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UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

REGULATIONS FOR THE INTERNAL MOBILITY OF STUDENTS OF "HAXHI ZEKA" UNIVERSITY

JANUARY 2024

Based on the competences defined by article 42, 47, 48 and 151, paragraph 1, 2, 3, 4, of the Statute of "Haxhi Zeka" University in Peja, the Senate of "Haxhi Zeka" University in Peja, on 09.01.2024, approves the following:

REGULATIONS FOR THE INTERNAL MOBILITY OF STUDENTS OF "HAXHI ZEKA" UNIVERSITY

Terminology and the concept of this Regulation

- **Internal Mobility of students at UHZ** involves the permitted and controlled process for students to pursue integrated subjects from one academic unit to another within the university. This process provides an opportunity for students enrolled in a specific university study program to change or select specific subjects based solely on instructional expectations, either within the same academic unit or another unit within the university.
- **International Mobility of students** implies the international movement of students who physically cross an international border between two countries with the objective of participating in educational activities in the destination country, where the student's destination is different from their country of origin.
- **Horizontal Mobility** refers to the student's ability to choose subjects in the year and semester they are attending lectures.
- **Vertical Mobility** refers to the student's ability to choose subjects in the academic year and semester they are not attending lectures, meaning the preceding or succeeding year.
- **Mobility for Non-program Subjects** refers to the student's ability to choose subjects that are outside the study program and are recorded in the diploma supplement as ECTS credits, respectively additional components without changing the level and degree of study.
- **Curriculum:** The curriculum is the educational program through which students achieve their professional goals, ideals, and aspirations.
- **Integrated Curriculum:** In the context of this regulation, an integrated curriculum refers to the entirety of all programs at both levels of study (BSc and MA or MSc), with emphasis on the relationship between various subjects/disciplines.
- **Students** are students from all academic units of the University "Haxhi Zeka" at the first and second levels and other forms of study.
- **Career Advancement:** refers to the process of choosing a career path by improving expertise and working for long-term learning. The integrated curriculum and self-design of the diploma will help students improve their career prospects.
- **Personalized Learning:** includes the concept of designing the diploma by the student, creating opportunities for it to be personalized to reflect desires, interests, and identity. This makes the diploma more unique and aligned with the student's interests.
- **Creative Learning:** It is the construction of knowledge and the development of skills in a creative way. This also includes the self-design of the diploma. This process gives students the opportunity to express their creativity.

Article 1

Purpose

This regulation aims to define the internal mobility of students at the University "Haxhi Zeka" in Peja, to enhance the effectiveness of teaching and create opportunities for student profiling.

Article 2

Scope

The regulation for internal mobility focuses on:

1. Mobility, exclusively for study purposes;
2. Student profiling regarding achievements within the academic units of UHZ;
3. Individualization, i.e., self-design of the profile and skill acquisition;
4. Strengthening entrepreneurship in all program segments;
5. Educational mobility of UHZ students as an opportunity for skill development and expanding knowledge horizons within UHZ programs or undertaking training within these programs;
6. Internal mobility opportunity for an open exchange of talents and ideas within the university.

Article 3

UHZ Policies for Ensuring Internal Mobility

1. The university's policies to ensure the internal mobility of students are crucial to help students choose elective subjects within the framework of a study program in another subject within the same institution.
2. These policies must be clear, straightforward, and carefully followed.
3. Some of the key elements that should be included in internal mobility policies are:
 - 3.1. **ECTS credit transfer:** University policies should determine how credits of the selected subject by students for internal mobility will be transferred and adapted to their study program. This includes rules for credit assessment and transfer.
 - 3.2. **Orientation and support procedures:** The university should provide clear procedures for the orientation and support of new students who wish to undergo internal mobility from one faculty to another and in the selection of subjects for mobility. This may include individual meetings with academic advisors and informational sessions to help students integrate into the new subject and obtain the necessary information for internal mobility.

3.3. **Monitoring, assessment, and improvement processes:** The university should have updated processes for monitoring, assessing internal mobility policies, and improving them as needed.

4. Internal mobility policies should be transparent, straightforward, and consistently applied. This will help students gain experience and facilitate their mobility process within the university.

Article 4

Mobility in Mandatory Subjects

1. If the same subject is offered by two or more academic units with the same ECTS credits by full-time professors, the student has the right to choose the academic unit where they want to take the subject:
 - 1.2 **ECTS credits:** Students must ensure that the number of ECTS credits for the chosen subject in another academic unit matches or exceeds the ECTS credits required by their academic unit's study program.
 - 1.3 **Diploma Supplement:** If a student takes subjects exceeding the required ECTS credits, additional ECTS credits must be documented and included in the student's diploma supplement.

Article 5

Council for Curriculum and Integrated Studies

1. The Council for Curriculum and Integrated Studies is established by the Senate of the University "Haxhi Zeka" in Peja and consists of:
 - 1.1. The Vice-Rector for Teaching, Student Affairs, and Research, ex-officio;
 - 1.2. Vice-Deans for Teaching and Academic Affairs of the 5 academic units;
 - 1.3. Coordinators for Quality of the 5 academic units;
 - 1.4. The Chairman of the Council, appointed by the Senate for a 4-year term;
 - 1.5. In case of resignation, suspension, position change, or any other situation preventing a member from participating, the Senate appoints a replacement the next meeting;
 - 1.6. The responsible officer who oversees the Council secretariat is appointed by the Senate of the University at the Council establishment meeting.

Article 6

Duties and responsibilities of the Council for Curriculum and Integrated Studies

1. The Council for Curriculum and Integrated Studies (hereinafter referred to as **CCIS**) is the central authority for designing, maintaining program balance, and implementing the internal mobility methodology in line with the integrated curriculum at the University "Haxhi Zeka."

Article 9

Duties and responsibilities of the Commission for Monitoring, Evaluation, and Improvement of the Internal Mobility Process

1. Analyze the internal mobility process, provide recommendations for its improvement.
2. Monitor the internal mobility process.
3. Evaluate the internal mobility process.
4. Provide recommendations to the CCIS, opportunities for improving the evaluation and monitoring of the internal mobility process.
5. The CCIS, when establishing this commission, may assign additional tasks beyond those outlined in the above paragraphs.

Article 10

Students' Right for Mobility

1. The student of an academic unit at UHZ has the right to be part of the internal mobility process within the scope of this regulation.
2. Students have the right to participate in internal mobility from the first semester of undergraduate studies (BSC).
3. These rights help ensure the sustainability and transparency of the internal mobility process. Some of the key student rights in this context include:
 - 3.1. **Full and clear information:** Students have the right to complete and clear information about the internal mobility process.
 - 3.2. **Credit recognition:** Students have the right to accumulate more ECTS credits than specified in their study program.
 - 3.3. **Assistance and logistical support:** The academic unit administration provides assistance and support to students who choose to engage in internal mobility by offering assistance and other practical services.
 - 3.4. Other necessary services for internal mobility.

Article 11

Student Obligations to be Part of Internal Mobility

1. **Adherence to university rules and procedures:** Students must be aware of and follow the rules, procedures, and policies of the university regarding internal mobility.
2. **Regular monitoring and communication:** Students must communicate and gather information from the relevant academic unit administration about subjects for internal mobility, ECTS credits, and any other information.

Article 12

Duties of Academic Units for Implementing the Internal Mobility Program

1. Academic Units, both academically and administratively, have obligations to ensure the implementation of the student mobility program efficiently and fairly.
2. The Academic Unit has the responsibility to provide a facilitated environment for students who are choosing subjects for internal mobility and to assist them in achieving their academic and career goals.
3. Duties and responsibilities of the faculty include:
 - 3.1. **Information and counseling:** The faculty provides clear and complete information to students about internal mobility opportunities, including information about selecting subjects from other study programs. A key component is individual counseling for students to help them plan their mobility.
 - 3.2. **Credits recognition:** UHZ has its electronic system for recognizing the ECTS credits of subjects selected for internal mobility.

Article 13

Duties of the Central Administration of UHZ

1. The central administration of UHZ has its duties and responsibilities to ensure the internal mobility of students efficiently and fairly.
2. The duties of the central administration within this process include:
 - 2.1. **Implementation of policies and rules:** The central administration must regulate matters related to the recognition of ECTS credits earned during internal mobility. Procedures should be clear, understandable, and in line with institutional standards.
 - 2.2. **Prompt processing of applications:** It is important that the administration processes applications for internal mobility quickly and ensures that students receive responses within a reasonable period.
 - 2.3. **Counseling and student support:** The administration must provide counseling and support for the appropriateness of selected subjects with the program's educational expectations.
3. The central administration has the obligation to ensure a facilitated environment and support for students in the internal mobility process. Improvements in procedures and offered services can help enhance the student experience and encourage them to explore and benefit more from the university's resources.

Final Provisions

Article 14

Amending and supplementing this Regulation

Amending and supplementing this Regulation can be done according to the same issuing procedure.

Article 15

Entry into force

This regulation enters into force on the day of its approval by the Senate.

Chairman of the Senate

Prof. Dr. Armand Krasniqi



