



**UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"**

SENATE

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**REGULATION
ON ACADEMIC MOBILITY OF STUDENTS IN UNIVERSITY "HAXHI ZEKA" IN PEJA**

Peja, 2019

Senate of the University "Haxhi Zeka" in Peja, based on Article 151, paragraph 1.7 and 1.8 of Article 6 and paragraph 1.1 of Article 47 of the University Status, and in all relevant documents in force of Higher Education in Kosovo, at the meeting held on 12.02.2019: approves this

REGULATION
ON ACADEMIC MOBILITY OF STUDENTS IN UNIVERSITY "HAXHI ZEKA" IN PEJA

Article 1

Purpose

The purpose of this regulation is to adhere to all the European Union standards that instruct Higher Education Institutions towards integration into the European Higher Education Area and the European Space of Scientific Research, respecting the Declaration of Bologna Process and the Council's recommendations of Europe to encourage and promote academic and staff mobility (2011 / C 199/01). Also with this Regulation, the academic units of University Haxhi Zeka in Peja are required to apply procedures before and after the completion of Academic Mobility (in the following text AM):

Article 2

Obligations of the academic unit towards students during the mobility process

1. The Academic Unit is obliged to review the student documents that are subject to the application process for mobility. The Academic Unit should ask the student to provide the necessary records and evidence, such as:
 - 1.1. The list of subjects that the student plans to attend during the mobility program at the host university, and
 - 1.2. ECTS credits for each selected subject.
2. To review the student's request for eventual change of subjects during the implementation of mobility at the receiving University (if changes occur with the request of the receiving university).
3. Transfer of credits-ECTS (after returning the student to University "Haxhi Zeka" in Peja), such as:
 - 3.1. Transcript of grades from host university '
 - 3.2. Learning Agreement.

Article 3

Procedures before the Student's Mobility Begins

The candidates for examination papers are submitted to the Academic Development Coordinator and the Vice Dean for Teaching in the relevant academic units of UHZ

The relevant NJA Academic Development Coordinator, reviewed the documentation and compared the subjects selected by the student. If needed, the process is assisted by Vicedean for Teaching Affairs and / or Head of Department / Head of Study Program.

In cases where the subjects selected by the student are comparable to the subjects of the study program up to 70% or identical, the learning agreement, upon proposal of the academic development coordinator, must be signed by the Vicedean for student affairs, which is confirmed that the subjects selected by the student will be accepted as such in the respective program, upon return of the student to the native university.

If the selected subjects are not comparable to 70%, but they belong to the same field of study, the Academic Development Coordinator asks / suggests the student to change the subjects selected by orientating them to comparable subjects up to 70%.

If the list of subjects at the host university does not contain comparable subjects up to 70%, confirmation of the possibility of accepting and signing the Learning Agreement should be obtained by the Vicedean for Teaching Matters in cooperation with the Head of Department or Study Program, as appropriate, to the study commission of the relevant academic units of UHZ where they make a final decision for approval by:

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

5.2. To be recognized as an ECTS credit supplement in the Diploma Supplement.

The process of reviewing the student's application must be completed within a time limit of up to 7 days from the day the student applies for Academic Mobility.

Article 4

Knowledge of Academic Mobility

Subjects acquired at a University abroad that are similar or identical to the subjects offered in the study program of the relevant Faculty of UHZ must be accepted without any hesitation and without any obstacles from the Faculty UHZ and to be enrolled by the Prodean for Teaching, based on the decision of the Study Committee and in the file attached the decision / record of the study commission.

Subjects which fit the profile of the program, which are awarded by accredited Foreign Universities and with whom we have a cooperation agreement, however, which we do not plan a curriculum, equivalence or recognition of these subjects is done through comparison of the Learning Outcomes.

A subject acquired at a foreign university, which has a different denomination from the subject offered in the study program of the Faculty UHZ, or having different student load and consequently have different weight, the subject can be accepted from the respective faculty, with the same title as the program offered at the respective faculty, provided that the Learning Outcomes are similar.

The grade is recorded by the Vicedean for learning of the relevant academic units.

-The student that applies for mobility at the host university (other) can't choose the subjects that they have at the university. These cases are not accepted for review.

-Subjects that are at Bachelor level at a University and at the Master level (and vice versa), students can choose up to 2 subjects of different level of study that are equivalent to the University at the relevant level of study,

- ECTS credits, from student mobility acquired at the Summer University, are accepted to students according to chapter 3 of this regulation.

1. Transfer of ECTS credits for mandatory subjects with the same content but differing in the number of ECTS credits, these subjects should be accepted.
2. The learning agreement may change even after the student has started mobility, as something like this is foreseen in the various international programs (Erasmus +, etc). Eventual changes should be made in coordination with:
 - a. student
 - b. the faculty host, and
 - c. the sending faculty.

The signing of the Learning Agreement implies that after the realization of Student's Academic Mobility and after written evidence that the subjects previously selected by the student, which are evidenced in the Learning Agreement are evaluated with passing grades, automatic acceptance is made subjects and ECTS credits at University "Haxhi Zeka" in Peja.

Non-acceptance of the case may only occur if

- a) The student has not passed the exams at the host university, and
- b) Did not accumulate ECTS credits according to the learning agreement.

In these cases, the respective Academic Unit of the parent University should be obliged to provide justification and written evidence of non-acceptance of subjects and ECTS.

If the mobility beneficiary student violates ethics at the receiving university, in addition to the punitive measures that he / she will take from the university, he / she will be subject to a disciplinary procedure from University Haxhi Zeka in Peja.

The time period to be completed for the process of review and recognition of the courses at University "Haxhi Zeka" after returning from the host university should be done within 15 working days.

Article 5

Types of activities out of curriculum

Activities outside of the curricula are activities that are not foreseen in the framework of accredited teaching programs within the academic units which are organized at the level of University "Haxhi Zeka" in Peja. These activities are considered as follows.

- The pursuit of the courses offered within the Summer University,
- The follow-up of the courses offered by the respective Centers,
- Active participation in short-term learning arrangements (workshops, seminars and similar) organized by the University.

Article 6

ECTS credits calculation method

An ECTS credit corresponds to the student's load of 25 to 30 active academic hours.

Article 7

ECTS credit allocation procedure

The allocation of ECTS credits may be made based on the request of the designated activity carrier if the same has a regular contract with the University "Haxhi Zeka" in Peja and at least the academic call Prof. Assistant.

The request carrier of the activity must be submitted before the organization of the given activity starts and be based on a written form from the organizer leader in the course of which the respective activity is foreseen.

The application must be submitted through a standardized form (can be downloaded from the University's website).

The decision on the allocation of ECTS credits is taken by the Commission established for this purpose and signed by the Rector respectively the respective Vice-Rector.

Article 8

Acceptance of ECTS credits

Students who have obtained ECTS credits in accordance with this regulation may submit a request to the respective academic unit for the transfer of ECTS credits to the Program in

which they are registered for the purpose of partial or full replacement of one or more many elective subjects.

Credit transfer is permitted in these cases

-If the student has undergone the examination at the course determined in the framework of the activities outside the curriculum and the content of the activity complies with the amount of 70% or more with the content of the given elective subject, the same shall be accepted in the whole course, grades and credits ECTS earned.

-If the number of ECTS credits received from activities outside the curriculum does not correspond to the number of ECTS credits of the respective elective course, the ECTS compensation the student must earn with any other elective subject offered in the program where the same is registered.

-If the student has attended the course in the course of activities outside of the curriculum (but not subject to the examination) and the content of the activities is 70% or more with the assigned elective subject, the student is entitled to undergo the exam in the relevant subject electoral without hearing the same. In case of successful completion of the exam, the student receives ECTS credits foreseen for the respective elective course within the respective program.

-If a student is not eligible for ECTS credits because of the non-conformance of the content to the extent required with the subjects of the program in which he is registered, the ECTS credits of the same are transferred to the Diploma Supplement.

As an activity outside the curriculum, it is not possible to calculate the course if it is offered in the accredited programs in which the student is enrolled.

The study commission at the level of the respective academic units is responsible for examining the request and issuing the relevant decision regarding the acceptance of ECTS credits invited in accordance with this regulation.

Article 9

Reporting on activities outside the curriculum

Upon completion of activities beyond the curricula, the leader of such organization is obliged to provide the relevant Rector Report within 3 months after the completion of the Activities. The report should contain information about the activities, the participants and the quality of attendance, learning outcomes, ECTS credits and certificates issued.

Article 10
Transitional Provisions

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

Head of the UHZ Senate
Prof. Dr. Fadil Millaku

Explanation: This regulation is translated in English but signed and protocoled in Albanian.