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## **REGULATION ON INTERNALIZATION, PROJECTS AND MOBILITY**

This Regulation sets out the normative framework for internationalization of partner universities, part of the HERAS project.

The first section defines the internal actors in the internationalization process; their duties and responsibilities.

While, the second part regulates the procedure that needs to be followed for staff and student mobility.

### **FIRST SECTION**

Some strategic initiatives are identified to achieve certain objectives, which should be achieved through planned activities and measures that needs to be taken by the respective authorities at each partner university as part of this project.

## **Article 1**

### **Implementation of study programs with international partnership**

Each University, as part of this project, must, within 10-15 years, develop 1/5 of the English language study programs in one of the study cycles offered by the University.

Activities to be undertaken in this regard are:

- Identifying the best programs for market needs;
- Identification of international partners for cooperation;
- Approval of programs;
- Implementation of international agreements;
- Curriculum development;
- Implementation of faculty development;
- Promotion of programs abroad;
- Student exchange;
- Exchange of academic staff;
- Establishment of a service team for international students;
- Entering into mobility agreements;
- Participation in international projects;

Measures to be taken by Partner Universities:

- Assessment of market needs;
- Harmonization of the competences of the faculty staff;
- Finding partners;
- Provision of financing funds;
- Implementation of internal processes;
- Implementation of promotion of materials;
- Ensuring student accommodation;
- Naming the Services Team for International Students;
- Concluding international agreements;
- Entering Mobility Agreements / Credit Mobility
- Creating a team to handle international projects;

Responsible for the implementation of this initiative are the Deans of Faculties, which should be supported by the Rectorates of the Partner Universities.

## **Article 2**

### **International partnership**

International partnership must be achieved through:

- Membership in Higher Education Associations in Europe and beyond;
- Increasing the number of Agreements with international higher education institutions.

Activities to be undertaken:

- Cooperation with existing partners;
- Identification of priority agreements;
- Membership in various international associations;
- Financial support.

Measures to be taken:

- Identification of Associations in specific areas of cooperation;
- Applying for a targeted number of memberships in international university associations;
- Approval of more relevant number requests for staff attendance at conferences;
- Preparation of a structured exchange of students based on bilateral agreements;
- Approval of more joint regional interdisciplinary projects.

The Pro-Rector for International Cooperation and the Office for International Cooperation and Projects remain responsible for implementation.

## **Article 3**

### **Increasing the number of scholarship applications**

This objective should be achieved through:

- Encouraging students to apply;
- Encouraging academic staff to apply for scholarships;
- Functionalization of the Center for Foreign Languages.
- Functionalization of the Career Center;

Activities to be undertaken:

- Full utilization of the scholarships offered by international partners;
- Office of International Cooperation to inform department leaders about student exchange programs such as CEEPUS, Erasmus +, etc.

Measures to be taken:

- Adopt the necessary legislation in universities;
- Conclude dormitory agreements for international students and professors;
- Prepare information guides for international students and professors;
- To appoint a contact person for international cooperation in the faculties.

The Office for International Cooperation remains responsible for the implementation of these measures.

#### **Article 4** **Increasing applications with joint projects for international funds**

The internationalization of higher education is one of the main tendencies of the development of HEI. There are several approaches on how to achieve competitiveness and performance in higher education and good academic mobility, students exchange programs, study programs in English language, partnerships, applications, and preparation with participation in international projects, are some of the aspects that can play an important role in this process.

This objective should be achieved through:

- Regular submission of international calls for projects;
- Training of academic, administrative staff and students to design international projects;
- Supporting all consortium initiatives for joint applications;
- Support for the implementation of projects by the Rectorate with co-financing.
- Implementation of the projects, according to the bilateral agreements with the donors.

Activities to be undertaken:

- Workshops and presentations at each faculty on current decisions;
- Workshops for writing international projects;
- Training on EU funded projects (Horizon 2020, ERASMUS +, CEEPUS, IPA, etc.);
- Allocation of money for co-financing projects.
- Use of these funds only for the project purposes, as it is provided exactly in the project description;
- Equipment purchase have to be bought, according to the bilateral agreement between UKZ and its donors.

Measures to be taken:

- To use the international funds provided to the University;
- Create applications for new joint projects for ERASMUS +, HORIZON 2020, IPA, etc .;
- At least one project proposal per year in international programs from each academic unit.

Responsible for: Dean's Office, Administrative Services and Rectorate (Office for International Cooperation);

Purchase of equipment and other procurement procedures with funds from the project:

- The purchase of equipment in the project must be done exactly as provided by the Bilateral / Main Agreement;
- Equipment that will be purchased with an international project must be subject to international or national procurement rules and procedures, depending on how they are provided with the agreement between UKZ and donors;
- The procedure for the purchase of these equipment's will be developed by the Office for International Cooperation, under the direct supervision of the Vice Rector for International Cooperation, with prior permission from the Rector of the University following the rules provided by the agreement with the donor;
- If the Agreement provides otherwise, these procedures will be followed by the procurement office of the University according to national rules.

## **SECOND SECTION**

### **MOBILITY PROCEDURE FOR STUDENTS AND ACADEMIC STAFF**

#### **Article 5**

The University recognizes the mobility of students and staff as an opportunity to engage in the internationalization process. The University also recognizes the importance of mobility internationally and provides opportunities for staff and student involvement in international mobility.

#### **Article 6**

The objectives of this procedure are:

- maximizing exchange opportunities and use of identified potential funding flows and international partners;
- to provide information to students and staff interested in mobility;
- to ensure that the integrity and academic progress of students going for exchange opportunities is recognized and respected;
- to provide administrative advice and support for students and staff who come and go from mobility;

- to Continuously develop mobility service and opportunities, with appropriate reviews and evaluations.

### Article 7

#### Competencies

- **The International Relations Office (IRO)** circulates information on mobility opportunities. The IRO is responsible for communicating with faculty about the procedure and providing administrative support to students and academic staff before, during, and on their return from abroad.
- **The Faculty Dean** is responsible for promoting intra-departmental mobility, selecting and appointing students, confirming arrangements for the Study Agreement, including ECTS credits and adjusting curricula for incoming students. mobility program.
- **The faculty student adviser** provides information and advice to students at the individual level about mobility, refers them to the appropriate staff members or the appropriate department and arranges documentation.
- **The Student Mobility Faculty Coordinator** is a member of the faculty's academic staff who is responsible for positive promotion and support for the process and problem solving within the framework of the position. Coordinators provide individual active support to students who come and go for a mobility program.
- **Student services** handles students documentations and transcripts of grades who have been abroad for a semester or a whole academic year, as well as with legal issues for students coming to the University for a mobility program, based on information from the Deans Office.
- **The Office of Human Resources (OHR)** deals with staff mobility. It ensures that any staff member who goes abroad for a teaching or training engagement is enrolled, including keeping track of staff members coming in for a mobility program.

### Article 8

#### Mobility process from students going from University

1. The Office of International Relations opens a call for student target groups according to the deadlines for submitting applications to European partner universities. Note that, the call specifies the criteria required to meet the conditions and selection process. These criteria are: 50% academic merit, 30% knowledge of teaching language and 20% motivation.
2. The IRO sends the call with all necessary documents by e-mail to the students, a copy goes to the student advisor and the coordinator for the respective mobility, as well as other interested parties.
3. Students send their application and the necessary documentation to the faculty student advisor and copies of documents to the IRO.
4. The relevant faculty carries out the selection process. This process involves the use of selection criteria and the relevance ensuring equal opportunities for all, without conflict of interest. Results and reasonableness are included in the faculty

authorization form - Students from the university-run mobility program (Appendix 1), which is sent to the IRO within the deadline.

5. The faculty provides a copy of the decision on the student authorization form.
6. IRO informs partner universities of the names of the appointed students.
7. Each student signs a Learning Agreement (LA) before joining a mobility program, signed by the Faculty Dean or Faculty Coordinator, confirming that their list of selected courses the student is going into the mobility program, as well as the ECTS credits obtained from the exchange or additional courses needed later, will be recognized when the student returns.
8. A copy of the Study Agreement signed by the local representatives institution and the host institution representatives is sent to the Student Records Registry Office. Changes to the Study Agreement may be made with the consent and mutual consent of all parties.
9. Students moving to mobility through the Erasmus + program sign the Study Agreement with the University. This is then archived at the University and a copy is given to the student.
10. For students going into a mobility program through the Erasmus + program, the IRO sends their names and the monthly payment amount to the Finance Office in order to transfer the payment to the student's account.
11. Each student submits relevant documents, grades and an evaluation report to the dean of the faculty within 30 days of return and sends a copy to the Office of International Relations.
12. The Faculty Academic-Scientific Council confirms the successful completion of courses and recognition of ECTS credits obtained overseas, where the Dean sends a copy of the confirmation to the Registrar's Office so that credits can be recorded in the student's transcript.

## **Article 9**

### **The process for member staff going into the mobility program**

Academic staff wishing to benefit from staff teaching assignment (STA) and administrative staff seeking an off-site training opportunity must complete the following process:

1. Regularly check calls and information sent by the IRO or other sources for relevant mobility opportunities;
2. Apply to the specific teaching or training call published by a partner university;
3. To send the applications to the relevant faculty / center / department and an electronic copy to IRO. Please note the ongoing selection process.

*\* The preliminary selection of the academic staff from the requirements submitted to the faculty is made by the dean / director of the respective academic unit in accordance with the faculty / center plans as well as the individual professional development needs of the staff members. The administrative director, responsibility or manager shall act in the same way as the administrative staff. Based on the proposal of the dean / director or manager of the respective unit, the final decision on the academic staff is taken by the Faculty Council and the administrative staff by the Collegium. These decisions must*

*be made in accordance with the time limits specified in the call. These bodies may consider the merits of individual proposals, how the university can benefit from these, and what may be sustainable within limited budgetary and human resources.*

4. Successful applicants receive an invitation from the host university with the specified dates, duration and activities or results.
5. Collaborate with the manager, or the IRO and HRO to complete the documentation and authorization form (Appendix 2).
6. Ensure that all contractual duties and responsibilities during their stay in the mobility program are covered.
7. Upon return, staff members submit an assessment report, including the evaluation form from the partner institution in their departments and IRO. Evidence for travel, accommodation or other expenses, all must be provided for submission to the National Agency for European research programs (EACEA) and IRO at the university.

Academic staff can also apply for holiday mobility using the Regulation on sabbatical break for development of academic staff.

## **Article 10**

### **The process of student enrollment in a mobility program at the University**

1. Faculty takes into account all possibilities that mobility can offer. Agrees to send / receive the specified number of students who come to a mobility program when signing an agreement with partner universities.
2. The partner university selects the most suitable students for mobility.
3. The host faculty agrees on appropriate courses for the Study Agreement agreed upon for incoming students and may only refuse or request modifications to the study agreement if there are no appropriate courses during the exchange period.
4. The University's Office of International Relations accepts the names of students who will be enrolled in the mobility program.
5. Student service ensures that incoming students receive all information and support on accommodation, visa issues and residence permits.
6. The University's Office of International Relations sends these names to the appropriate academic units.
7. The University's Office of International Relations contacts the students and sends them all documents and requests regarding their enrollment, study programs and course list.
8. Office for International Relations of the University sends information to students regarding their stay in our University as well as other important issues.
9. The University's Office of International Relations communicates with the coordinator / advisor responsible for the final enrollment of incoming students.
10. Student service ensures that all students are enrolled in the respective study programs they have selected under the Study Agreement.
11. The faculty offers program / study language, adapting the curriculum / assessment and all necessary range of academic support that is offered to regular students as provided in the Agreement for the study.
12. At the end of the exchange period, the host faculty and the incoming student prepare an evaluation report.

13. Upon completion of the exchange period and exam session, student service releases transcript.
14. Upon completion of the exchange period, IRO provides for each student **Letter to the completion of the mobility program.**

#### **Article 11**

##### **Staff coming in mobility program at the University**

Mobility of staff coming into the mobility program is defined in the Erasmus + manual and other exchange programs and projects as a method of supporting the exchange of knowledge and expertise and providing opportunities for professional development. As per usual this type of mobility is a short teaching engagement or training that lasts from one to seven days for the academic staff and up to three months for the administrative staff. Funding is provided by the home university or exchange project or program. Other types of in-house academic staff mobility include visits by visiting experts or visiting professors invited to teach or deliver training and are compensated through the Regulation on Ranking, Salaries and Other Compensation in accordance with Legal and HRO Procedures at Partner Universities.

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

In the case of staff coming in mobility program, the following procedures apply:

- Home university publishes calls for mobility and selects the appropriate staff members.
- The home university sends the names, CVs and other relevant documents of the staff selected to the Office of International Relations. The Office of International Relations transmits this information to the respective faculties / departments.
- Within 5 working days the faculty / department shall confirm in writing that staff coming into the mobility program are accepted and provide details of the duties / responsibilities for staff admitted during the exchange or training program.
- IRO confirms these details with the staff that comes to mobility and communicates with them about logistical and organizational matters.
- After the mobility period, the faculty / department with a letter confirms the successful completion of the mobility for that staff member.
- IRO requires evaluation by a member of staff and faculty / department.

#### **Article 12**

##### **The appeal proces**

If students or staff members believe that the selection process was unfair, or there were other procedural discrepancies, they have the right to appeal the decision. They must appeal in writing to the Vice-Rector for International Relations and a copy to the Faculty Council which has made the selection. The Vice-Rector investigates the case and makes a written decision on the appeal.

### **Article 13 Documents**

- CV in the form provided;
- Application form (students);
- Faculty Authorization Form - for students attending a mobility program and staff attending a mobility program (appendices 1, 2);
- Student Study Agreement;
- Student mobility agreement;
- Individual learning plan for mentorship offer;

### **Article 14 Monitoring and reviewing**

- Daily journal to promote scholarship and distribution requirements;
- The annual report is sent to the Rector / Secretary-General on the workload and efficiency of the service;
- Assessment service, monitored by the responsible service;
- The evaluation form from the faculty, students, customers and partners.

#### **Annex.1**

##### **Authorization form from faculty for students going in a mobility program**

Please, fulfill all parts of the form, sign and assure a copy for the student and IRO and keep a copy for faculty's records. IRO informs Student Services for selected students, subjects and credits.

#### **Annex. 2.**

##### **Authorization form from faculty/department for staff members going in a mobility program**

Please, fulfill all parts of the form, sign and assure a copy for the student and IRO and keep a copy for faculty's records. IRO informs Student Services for selected students, subjects and credits.

Prof. Asoc. Dr. Bajram Kosumi  
Rector of UKZ



**Annex.1****Authorization form from faculty for students going in a mobility program**

Faculty/Department		
Name	Last name	ID number
Institution where mobility takes place	Country	
Please, comment on academic merits and further educational merits of this exchange program?		
Please, comment the applicant's adaptability for the mobility program		
Academic adaptability (40% of selection criteria)		
Language skills on the teaching language (30% of selection criteria)		
Applicant's motivation (30% of selection criteria)		
Credits ECTS/ academic recognition		
Please, write the subjects and ECTS credits recognized by the faculty		
Please, write the subjects and ECTS credits not recognized by the faculty and briefly explain why		
For the subjects/credits not recognized, please indicate which subjects should the student take when he/she returns and cover for these		
Dean's signature:		Date:
Faculty's coordinator for mobility signature:		Date:
IRO's in charge signature:		Date:

Please fill in all the parts of the form, sign and provide a copy for the student and the IRO and keep a copy of the faculty data. MES informs the Student Service for the selected students, subjects and credits.

**Annex. 2.****Authorization form from faculty/department for staff members going in a mobility program**

Faculty/Department		
Name	Last name	ID number
Institution where mobility takes place	Country	
Please, comment on academic merits and further educational merits of this exchange program?		
Please, comment the applicant's adaptability for the mobility program		
Academic adaptability (40% of selection criteria)		
Language skills on the teaching language (30% of selection criteria)		
Applicant's motivation (30% of selection criteria)		
Credits ECTS/ academic recognition		
Please, write the subjects and ECTS credits recognized by the faculty		
Please, write the subjects and ECTS credits not recognized by the faculty and briefly explain why		
For the subjects/credits not recognized, please indicate which subjects should the student take when he/she returns and cover for these		
Dean's signature:		Date:
Faculty's coordinator for mobility signature:		Date:
IRO's in charge signature:		Date:

Please fill in all the parts of the form, sign and provide a copy for the student and the IRO and keep a copy of the faculty data. MES informs the Student Service for the selected students, subjects and credits.