

Pursuant to Article 49, point 1, line 1.3 of the Statute of the University of Applied Sciences in Ferizaj (UASF), the Senate of the University, in the meeting held on 18.02.2020 approved the:

## **REGULATION**

### **FOR ACADEMIC MOBILITIES OF THE UNIVERSITY OF APPLIED SCIENCES IN FERIZAJ**

#### **1. Purpose**

##### **Article 1**

The purpose of this regulation is to comply with all European Union standards oriented by Higher Education Institutions towards integration into the European Higher Education Area and the European Scientific Research Area, respecting the Bologna Process Declaration and the Council of Europe recommendations for encouraging and promoting Academic Mobility and Personnel (2011/C 199/01) which belongs to the pillar for the development of knowledge and economic development. Securing mobility opportunities is an integral part of the University's Strategic Plan and Quality Internationalization and Quality Assurance Strategy. Also with this regulation, the Academic Units of the University of Applied Sciences in Ferizaj (hereinafter "the University") are required to implement all procedures before and after the completion of Academic Mobility.

#### **2. Obligations of the University during the process of Academic Mobility for students**

##### **Article 2**

1. The University is obliged to review the documents of students who are subject to the mobility application process.
2. The university should ask the student to provide the necessary data and evidence, such as:

- 2.1. List the courses that the student plans to take during the mobility program at the host Institution, and
- 2.2. ECTS for each selected subject.
3. To review the request of students in case of eventual change of subjects during the realization of mobility in the Admissions Institution (in case of change of subjects at the request of the Admissions Institution).
4. To make the transfer of Credits - ECTS (after the return of the student to the University), based on:
  - 4.1. Transcript of grades from the host institution
  - 4.2. Learning Agreement previously signed by the University and the host institution.
5. To make the nomination, (in cases when the nomination is requested by the host Institution), of the candidates, which the University considers to best meet the conditions for academic mobility, based on the highest average grade.

### **3. Transcript of grades**

#### **Article 3**

The transcript of grades is a document, which contains the list of past courses and which is issued by the relevant institution. This document contains: student data, list of past courses, grades obtained, ECTS achieved for courses, duration of the study program and other important information

### **4. Learning agreement**

#### **Article 4**

The learning agreement is signed between the student, who has been selected to be part of the mobility program, the sending institution and the host institution before the start of the mobility period, unless the host institution decides otherwise.

By signing the Learning Agreement, the sending institution allows the student to become part of the mobility program, to become part of academic activities during the mobility period and guarantees the recognition of ECTS and grades obtained. By signing the Learning Agreement, the host institution confirms that the agreed academic activities are part of the existing study program and approves the participation and implementation of selected academic activities.

Academic activities approved through the Learning Agreement can be changed after the start of the mobility period only with the consent of all parties.

## 5. Competencies/Responsibilities of different structures within the University

### Article 5

- **The International Relations Office (IRO)** coordinates the University's participation in international mobility programs. It is also responsible for circulating information about mobility opportunities and is competent to communicate with Academic Units about the procedures to be followed to apply. IRO provides administrative support to students before, during and after returning from abroad.
- **The Dean's Office of the Faculty** is competent to promote mobility opportunities within the faculty, select and appoint students, confirm arrangements for the Study Agreement, including the provision of ECTS credits and the adaptation of curricula for students coming for the mobility program.
- **The Mobility Coordinator** is a member of the academic staff of the faculty, who is responsible for positive promotion and support during the process as well as for solving the problem within the position framework. Coordinators provide active individual support for students coming and going for a mobility program.
- **Student service** deals with documentation and transcripts of student grades who have been abroad for a semester or an entire academic year, as well as legal issues for students coming to the University for a mobility program, based on information from the Dean's Office.
- **The Human Resources Office (HRO)** deals with staff mobility. It registers any staff member who goes abroad for a teaching or training engagement, including the retention of data of staff members coming for a mobility program.

## 6. Procedures before the Academic Mobility for students going from university

### Article 6

1. The International Relations Office make the call on the target groups of students, according to the deadlines for submitting applications to partner European universities. The call specifies the criteria required to meet the selection conditions and process. which are:
  - 1.1. Motivational letters,
  - 1.2. Grade Certificate, and
  - 1.3. Certificate of English language proficiency.
2. For students who do not have proof of English language proficiency, the Office of International Relations organizes the equivalent English language test in collaboration with the English Language Lecturer.
3. Students who meet the English language proficiency criteria are then assessed on the basis of average grade. The student with the highest grade is offered the first opportunity for mobility.

4. Delivery of completed documents by the student is done in the IRO
5. The Dean of the Academic Unit together with the coordinator for ECTS of the University review the documentation and compare the subjects selected by the student. In case of need, the process is assisted by the Vice Rector for International Relations and Quality Assurance.
6. When the courses selected by the student, which are offered by the Admissions Institution, are up to 70% similar to the courses of the study program at the University and do not have less than 70% of the value of ECTS credits with the courses of the study program at the University, the teaching agreement must be signed by the Dean of the Academic Unit, where it is confirmed that the subjects selected by the student will be accepted as such in the respective program, after returning to the University
7. When the selected subjects are not similar up to 70% with the subjects of the study program at the University, but belong to the same field of study, the coordinator together with the Dean asks / suggests to the student to change the selected subjects by subject-oriented that have similarities up to 70%.
8. If the selected courses have less than 70% of the value of ECTS credits with the subjects of the study program at the University, but belong to the same field of study, the Dean together with the coordinator asks / suggests to the student to change the selected subjects by orienting them to subjects that have more than 70% of the value of ECTS credits or take other subjects which are relevant to the relevant subject of the study program at the University and combine their ECTS credits.
9. The course offered in an Admissions Institution, which has a different name from the course offered in the study program at the University, but has the same or similar content up to 70%, can be accepted by the University and the one with same designation as in the University study program.
10. To achieve mobility, the minimum ECTS credits accepted by the University must be at least 24 ECTS.
11. Each student before signing a mobility program signs the Learning Agreement (LA). The learning agreement is signed by the dean of the faculty or the coordinator of the faculty. With their signatures, they confirm that the list of selected subjects of the student attending the mobility program, as well as the ECTS credits earned from the exchange or additional courses needed later, will be recognized when the student returns.
12. A copy of the Learning Agreement, signed by the representatives of the parent institution and the representatives of the host institution is sent to the Registry Office for the student's file. Changes in the Learning Agreement can be made by mutual consent and understanding of all parties.
13. Students who become part of mobility through the Erasmus + program sign the Learning Agreement with the University. This is archived at the University and a copy is given to the student.
14. Students who go to the mobility program pay the tuition fee at the home University, and not at the host university.

15. For students who go to the mobility program through the Erasmus + program, the IRO sends their names and the value of the monthly payment to the Finance Office in order to make the transfer to the student's account.
16. Each student sends the relevant documents, grades and an evaluation report to the dean of the respective faculty within 30 days after the return and sends a copy to the International Relations Office.
17. In cases when the student has changed the subjects in the Admissions Institution from those defined by the Learning Agreement, the admissibility of those subjects is done by the Teaching / Scientific Council. If the courses are accepted as similar to the courses offered at the University, and which the student has not yet completed, they must be accepted and registered by the Dean of the respective Faculty based on the decision of the Teaching / Scientific Council. Attached to the student's file is the decision / minutes of the Teaching / Scientific Council.
18. In case the student benefiting from mobility commits an ethical violation in the Admissions Institution, in addition to the punitive measures by the host University, the same will be subject to the disciplinary procedure by the home University.

## **7. The process of admission of students in the mobility program by partner universities**

### **Article 7**

1. The Faculty considers all possibilities to provide mobility and agrees to accept the specified number of students coming to a mobility program when any agreement is signed with partner universities.
2. The partner university selects the most suitable students for mobility.
3. The International Relations Office of the University registers the names of the appointed students who will be included in the mobility program.
4. The student service ensures that incoming students receive all information and support about accommodation, visa issues and residence permits.
5. The International Relations Office of the University sends these name
6. The International Relations Office of the University contacts the students and sends them all the documents and requests regarding their registration, study programs and the list of subjects related to the University.
7. The International Relations Office of the University sends students information regarding the stay in Kosovo as well as other important issues.
8. The International Relations Office of the University communicates with the relevant coordinator / advisor for the final registration of incoming students.
9. The student service ensures that all students are enrolled in the respective study programs they have chosen according to the Learning Agreement.

10. The faculty offers the program / language of study, the adaptation of the curriculum / necessary assessments and all the academic support provided to regular students as provided by the Curriculum.
11. At the end of the exchange period, the host faculty and the incoming student prepare an assessment report.
12. After completing the exchange period and the exam session, the student service issues the transcript of grades.
13. After completing the exchange period, IRO provides each student with a Letter to complete the mobility program at the University.

## **8. Calculation of the ECTS**

### **Article 8**

An ECTS corresponds to a student workload of 25 to 30 active academic hours. As a rule, the parent institution fully recognizes (accepts) the subjects that a student, who is part of the mobility program, has passed to the host institution, always based on the Learning Agreement and the transcript of grades.

If the courses passed in the host institution correspond to or have similar learning outcomes to the courses in the parent institution (described in Article 6), then the parent institution recognizes the learning outcomes, the ECTS obtained and the grades achieved.

If the content of a course in the host institution deviates significantly from the content of the study program of the parent institution, then the ECTS achieved are not counted in the total number of ECTS, provided by the field of study, but the course is recorded in the diploma appendix.

## **9. Procedures for staff members involved in the mobility program**

### **Article 9**

Academic staff wishing to participate in academic mobility (staff teaching assignment-STA) and administrative staff seeking a training opportunity abroad must act as follows:

1. Regularly check calls and information sent by the IAEA or other sources on relevant mobility opportunities.
2. Apply to the specific call for teaching or training published by the partner universities.
3. Send the applications to the relevant faculty and an electronic copy to the IRO.
4. The faculty selects the successful applicant based on the following factors:
  - a. the purpose of the mobility presented by the applicant
  - b. the applicant's performance at the respective faculty at the University
  - c. faculty interests regarding mobility, etc.
5. Successful applicants receive an invitation from the host university with specified dates, duration and activities or results.

6. Collaborate with the manager, or IRO and HRO to complete the documentation and the authorization form.
7. Ensure that all contractual work and responsibilities for the period of stay in the mobility program are covered.
8. Upon return, staff members submit an evaluation report, including the evaluation form from the partner institution, to their departments and the IRO. Evidence of travel, accommodation or other expenses.

## **10. Staff coming to the University through mobility programs**

### **Article 10**

The mobility of staff coming to the mobility program is defined in the Erasmus + manual and in other exchange programs and projects as a method of supporting knowledge and expertise exchange and to provide opportunities for professional development. This type of mobility is a short teaching engagement or training that lasts from one to seven days for academic staff and up to three months for administrative staff. Funding is provided by the home university, the project or the mobility program. Other types of internal academic staff mobility include visiting experts or visiting visiting professors to teach or conduct training, and they are compensated according to the Personal Income Regulation.

The number of staff members coming to the mobility program is specified in the agreement signed between the partner institutions.

In case of the arrival of the staff in the mobility program, the following procedures are applied:

1. The home university publishes calls for mobility and selects the appropriate staff members.
2. The home university sends the names, CVs or other relevant documents of the selected staff to the Office for International Relations. The Office for International Relations forwards this information to the respective faculties / departments.
3. Within 5 working days, the faculty / department confirms in writing that the staff coming to the mobility program has been accepted and provides details on the tasks / responsibilities for the staff accepted during the exchange or training program.
4. The IRO confirms this data with the staff coming for mobility and communicates with them regarding logistical and organizational issues.
5. After the mobility period, the faculty / department in writing confirms the successful completion of mobility for staff members.
6. IRO requires evaluation from the staff member and from the faculty / department.

## **11. Transitional and final provisions**

### **Article 11**

The provisions of this Regulation shall enter into force on the day of its adoption by the Senate.

Rector

Prof. Dr. Agron BAJRAKTARI

[Signed]

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