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REGULATION ON MOBILITY OF STUDENTS

Prizren, February 2020

Pursuant to the legal provisions of Article 42 and 49 paragraph 1 of the Statute of the "Ukshin Hoti" University of Prizren, according to reference no. 04-V-621, dated 30 May 2013, deciding on the formation of the commission for drafting the regulation for mobility



of academic, administrative staff and students, Senate of the "Ukshin Hoti" University, in its meeting held on 21.04.2020 adopted the following:

REGULATION ON MOBILITY OF STUDENTS

1. Purpose

Article 1

The purpose of this regulation is to comply with all European Union standards that guide Higher Education Institutions towards integration into the European Higher Education Area and the European Scientific Research Area, respecting the Bologna Process Declaration and the recommendations of the Council of Europe for encouraging and promoting academic mobility and staffing (2011/C 199/01). Also by this regulation, the academic units of the "Ukshin Hoti" University of Prizren are required to implement the procedures before and after the completion of the Academic Mobility (hereinafter referred to as AM).

2. Obligations of the Academic Unit to students during the AM process

Article 2

1. The academic unit is obliged to review the student documents, which are subject to the mobility application process. The academic unit should ask students to provide the necessary data and evidence, such as:

1.1. List of the courses that the student plans to take during the mobility program at the host University, and

1.2. ECTS for each selected subject,

2. To review the student's request for eventual change of subjects during the realization of mobility at the host University (if the change of subjects occurs at the request of the host university).

3. Credit transfer - ECTS (after the student's return to the University of Prizren), such as:

3.1. Transcript of grades from the host university,

3.2. Learning Agreement.



3. Procedures before the start of Student Academic Mobility

Article 3

1. Documents of the candidate for review are submitted to the coordinator for academic development or vice dean for teaching issues in the respective academic unit of UHUP.
2. The Academic Development Coordinator of the relevant academic unit reviews the documentation and compares the subjects selected by the student. In case of need, the process is assisted by the vice dean for teaching issues and/or the head of the department/ leader of the study program.
3. In the case when the subjects selected by the student are comparable with the subjects of the study program up to 70%, or identical, the learning agreement, on the proposal of the coordinator for academic development, must be signed by the vice dean for teaching issues, where it is confirmed that the subjects selected by the student will be accepted as such in the respective program, after the student returns to the home university.
4. In case the selected subjects are not comparable to the extent of 70%, but belong to the same field of study, the academic development coordinator asks/suggests the student to change the selected subjects by orienting him/her to subjects that have comparability up to 70%.
5. If the list of courses at the host university does not contain comparable subjects up to 70%, confirmation of the possibility of admission and signing of the learning agreement must be obtained from the vice dean for teaching matters in cooperation with the head of the department or study program, according to the need and the study commission of the respective academic unit of UHUP, where they make the final decision for approval by:
 - 5.1. Considering the possibility of accepting the subject as an elective subject, or
 - 5.2. Being recognized only as ECTS additional credits in the diploma appendix.
6. The process of reviewing the student application must be completed within 7 days from the day the student applies for Academic Mobility.

4. Recognition of Academic Mobility

Article 4



1. Courses obtained at a university abroad, which are similar or identical to the courses offered in the study program of the respective faculty of UHUP, must be accepted without any hesitation and without any obstacles from the home faculties (of UHUP) and be registered by the vice dean for teaching, based on the decision of the Study Commission and the decision/record of the Study Commission is attached to the file.
2. Courses that fit the program profile which are granted by accredited foreign universities and with which we have cooperation agreements, which are not included in the curriculum, the equivalence or recognition of these subjects is done by comparing the learning outcomes,
3. The course obtained at a foreign university, which has a different name from the course offered in the study program of the home faculty (at UHUP), or that have different student workloads and consequently have different weights in ECTS, but which, has the results of the same or similar learning up to 70%, with any course offered in the program at the home faculty of UHUP, although, there is a different name, that subject can be accepted by the respective faculty, and that, with the same name as in the program offered in the respective home faculty, provided that the learning outcomes are similar.
4. The grade is registered by the vice dean for teaching of the respective academic unit.
 - 4.1. The student who applies for mobility at the host university (other) cannot select the courses he/she has passed at the home university. Such subjects are not accepted for review.
 - 4.2. Courses that at one university are at the bachelor's level and at the other at the master's level (and vice versa), the student can choose up to 2 courses, of different level of study, which are equivalent to the home university at the level of the respective study.
 - 4.3. ECTS credits, from the mobility of students, earned in Summer Universities, are acknowledged to students according to Chapter 3 of this regulation,
5. ECTS credit transfer, for compulsory subjects with the same content, but that the number of ECTS credits varies, these courses must be accepted.
6. The learning agreement may undergo changes even after the student has started mobility as such is provided for in various international programs (Erasmus+, etc ...).
Eventual changes must be made in coordination with:
 - a) the student,



- b) the host faculty, and
- c) the sending institution.

7. Signing the learning agreement means that after the realization of the Academic Mobility of the student and after the written testimony that the subjects previously selected by the student, which are evidenced in the learning agreement, are evaluated with passing grades, the subjects and ECTS credits are automatically accepted at the "Ukshin Hoti" University of Prizren.

8. Non-acceptance of courses can only happen if:

- a) The student has not passed the exams at the host University, and
- b) Has not accumulated ECTS credits under the learning agreement.

9. In such cases, the respective academic unit of the home university is obliged to provide written justification and evidence for non-acceptance of courses and ECTSs.

10. In case the student benefiting from mobility commits ethical violations in the host university and is subject to the punitive measures to be taken by the host university, the same will be subject to disciplinary proceedings by the "Ukshin Hoti" University of Prizren.

11. The time period that the process of reviewing and recognizing the subjects in the University of Prizren should be completed, after returning from the host university, is within 15 working days.

5. Types of Co curricular activities

Article 5

1. Extracurricular activities are activities that are not foreseen within the accredited curricula in academic units and which are organized at the level of the University of Prizren, such are considered the following activities:

- 1.1 Attendance of courses offered within the Summer University,
- 1.2. Attendance of courses offered by the respective centers,
- 1.3. Active participation in short-term teaching organizations (workshops, seminars, etc.) organized by the university.

6. How to calculate ECTS credits

Article 6



An ECTS credit corresponds to the student's workload from 25 to 30 active academic hours.

7. ECTS credit allocation procedure

Article 7

1. The allocation of ECTS credits can be done at the request of the holder of the given activity if he has a regular contract with the University of Prizren and at least the academic call of assistant professor.
2. The request of the holder of the activity must be submitted before the start of the organization of the given activity and supported in written form by the leader of the organization (event) within which the development of the respective activity is foreseen.
3. The application must be submitted through the standardized form (it can be downloaded from the University website).
4. The decision on the allocation of ECTS credit is taken in the Commission formed for this purpose and is signed by the Rector, respectively the relevant Vice Rector.

8. Acceptance of ECTS credits

Article 8

1. Students who have obtained ECTS credits in accordance with this regulation may apply to the relevant academic unit for the transfer of ECTS credits to the program in which they are enrolled, in order to partially or fully replace one or more elective subjects.
2. Credit transfer is allowed in these cases:
 - 2.1. If the student has taken the exam in the course set within the extracurricular activities and the content of the activity corresponds to 70% or more of the content of the elective course, the course, grade and ECTS credits are fully accepted.
 - 2.2. In case the number of ECTS credits of the course accepted by the activities outside the curricula does not match the number of ECTS credits of the respective elective course, compensation for ECTS must be made by the student with another elective course offered in the program where he/she is registered.
 - 2.3. If the student has attended a certain course within the activities outside the curriculum (but has not undergone the exam) and the content of the activity corresponds to the extent of 70% or more with the specific elective course, the



student has the right to take the exam in the respective elective subject without hearing the same. In case of successful completion of the exam, the student receives ECTS credits provided for the respective elective course within the respective program.

2.4. If the ECTS credits are not accepted due to the inconsistency of the content to the extent required by the courses of the program in which the student is enrolled, the same ECTS credits are transferred to the Diploma Supplement.

3. As an extracurricular activity, the course cannot be calculated if it is offered in the accredited programs in which the student is enrolled.

4. The Study Commission at the level of the relevant academic unit is responsible for reviewing the application and issuing the relevant decision regarding the acceptance of ECTS credits obtained in accordance with this regulation.

9. Reporting on extracurricular activities

Article 9

After completing the extracurricular activities, the leader of such an organization is obliged to provide the relevant Report to the Rector within 3 months after the completion of the activities. The report should contain data on the activities carried out, the participants and the quality of their participation, learning outcomes, ECTS credits and certificates issued.

10. Transitional provisions

Article 10

This Regulation shall enter into force on the day of its adoption by the Senate.

Chairman of the UHUP Senate

Prof. Asoc. Dr. Ismet Temaj