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Rector of UMIB

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**REGULATION ON INTERNATIONALIZATION AND MOBILITY**

This Regulation sets out the normative framework for internationalization of partner Universities as part of the HERAS project.

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

The second part regulates the procedure to be followed for staff and student mobility.

**FIRST PART**

Several strategic initiatives are identified to achieve the specific objectives that must be achieved through planned activities and measures 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, within five years should develop 1/5 of the study programs in foreign language in one of the study cycles offered by the University.

The 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;
- Concluding mobility agreements;
- Participation in international projects;

Measures to be taken by partner Universities:

- Assessing market needs;
- Harmonization of the competences of the faculty staff;
- Finding Partners;
- Securing funding funds;
- Implementation of internal processes;
- Implementation of promotion of materials;
- Ensure student accommodation;
- Naming the Services Team for International Students;
- Concluding international agreements;
- Concluding mobility agreements / Credit Mobility;
- Creating a team to handle international projects;

Responsible for the implementation of this initiative are the Deaneries 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 not only;
- Increasing the number of Agreements with international institutions of higher education.

The activities to be undertaken in this regard are:

- 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 of requests for staff participation in conferences;
- Prepare a structured exchange of students based on bilateral agreements;
- Approval of more joint regional interdisciplinary projects.

Responsible for implementation remains the Pro-Rector for International Cooperation and the Office for International Cooperation and Projects.

### **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 Career Center;

The activities to be undertaken in this regard are:

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

Measures to be taken:

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

Responsible for the implementation of these measures remains the Office for International Cooperation.

### **Article 4**

#### **Increasing applications with joint projects for international funding**

This objective should be achieved through:

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

The activities to be undertaken in this regard are:

- Workshops and presentations at each faculty on current decisions;
- Workshop for writing international projects;
- Training for EU funded projects (Horizon 2020, ERASMUS +, CEEPUS, IPA, etc.);
- Allocation of money for co-financing projects.

Measures to be taken:

- Utilize international funding 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 remains: Deaneries, administrative services and Rectorate (Office for International Cooperation);

## **SECOND PART MOBILITY PROCEDURES 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. Moreover, the University also recognizes the importance of mobility internationally and provides opportunities for staff and students to be involved in international mobility.

### **Article 6**

The purposes of this procedure are:

- to maximize exchange opportunities and access to identified potential funding flows and international partners;
- to provide information for students and staff interested in mobility;
- to ensure that the integrity and academic progress of exchange students is recognized and respected;
- to provide administrative advices and support to students and staff who come and go from mobility;
- continuously develop service and mobility opportunities with appropriate reviews and evaluations;

### **Article 7**

#### **Competencies**

- **The Office for International Cooperation (OIC)** disseminates information on mobility opportunities. The OIC is responsible for communicating with faculties about the procedure and providing administrative support to students and academic staff prior to, during and upon return from residence abroad.
- **The faculty's Deanery** is responsible for promoting intra-departmental mobility, recruiting and appointing students, confirming arrangements for the Learning Agreement, including ECTS credits and adapting curricula for incoming students for mobility program.

- **The faculty student advisor** provides information and advice to students at the individual level about mobility, refers them to appropriate staff members or to 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 service** deals with documentation and transcripts of student grades that have been out of state for a semester or a full academic year and also with legal issues for students coming to the University for a Mobility Program, based on information from the Dean's Office.
- **The Human Resources Office (HRO)** handles the staff mobility. It ensures that any staff member who goes abroad for a teaching engagement or training is enrolled, including data retention of staff members who come for a mobility program.

### **Article 8**

#### **The mobility process for students going from the University**

1. The Office for International Cooperation opens a call for student target groups, according to deadlines for submitting applications to European partner universities. Note, the call specifies the criteria and weight required to fulfill the conditions and selection process. These criteria are: 50% academic merit, 30% knowledge of teaching language and 20% motivation.
2. OIC sends the call with all necessary documents by e-mail to the students; a copy goes to the student advisor and coordinator for corresponding mobility as well as to other interested parties.
3. Students send their application and necessary documentation to the faculty student advisor and copies of documents to the OIC.
4. The respective faculty carries out the selection process. This process involves the use of selection criteria and importance by providing equal opportunities for all, without conflict of interest. Results and reasonableness are included in the faculty authorization form – Students from mobility program going from university (Appendix 1), which is sent to OIC within the deadline.
5. The faculty provides a copy of the decision on the student authorization form.
6. OIC informs partner universities about the names of the students appointed.
7. Prior to joining a mobility program, each student signs the Learning Agreement (LA). The Learning Agreement is signed by the Dean of the Faculty or the Faculty Coordinator. With their signatures, they confirm that the students list of selected subjects going into the mobility program, as well as the ETCS credits obtained from the exchange or additional subjects needed later, will be recognized when the student returns.
8. In case the selected subjects by the student are comparable with the subjects of the study program up to 70%, or identical, the learning agreement, on the proposal of the

academic development coordinator, must be signed by Vice-dean for teaching matters, confirming that the selected subjects by the student will be accepted as such in the respective program upon return of the student to the home university.

9. If the selected subjects are not comparable up to 70%, but belong to the same field of study, the Academic Development Coordinator asks/suggests the student to change the selected subjects by orienting them to comparable subjects up to 70%.
10. If the list of subjects at the host university does not contain comparable subjects of up to 70%, confirmation of the possibility of acceptance and signature of the learning agreement must be obtained from the Vice-dean for teaching matters in collaboration with the department leader or study program, according to the need for the study committee of the relevant academic unit of UMIB, where they make a final decision for approval by:
  - 10.1 . Considering the possibility of accepting the subject as an elective subject, or
  - 10.2 . To be recognized only as ECTS additional credits in the diploma supplement.
11. The student application review process must be completed within 7 days from the day the student applies for Academic Mobility.
12. A copy of the Learning Agreement signed by the representatives of the home institution and the representatives of the host institution is sent to the registry Office for the student file. Amendments to the Learning Agreement may be made by mutual agreement and understanding of all parties.
13. Students going to mobility through the Erasmus+ program sign the Learning Agreement with the University. This is archived at the University and a copy is given to the student.
14. For students going into the mobility program through the Erasmus+ program, the OIC sends their names and the value of the monthly payment to the Office of Finance in order to transfer the payment to the students account.
15. Each student submits relevant documents, grades and a report of assessment to the Dean of the respective faculty within 30 days of return and sends a copy to the Office for International Relations.
16. The Faculty's Academic-Scientific Council confirms the successful completion of subjects 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 transcript.

#### **Article 9**

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

Academic staff who wish to benefit from staff teaching assignment (STA) and administrative staff requiring an overseas training opportunity should complete the following process:

1. Regularly check calls and information sent by OIC or other sources for relevant mobility opportunities.
2. Apply to the specific call for teaching or training published by partner universities;

3. Send the applications to the appropriate faculty/center/department and an electronic copy to the OIC. 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 member. The secretary general, the person in charge or manager acts in the same way with administrative staff. Based on the proposal of the Dean/director or manager of the respective unit, the final decision for the academic staff is taken by the faculty Council and for the administrative staff by the Rectorate. 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 these can benefit the university and what may be sustainable within the limited budgetary and human resources.*
4. Successful applicants receive invitations from the host university with specified dates, duration and activities or results.
5. Collaborate with the manager or OIC and HRO to complete the documentation and authorization form (Appendix 2).
6. Ensure that all contracting work and responsibilities for the period of stay in the mobility program are covered.
7. Upon return, staff members submit an evaluation form from the partner institution, to their departments and OIC. Evidence of travel, accommodation or other expenses should all be provided for submission to the National Agency for European Study Programs (EACEA) and OIC at the respective university.

Academic staff can also apply for mobility leave using the **Sabbath Vacation** Regulation for academic staff development.

### **Article 10**

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

1. The faculty considers all the mobility opportunities it can offer. It agrees to send/receive the specified number of students going to and coming to a mobility program when signing an agreement with partner universities.
2. The partner university selects the students best suited for mobility.
3. The host faculty agrees on the appropriate subjects for the Learning Agreement agreed upon for incoming students and can only refuse or request changes on to the Learning Agreement if there are no suitable subjects during the exchange period.
4. The University's Office for International Cooperation acknowledges 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 for International Cooperation sends these names to respective academic units.
7. The University's Office for International Cooperation contacts students and sends them all the documents and requirements regarding their enrollment, study program and subject list.
8. The University's Office for International Cooperation provides student with information on staying at our University as well as other important matters.
9. The University's Office for International Cooperation 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 Learning Agreement.
11. The faculty offers the program/language of study, curriculum adaptation/assessments needed and all the range of academic support.
12. At the end of the exchange period, the incoming faculty and incoming student prepare an evaluation report.
13. After completing the exchange period and the exam session, the student service issues the grade transcript.
14. After completing the exchange period, OIC provides for each student a **Letter for completing the Mobility Program**.

#### **Article 11**

##### **Staff coming to the University mobility program**

The 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 usually 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 by the exchange project or program. Other types of mobility of internal academic staff include visiting experts or visiting professors invited to teach or deliver training and they are compensated through the Regulation on Ranking, Salaries and other compensations in accordance with legal procedures and HRO 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 into the mobility program, the following procedures apply:

- The home university publishes calls for mobility and selects appropriate staff members.
- The home university sends the names, CV's and other relevant documents of the staff selected to the Office for International Cooperation. The Office for International Cooperation transmits this information to the relevant 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.

- The OIC confirms these details with the mobility staff and communicates with them on logistical and organizational issues.
- After the mobility period, the faculty/writing department confirms the successful completion of the mobility for that staff member.
- The IOC requires evaluation by staff member and by faculty/department.

**Article 12**  
**The appeal process**

If students or staff members believe that the selection process was unfair or there were other procedural inconsistencies, they have the right to appeal the decision. They must appeal in writing to the Pro-Rector for International Relations and a copy of the Faculty Council that has made the selection. The Pro-Rector investigates the case and issues 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 learning agreement;
- Student mobility agreement;
- Individual learning plan for mentoring offer.

**Article 14**  
**Monitoring and review**

- Daily journal for scholarship promotion and distribution of requirements;
- The annual report is sent to the Rector/Secretary – General as to the volume of work and the efficiency of the service;
- Service evaluation, monitored by service providers;
- Assessment form by faculty, students, clients and partners.

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Rector of UMIB

## Appendix 1

### Faculty authorization form for students attending mobility program

Please complete all sections of the form, sign and provide a copy for the student and the OIC and keep a copy of the faculty data. OIC informs Student Services of selected students, subjects and credits.

## Appendix 2

### Faculty/department authorization form for staff members attending mobility program

Faculty/department		
Name	Surname	ID number
Institution where mobility takes place	Country	
Please comment on the academic and wider educational merits of this exchange program?		
Please comment on the applicant's eligibility for the mobility program		
Academic eligibility (40% of selection criteria)		
Language skills in the teaching language (30% of selection criteria)		
Motivation of the applicant (30% of selection criteria)		
ECTS credits/academic recognition		
Please list the subjects and ECTS credits recognized by the faculty		
Please list the subjects and ECTS credits that are not recognized by the faculty and briefly explain why		
For subjects/credits that are not recognized , please indicate which subjects the student should take when returning which cover these		
Dean's signature:		Date:
Signature of the faculty coordinator for mobility:		Date:

Please complete all sections of the form, sign and provide a copy for staff member and OIC and keep a copy for the faculty data. The Faculty Council shall inform the academic staff member and the collegium for administrative staff members about the decision.

Faculty/department	
Name	Surname
Institution where mobility takes place	Country
Please comment on the merits of this exchange program	
Professional development needs	
Faculty/department plans	
Language skills	
Motivation	
Working hours and responsibilities during the exchange program	
Signature of Dean /Director:	Date:
Signature of the person in charge of the OIC:	Date: