



UNIVERSITY "UKSHIN HOTI" PRIZREN

**STUDENT MOBILITY REGULATIONS AT THE UNIVERSITY "UKSHIN
HOTI" PRIZREN**

Prizren, 2022

Based on the legal provisions of article 42 and 49 paragraph 1 of the Statute of the University "Ukshin Hoti" Prizren, according to reference no. 04-V-621, dated May 30, 2013, deciding on the formation of the Commission for the drafting of the Regulations for student mobility, the Senate of "Ukshin Hoti" University at the meeting held on 2022 approved:

STUDENT MOBILITY REGULATIONS AT THE UNIVERSITY "UKSHIN HOTI" PRIZREN

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, and that, respecting the Bologna Process Declaration and the recommendations of the Council of Europe for the encouragement and promotion of academic and staff mobility (2011/C 199/01). Also, with this Regulation, the academic units of the University are required to implement the procedures before and after the end of the international mobility of students.

2. Obligations of the academic unit towards the student during the process of international student mobility

Article 2.

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

1.1. The list of subjects that the student plans to follow during the mobility program at the host University, and

1.2. ECTS for each selected subject,

2. To examine the student's request for a possible change of subjects during the realization of the 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 "Ukshin Hoti" University of Prizren), such as:

3.1. Statement of grades from the host University,

3.2. The agreement.

3. Procedures before the international student mobility

Article 3

1. The candidate's documents for review are submitted to the Office for International Cooperation of the University.

2. The office for international cooperation, in coordination with the relevant academic unit, reviews the documentation and compares the subjects selected by the student. If necessary, the process is assisted by the Vice-Dean for educational matters or the Head of the department or the Leader of the study program.

3. In the case when the subjects selected by the student are comparable to the subjects of the study program up to 70%, or are identical, the teaching agreement, with a proposal with the Office for international cooperation, must be signed by the Vice-dean for educational matters, where it is confirmed that the subjects selected by the student will be accepted as such in the relevant program, after the student's return to the home University.

4. In the event that the selected subjects are not comparable up to 70%, but belong to the same field of study, the Office for International Cooperation asks/suggests the student to change the selected subjects by orienting him for subjects that have comparability up to 70%.

5. In the event that the list of courses at the host University does not contain up to 70% comparable courses, confirmation of the possibility of accepting and signing the teaching 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 of the Studies Commission in the relevant academic units of the University, where they make a formal decision for approval by:

5.1. Considered the possibility of accepting the subject as an elective subject, or

5.2. To be recognized only as ECTS additional credits in the diploma supplement.

6. The process of examining the student's application must be completed within the time limit of up to 7 (seven) days from the day the student applies for mobility.

4. International mobility recognition

Article 4

1. The subjects acquired in a University abroad, which are similar or identical to the subjects offered in the study program of the relevant faculty of the University, must be accepted without any doubt and without any obstacles by the home faculties (of the University) and to be registered by the Vice Dean for teaching, based on the decision of the Studies Commission, and the decision/minutes of the Studies Commission should be attached to the file.
2. Subjects that fit the profile of the program, which are given by accredited foreign universities and with which we have cooperation agreements, however, which we do not plan the curriculum, the equivalence or recognition of these subjects is done through comparison of learning outcomes.
3. The subject acquired in a foreign University, which has a different name from the subject offered in the study program of the mother faculty (University), or which have a different student load and therefore have a different weight in ECTS, but which has the same or similar learning outcomes up to 70%, with any course offered in the program in the home University's faculty, even though it has a different name, that course may be accepted by the relevant faculty, and that, with the same designation as in the program offered in the respective home faculty, provided that the learning outcomes are similar.
4. The grade is recorded by the Dean/Vice-Dean for teaching of the relevant academic unit.
 - 4.1. The student who applies for mobility to the host University (other) cannot select the subjects for which the exams were given at the home University. Such cases are not accepted for consideration.
 - 4.2. Subjects which in one University are at the bachelor's level while in the other at the master's level (and vice versa), the student can choose up to 2 (two) subjects, of different study levels, that are equivalent to the same level at the home University of the relevant study.
 - 4.3. ECTS credits, from student mobility, earned at Summer Universities, are accepted to students according to chapter 3 of this Regulation.
5. Transfer of ECTS credits, for compulsory courses with the same content, but differing in the number of ECTS credits, must be accepted.
6. Agreements may undergo through changes even after the student has started the mobility. Since something like this is foreseen in the various international programs (Erasmus+, etc...). Any changes must be made in coordination with:
 - a) the student
 - b) the host faculty

- c) the faculty and
- d) Office for international cooperation

7. The signing of the learning agreement means that after the realization of the student's mobility and after the written proof that the courses chosen in advance by the student, which are recorded in the learning agreement, have been evaluated with passing marks, the acceptance of the courses and ECTS credits is automatically done at the University "Ukshin Hoti" Prizren.

8. Rejection of subjects can only happen if:

- a) The student has not passed the exams at the host University and
- b) He has not accumulated ECTS credits according to the learning agreement.

9. In such cases, the relevant academic unit of the home University is obliged to provide justification and written evidence for not accepting courses and ECTS.

10. In the event that the student selected for the mobility, commits an ethical violation at the host University and is subject to punitive measures taken by the host University, the same student will be subject to disciplinary procedure by the University "Ukshin Hoti" Prizren.

11. After returning from the host University to the University "Ukshin Hoti" Prizren, the period of time in which the process of examination and recognition of subjects should be done, is 15 (fifteen) of working days.

5. Types of activities outside the curriculum

Article 5

1. Activities outside the teaching programs are the activities that are not foreseen within the accredited teaching programs in the academic units and which are organized at the level of the University "Ukshin Hoti" Prizren, such activities are as follows:

- 1.1 Following the modules/subjects offered within the Summer University,
- 1.2. Following the modules/subjects offered by the respective centers,
- 1.3. Active participation in short-term learning organizations (workshops, seminars, etc.) organized by the University.

6. Method of calculating ECTS credits

Article 6

One (1) ECTS credit corresponds to the student's load of 25 to 30 active academic hours.

7. ECTS credit allocation procedure

Article 7

1. The distribution of ECTS credits can be done based on the request of the holder of the specific activity if he has a regular contract with the University and at least the academic title of assistant professor.
2. The request of the activity holder must be submitted before the organization of the specific activity begins and supported in writing by the leader of the organization (event) within which the development of the respective activity is foreseen.
3. The request must be submitted through the standardized form (can be downloaded from the University's website).
4. The decision on the allocation of ECTS credits is made in the Commission formed for this purpose and is signed by the Rector, the respective Vice-Rector.

8. Acceptance of ECTS credits

Article 8

1. Students who have earned ECTS credits in accordance with this Regulation, may submit a request 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 many elective courses.
2. Transfer of credits is allowed in the following cases:
 - 2.1. If the student has undergone the exam in the module/subject specified within the activities outside the teaching programs and the content of the activity corresponds to the extent of 70% or with the content of the specified elective subject. The students' course, grades and credits ECTS earned are entirely accepted.
 - 2.2. In the event that the number of ECTS credits of the module/subject received from activities outside the curriculum does not match the number of ECTS credits of the respective elective course. The student must complete the compensation of ECTS with any other elective course offered in the program where he is registered.

2.3. If the student has followed the module/subject assigned as part of extracurricular activities (but has not taken the exam) and the content of the activity corresponds to 70% or more with the assigned elective subject, the student has the right to undergo the exam in the elective subject. In case of successful completion of the exam, the student receives the ECTS credits provided for the respective elective subject within the relevant program.

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

3. The module/subject cannot be counted as an extracurricular activity if it is offered in the accredited programs in which the student is enrolled.

4. The studies commission at the level of the relevant academic unit is responsible for examining the request and issuing the relevant decision regarding the acceptance of ECTS credits earned in accordance with this Regulation.

9. Reporting on extracurricular activities

Article 9

1. After the end of the activities outside the educational programs, the leader of such organization is obliged to provide the relevant report to the Rector within 3 (three) months after the end of the activities. The report should contain data related to the completed activities , the participants and the quality of their participation, learning outcomes, ECTS credits and certificates issued.

10. Transitional Provisions

Article 10

This Regulation entered into force from the day of its approval in the Senate.

Chairman of the University Senate

Prof. Assoc. Dr. Samedin Krrabaj