with classes/training courses agreed with partnering institutions. **15 points.**

The academic performance. **10 points.**

The exclusion criterion is English proficiency (certificates, C1).

Note: In case that the candidate has been under mobility program at least on time (during the current academic year) the score of the criteria no. 3 will be divided as per as many times he/she has been in a mobility.

A1.3. Nomination Criteria for Administrative staff:

1. Motivation letter explaining the exchange program's personal, professional, and institutional (CIT) benefits. The explanation of institutional benefits shall include the description of the exchange contribution to building relations with the hosting university, including cooperation on the level of organizational development and building infrastructure for efficient institutional administration. **25 points** (motivational letter);

2. Previous experience in the Erasmus and mobilities. **25 points.** (a written Department Evaluation); Points/no. of mobilities.

3. The proposed Erasmus+ or mobility program is the first exchange experience for the candidate. **25 points.** (Written candidate declaration)

4. The job performance letter by the Administrator. **25 points.**

The exclusion criterion is English proficiency (certificates, B2-C1)

Note: In case that the candidate has been under mobility program at least on time (during the current academic year) the score of the criteria no. 3 will be divided as per as many times he/she has been in a mobility.

Decision No. ___

(ad-hoc committee for staff)

The Rectorate's decision for the establishment of the Erasmus+ *ad-hoc* committee for staff

The Rectorate decides to establish the ad-hoc committee to evaluate Erasmus+ candidate applications for program for the following candidates:

1).., Faculty of xxx

2).., Faculty of xxx

This order considers all relevant existing interinstitutional and agreements with Erasmus+ program authorities, that are regulating the implementation of the mobility process.

Order:

The establishment of an *ad hoc* committee to nominate candidates for the Erasmus+ mobility program as defined in the *Erasmus+ Applicants Nomination Process and Candidate Evaluation Criteria.*

The *ad hoc* committee composition

1. _____, Chair

2. _____, member

3. _____, member

Rector

_____

Decision No. ___

(On Applicants' Ranking)

The *Ad-hoc Committee* has evaluated applications for Erasmus+ program for the following candidates:

1) ...., Faculty of xxxx

2).., Faculty of xxxx

3) . . .

This decision considers all relevant existing interinstitutional and agreements with Erasmus+ program authorities, that are regulating the implementation of the students' mobility, and the CIT internal procedures for the transfer of study program credits (ECTS) and *The Erasmus+ Applicants Nomination Process and Candidate Evaluation Criteria.*

Decision on applicants' ranking:

On the meeting of the *Ad hoc Committee* held _____ (d/m/y) the committee ranked the following applicants for Erasmus+ mobility program as follows:

1) ...., Faculty of xxxx **receiving ... Points out of ...**

2) ……………………, Faculty of xxxx **receiving ... Points out of ...**

The *ad hoc* committee composition

1. _____, Chair

2. _____, member

3. _____, member

■ Appendix 2

The Erasmus+ Applicants Nomination Process and Candidate Evaluation Criteria for students

Document connection:

CIT student's mobility manual

Purpose of the document:

This document describes the criteria for evaluating students' applications for Erasmus + exchange program participation. This document is the annex to the "CIT staff and student's mobility manual".

A2.1 The process for nominating students for the Erasmus + exchange program:

1. Upon the notifications of the Erasmus+ partner, International Office inform the Rector and the respective Departments' Heads on the Erasmus+ call for mobility with twofold aim:

   a. To receive a certified report on the courses' compliances between CIT & Partner University from the Head of Departments.

   b. To have the Rector's prior consent for the call announcement.

2. The International Office announces the Erasmus+ exchange opportunity after the Rector's confirmation and calls CIT students via e-mail, to express their interest for the mobility at least 1 month prior to the Partner's interest expression deadline. Except the email the social networks and CIT website will be used as an information approach for the students.

3. The application duration for CIT's students is ten days (10 days).

4. The International office shall enable the collection of individual applications using an official e-mail address iro@cit.edu.al and proceeds all gathered applications to the committee composed by the head of departments, the latest, one (1) day after the application deadline.

5. The committee shall evaluate candidates' applications and decide on nominations, the latest, 5 days after receiving applications submitted by IRO. On the deadline of the nominations the committee shall prepare and sign a written decision of nominated individuals and send back to IRO within the designated days.

6. International office submits the decision to the Rectorate for approval. The Rectorate approve it at the latest, 5 days after receiving the committee decision from IRO.

7. International Office submits a copy of the committee's decision to the Dean and Registrar office.

8. The International office shall notify the winners 'candidates and all applicants via email.

9. International Office in collaboration with the students fills out the Students 'Learning Agreement aligned with courses 'compliances documents, confirmed and signed by the Heads of Departments.

10. The Learning Agreement document must be signed by the students before sending to the Rector for his signature.

11. International office notifies the Erasmus + partner on the nominated candidates using the form submitted by them or CIT form included in the manual.

12. International office coordinates actions with the Erasmus+ partner Institutions and assist nominated candidates during the exchange program.

A2.2 Application documents for the students:

1. Average grades. (Registrar evidence)

2. A written evaluation of the department on Academic affairs involvement & Good behavior and discipline (Conference participation, study and research involvements, academic competitions etc.)

3. Written evaluation by Student Affairs Office (Participation in extracurricular activities, sports achievements, achievements in art, participation in international activities, participation in other relevant events)

A2.3 Nomination criteria for students:

1. Academic performance. -Average grades. (Registrar evidence) **50 point.**

2. Academic affairs involvement in Student Government, students' clubs, participation in CIT activities and committees, good behaviour and not having disciplinary involvement **30 points**

3. The proposed Erasmus+ or mobility program is the first exchange experience for the candidate. **20 points.** (Written candidate declaration). Points/no. of mobilities

      The exclusion criterion is English proficiency (certificates, B1-B2)

Note: In case that the candidate has been under mobility program at least on time (during the current academic year) the score of the criteria no. 3 will be divided as per as many times he/she has been in a mobility.

■ Appendix 3

The process of incoming students under Erasmus+ program or other collaborations.

1. The sending institution informs International Relation Office at CIT on the candidate/s nominated for an Erasmus + exchange program 3 months prior to the commencement of the semester, Spring/ Fall and submits the students 'Learning Agreement with the below specifications:

- Mobility duration

- Program Cycle: Bachelor/ Master

- Program title in the receiving institution

- The courses' list the student will take at the receiving institution (CIT) during the exchange period, equivalent to the course' list at sending institution (…)

2. International office notifies Rectorate on the partner institution inquiry.

3. The Rectorate informs international office in 5 days on the approval or rejection of the candidates.

4. International Office submits the Candidates' Learning Agreement to the Head/s of the Department/s to confirm whether the courses selected will be active during the semester they will carry on the mobility.

5. After the confirmation of the Department/s International Office submits the Acceptance Letter to the partner Institutions signed by the Rector and sealed.

6. In the e-mail International Office states the rights and obligations of both parties based on the Erasmus+ agreement or MOU.

■ Appendix 4

Student's Declaration of Participation in the Erasmus+ mobility Program

To: Department of _____

Subject: Enrollment as an Erasmus student within the ERASMUS+ exchange agreement during the _____ semester, for the academic year_____, at the University of _____, within the framework of the inter-institutional agreement between CIT and University of ....

I, the undersigned, _____, a student in the year of _____, **Master/Bachelor** Study, program in _____ hereby declare under my personal responsibility:

1. My maximum commitment to follow with dedication and in accordance with the Erasmus+ guidelines the ___ semester of the academic year _____at the host University of _____;

2. I will attend and repay the courses selected in the "Learning Agreement";

3. Courses and credits of the Canadian Institute of Technology curriculum program that are not included in the "Learning Agreement" will be carried over to the following academic year at the Canadian Institute of Technology;

4. In cases where the subjects and credits of the curriculum program that are not included in the Learning Agreements will be carried over to the following year, I will regularly fulfill all financial obligations to the Canadian Institute of Technology, according to the contract.

Date ___/____/_____ Tirana   **Student**

                                                                           _____

Decision No. ___

(Committee's Approval for Students' mobility)

After the committee's evaluation for Erasmus+ program for the following candidates:

 (According to their rank points)

1)................,Faculty of Engineering receiving …. Points out of ….

2)................,Faculty of Economy receiving …. Points out of ….

The committee decides to select the following applicants as the winners for the Erasmus + Mobility call, University of .... based on the scores' result.

1. ....

2. ....

3. ....

Heads of Departments/ Faculty of…..

1. ....

2. ....

3. ....

Date / Month / Year

Decision No. ___
Rectors' Approval for Staff and Students

After the committee's evaluation for Erasmus+

program for the following candidates:

(According to their rank points)

1)   Faculty of Engineering receiving …. Points out of ….

2)   Faculty of Economy receiving …. Points out of ….

1.   To approve

The Rector decide to approve the applicants' ranking and mandate the International Relations and Project Office to proceed with the other procedures.

2.   Not approve

The Rector decide not to approve the applicants' ranking and mandate the Committee to proceed with the re-evaluation of the candidates.

3.   To approval with comments

The Rector decide to approve the applicants' ranking with the following comments:

Rector

_____

■ Appendix 5

CEEPUS Application and Nomination Process for Staff and Students

A5.1 CEEPUS application for Staff

1. The Albanian CEEPUS Coordinator notifies International Relations and Project Office (hereinafter referred to as the International Office) on the CEEPUS mobility Call and the International office informs staff & students, via e-mail on the opportunity of CEEPUS mobility.

2. Prior to the application, the academic staff members must formally notify the Dean and the Head of Department by email of their intention, precisely outlining the mobility goal and the timeline.

3. The Dean in collaboration with the Department's Head will discuss the inquiries case by case and take a decision.

4. The Head of the Department will notify the applicant on the decision.

5. Should the applicants be accepted, by the hosting University he/ she will notify Registrar, Head of Department, Dean, and Rector about the mobility period.

6. The same applicant must claim one CEEPUS mobility per Academic Year.

A5.2 CEEPUS application for students

The students enquiring about the possibility of CEEPUS mobility must go through the following steps:

1. Inform International Office, Rector and the Registrar on the mobility opportunity

2. Consult the courses' compliances with the Head of Department and sent an e-mail to the International Office, and the Registrar on the conclusion, cc-ing the Head of Department.

3. International Office notifies Rectorate on the student's mobility and sign the approval form.