



**UNIVERSITY OF PRISHTINA
“HASAN PRISHTINA”**

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The Senate of the University of Prishtina “Hasan Prishtina”, pursuant to the paragraph 1.7 and 1.8 of the Article 6 and the paragraph 1.1 of the Article 47 of the Statute of the University, and all relevant documents of Higher Education in Kosovo in force, on the meeting held on 13.7.2017 approved the following:

REGULATION

**ON THE STUDENT ACADEMIC MOBILITY IN THE UNIVERSITY OF PRISHTINA
“HASAN PRISHTINA”**

**1. Purpose
Article 1**

The purpose of this Regulation is to respect all the European Union standards that guide the Higher Education Institutions towards the integration into the European Higher Education Area and the European Research Area while respecting the Declaration of the Bologna Process and the European Council's recommendations for the encouragement and promotion of academic and staff mobility (2011/C 199/01). Furthermore, this Regulation obligates the academic units (hereinafter referred to as “AU”) of the University of Prishtina “Hasan Prishtina” to apply all the required procedures prior to and after the completion of the Academic Mobility (hereinafter: AM):

2. Responsibilities and obligations of the Academic Unit towards the student throughout the AM process

Article 2

1. The Academic Unit is obligated to review the students’ documents which are submitted to the application for mobility. The Academic Unit should require from the student to provide all the necessary data and evidence, such as:
 - 1.1. The list of courses that a student plans to attend during the mobility program at the

receiving University, and
1.2. ECTS credits for each selected course.

2. To review the student's request for potential changes of courses during the implementation of mobility at the receiving University (if there are any changes of courses at the request of the receiving university).
3. Credit Transfer - ECTS (after returning to the University of Prishtina), such as:
 - 3.1. Transcript of grades from the receiving university,
 - 3.2. The Learning Agreement.

3. Procedures before the implementation of the Student Academic Mobility

Article 4

1. The applicant's documents for review are submitted to the Academic Development Coordinator and the Vice-Dean for Teaching Issues in the respective AU of the UP.
2. The Academic Development Coordinator of the respective AU reviews the documentation and compares the courses selected by the student. If necessary, the process is assisted by the Vice-Dean for Teaching Issues and/or by the Head of the Department (Head of the Study Program).
3. In cases where the selected courses are identical or comparable to the courses of the study program up to 70%, the learning agreement, upon the proposal of the Academic Development Coordinator, must be signed by the Vice-Dean for teaching issues to confirm that the courses that have been selected by the student will be accepted as such in the respective program upon the student's return to the home university.
4. If the selected courses are not comparable up to 70%, but they belong to the same field of study, the Academic Development Coordinator asks/suggests the student to change the selected courses by orienting him towards courses that are comparable up to 70%.
5. If the list of courses at the receiving university does not contain any courses comparable up to 70%, the confirmation on the possibility of the acceptance and the signing of the Learning Agreement shall be obtained by the Vice-Dean for teaching issues in co-operation with the Head of the department or the study program, and as required by the AU Study Commission of the UP, where they take a final decision for approval by:

- 5.1. Evaluating the possibility of accepting the course as an elective course, or
 - 5.2. Recognizing the ECTS as additional credits in the Diploma Supplement.
6. The review process of the student's application must be completed within a time period of 7 days, starting from the date when the student has applied for Academic Mobility.

4. The recognition of the Academic Mobility

Article 5

1. The acquired courses from a University abroad, which are similar or identical to the courses that are provided by the study program of the respective UP Faculty, must be accepted without any assumption or obstacle by the sending Faculty (UP) and should be recorded by the Vice-Dean for teaching issues based on the decision of the Study Committee. The decision and the record of the Study Committee must be attached to the student's file.
2. The courses that apply to the profile of the program, which are provided by the accredited foreign Universities with which we have an agreement for cooperation, but which are not scheduled for the curriculum, shall be acknowledged by comparing the learning outcomes.
3. The acquired course from a foreign university, which has a different name from the course provided by the study program of the sending Faculty (in UP), or courses which present different student's workloads and consequently have different impact in ECTS, but which have the same or similar learning outcomes up to 70% with any offered course by the study program at the UP home Faculty may be accepted from the respective Faculty, and that, with the same name as in the offered program of the relevant home Faculty, provided that the learning outcomes are similar.
4. The grade shall be recorded by the Vice-Dean for teaching issues of the respective AU.
 - 4.1. The student who applies for mobility at the receiving university shall not be allowed to select courses that he/she has already completed at the sending university. Such courses shall not be considered for review.
 - 4.2. For courses that in one University are considered for the Bachelor's level, whereas in the other one are considered for the Master's level and vice versa, the student can select up to two courses of different study level, which can be made equivalent to the relevant study level at the home University.
 - 4.3. The ECTS credits from the student mobility which have been acquired in Summer

Universities, shall be acknowledged to the students according to Chapter 3 of this Regulation.

5. The ECTS transfer for compulsory courses that have the same content but differ in the number of ECTS shall be accepted.
6. The learning agreement may undergo some changes even after the student has started the mobility, as this is also foreseen in different international programs (Erasmus +, etc.). The potential changes should be made in coordination with:
 - a) The student,
 - b) The Receiving Faculty
 - c) The Sending Faculty.
7. The signing of the learning agreement means that after the implementation of the student's Academic Mobility and after the written evidence that the courses originally selected by the student, which are specified in the learning agreement, are assessed with passing grades, the courses and the ECTS credits at the University of Prishtina "Hasan Prishtina" shall be accepted automatically.
8. Non-acceptance of courses may only occur if:
 - a) The student has not passed the exams at the receiving university, and
 - b) The student has not accumulated the ECTS credits according to the learning agreement.
9. In such cases, the respective Academic Unit of home university shall be obligated to provide a justification in writing for the non-acceptance of courses and ECTS.
10. If the mobility student commits ethical violation at the receiving university, in addition to the punitive measures by the receiving university, he/she will be subject to a disciplinary procedure at the University of Prishtina "Hasan Prishtina".
11. Upon the student's return from the receiving university, the time period to complete the process of examining and acknowledging the courses at the University of Prishtina is within 15 working days.

5. Types of extra-curricular activities

Article 6

1. Extra-curricular activities are activities that are not foreseen in the framework of the accredited study programs in the Academic Units, and which are organized at the University of Prishtina level. As such are considered the following activities:
 - 1.1. The attendance of the courses offered at the Summer University,

- 1.2.The attendance of the courses offered by the respective Centers,
- 1.3.The active participation in short-term learning arrangements (workshops, seminars, and similar) organized by the University.

6. The manner of ECTS credits calculation

Article 7

One ECTS credit shall correspond to the student's workload of 25 to 30 active academic hours.

7. The procedure of ECTS credits allocation

Article 8

1. The allocation of ECTS credits can be made upon the request of the lecturer of the said activity if the same has a regular contract with the University of Prishtina and holds at least the academic title of Prof. Assistant.
2. The request of the activity lecturer must be submitted prior to the organization of the said activity and be supported in writing by the head of organization (event) in which the development of the respective activity is foreseen to take place.
3. The request must be submitted in a standardized form (which can be downloaded from the University's website).
4. The decision for the allocation of ECTS credits shall be taken by the Committee established for this purpose and shall be signed by the Rector or Vice-Rector, respectively.

8. Acceptance of ECTS credits

Article 9

1. Students who have acquired ECTS credits in accordance with this Regulation may file a request with the respective Academic Unit for the transfer of ECTS credits to the Program in which they are enrolled, with a view to the partial or full substitution of one or more elective courses.
2. The transfer of the credits is permitted in the following cases:
 - 2.1. If the student has passed the exam of the given course in the framework of the extra-curricular activities and the content of the activity is 70% or more in compliance with the content of the given elective course, the course, the grade, and the credits acquired thereof shall be accepted in full.

- 2.2.If the number of ECTS credits of the accepted course of the extra-curricular activities does not correspond to the number of ECTS credits of the respective elective course, the student must complete the ECTS compensation through any other elective course offered in the program where the same is enrolled.
- 2.3.If the student has attended the given course in the framework of the extra-curricular activities (but has not sat the exam) and the content of the activities is 70% or more in compliance with the given elective course, the student is entitled to sit the exam of the respective elective course without attending it. In case of successful completion of the exam, the student receives the ECTS credits foreseen for the respective elective course within the respective program.
- 2.4.If the student is not accepted the ECTS credits due to the non-compliance of the content to the extent requested with the courses of the program in which he is enrolled, the ECTS credits of the same shall be transferred to his Diploma Supplement.
3. A course shall not be considered as an extra-curricular activity if the same is offered in the accredited programs in which the student is enrolled.
4. The study committee at the level of the respective Academic Unit is responsible for the review of the request and the issuance of the relevant decision regarding the acceptance of ECTS credits acquired in accordance with this Regulation.

9. Report on extra-curricular activities

Article 10

Upon completion of the extra-curricular activities, the head of such organization is obligated to provide the Rector with the relevant report within 3 months after the completion of the activities. The report should contain the data related to the undertaken activities, the participants and the quality of their participation, the learning outcomes, the ECTS credits, and the certificates issued.

10. Transitional provisions

Article 11

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

Head of Senate of UP “Hasan Prishtina”
Prof.Dr. Marjan DEMA
[stamp & signature]
UP Rector