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The Chairman of the Academic Council
Prof. Dr. Sc. Mevlan BixhakU

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REGULATION FOR MOBILITY OF ACADEMIC STAFF AND STUDENTS

Based on Article 34 of the Statute of the Tempulli College in Pristina, the Academic Council at the meeting held on 29.01.2025 issued the following:

Article 1
Mobility procedure for students and staff

Finding, securing and simulating opportunities for mobility is an integral part of the Tempulli College's strategic plan. Through this regulation, the Tempulli College (hereinafter as College) aims to actively finance and secure partnership opportunities that include exchange.

Article 2
Purpose

The purpose of this regulation includes:

- maximize exchange opportunities and the use of identified potential funding streams with local and international partners;
- provide information to students and staff interested in mobility;
- ensure that the academic integrity and progress of exchange students is recognized and respected ;
- provide administrative advice and support to students going to and from mobility;
- continuously develop services and opportunities with due consideration and evaluation.
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Article 3
Organization

The Office for International Relations (OIR) circulates information regarding mobility opportunities. This office has the authority to communicate with the College regarding the procedure and to provide administrative support to students before, during and after their stay abroad.

Program coordinators are competent to promote mobility within the department, select and appoint students; to confirm the arrangements for the Study Agreement, including the granting of ECTS credits and the adaptation of curricula for students coming for the mobility program.

The College's student advisor provides information and advice to students on an individual level about mobility, refers them to the appropriate staff members or the appropriate department, and organizes the documentation.

The College's student mobility coordinator is a member of the College'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 active individual support to students going to and from a mobility program.

The student service deals with the documentation and transcripts of grades of students who have been abroad for a semester or an entire academic year and also with legal issues for students who come to UEJL for a mobility program, based on information from the Office for International relations.

The Human Resources Office (HRO) deals with staff mobility. It ensures that any staff member who goes abroad for a teaching or training engagement is registered, including keeping records of staff members coming for a mobility programme.

Article 4
Mobility process for College students

The office for international relations opens a call for target groups of students, according to the deadlines for the submission of applications to the holders of higher education, partners for the mobility program. The call specifies the criteria and weight required to fulfill the conditions and the selection process. These criteria are:

- 50% academic merit,
- 30% knowledge of the language of instruction and
- 20% motivation .

OIR sends the call with all the necessary documents by e-mail to the students, a copy also goes to the student advisor and mobility coordinator, as well as other interested parties.

1. Students send their application and necessary documentation to the College's student advisor and copies of documents to OIR.
2. The respective College carries out the selection process. This process includes the use of selection criteria and relevance ensuring equal opportunities for all, without conflict of interest. Results and rationale are included in the College authorization form. Students from the mobility program going from the university (Appendix 1), which is sent to the Ministry of Education within the stipulated time.
3. The College provides a copy of the decision on the authorization form for the student.
4. OIR informs the partner universities about the names of the nominated students.

5. Each student before going to a mobility program signs the Learning Agreement (LA). The study agreement is signed by College Director or College Coordinator. With their signatures, they confirm that the list of chosen subjects of the student going to the mobility program, as well as the ECTS credits gained from the exchange or the additional subjects needed later, will be recognized when the student returns.

6. A copy of the Study Agreement signed by representatives of the home institution and representatives of the host institution is sent to the Registrar's Office for the student's file. Changes to the Study Agreement can be made with the agreement and mutual understanding of all parties.

7. Students who go on mobility through the Erasmus+ program sign the Study Agreement with the College. This is archived at the College and a copy given to the student.

8. Students who go on the mobility program pay their tuition fees to the College, and not to the host institution of higher education.

9. If the student going to the mobility program has a merit scholarship of the College. The scholarship is awarded to the student according to the conditions set out in the Letter of Award. Grades received while in the exchange program do not affect the allocation of the scholarship.

10. For students who go to the mobility program through the Erasmus/Erasmus+ program, OIR sends their names and the amount of the monthly payment to the Finance Office in order to transfer the payment to the student's account.

11. Each student sends the relevant documents, grades and an evaluation report to the director of the College within 30 days after returning and sends a copy to the Office for International Relations. The teaching-scientific council of the faculty confirms the successful completion of courses and the recognition of ECTS credits earned abroad, where the dean sends a copy of the confirmation to the Registrar's Office so that the credits can be recorded on the student's transcript.

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Article 5

Process for staff members going on mobility program

Academic staff who wish to take advantage of a staff teaching assignment and administrative staff seeking a training opportunity abroad must complete the following process:

1. Regularly check calls and information sent by OIR or other sources for relevant mobility opportunities.
2. Apply to the specific call for teaching or training published by the partner university.
3. Send the applications to the respective College /center/department and an electronic copy to OIR.
4. Successful applicants receive an invitation from the host university with specified dates, duration and activities or outcomes.
5. To cooperate with the manager, or OIR and HRO to complete the documentation and the authorization form (appendix 2).
6. Ensure that all contract work and responsibilities for the period of stay in the mobility program are covered.

7. Upon return, staff members submit an evaluation report, including the evaluation form from the partner institution, to their departments and the OIR.

* *The initial selection of the academic staff, from the request submitted to the College, is made by the director of the responsible academic unit in accordance with the plans of the College/center as well as the individual needs for professional development of the staff member. The administration manager acts in the same way as the administrative staff. Based on the proposal of the director or manager of the relevant unit, the final decision for the academic staff is taken by the College Council and for the administrative staff by the College. These decisions must be made in accordance with the time limits specified in the call. These bodies can consider the merit of individual proposals, how they can benefit the university and what can be sustained within limited budgetary and human resources.*

Article 6
The process of the arrival of students in the mobility program

- The College takes into consideration all mobility opportunities it can offer. Agrees to send/accept the specified number of students going to and from a mobility program when any agreement is signed with partner universities or colleges.
- The partner College or university selects the most suitable students for mobility.
- The host College agrees on suitable subjects for the Study Agreement granted to incoming students and can only refuse or request changes to the study agreement if there are no suitable subjects during the exchange period.
- The office for international relations of the College accepts the names of nominated students who will come to the mobility program.
- The student service ensures that incoming students receive all information and support on accommodation, visa and residence permit issues.
- The office for international relations of the the College sends these names to the relevant academic units of KT.
- The international relations office of the College contacts the students and sends them all the documents and requests regarding their registration, study programs and the list of subjects related to KT.
- The office for international relations of the College sends information to students regarding the stay in Pristina as well as other important issues.
- The international relations office of the College communicates with the coordinator /counselor responsible for the final registration of incoming students .
- The student service ensures that all students are enrolled in the respective study programs they have chosen according to the Study Agreement.
- The College provides the programme/language of study, curriculum adaptation/assessments required and the full range of academic support provided to regular students as provided for in the Study Agreement.
- At the end of the exchange period, the host College and the incoming student prepare an evaluation report.

- After the completion of the exchange period and the exam session, the student service issues the transcript of grades.
- After the completion of the exchange period, OIR provides for each student a Letter for completing the mobility program at the College

Article 7
The staff coming to the mobility program at the College

The mobility of staff coming to the mobility program is defined in the Erasmus+ manual and in other exchange programs and projects as a method of supporting the exchange of knowledge and expertise and to provide opportunities for professional development. As usual, this type of mobility is a short teaching or training engagement lasting from one to seven days for academic staff and up to three months for administrative staff. Funding is provided by the host higher education provider or by the exchange project or program. Other types of internal academic staff mobility include visits by experts or visiting professors invited to teach or hold training and they are compensated through the Compensation Regulation.

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

In case of the arrival of the staff in the mobility program, the following procedures are applied:

1. The host higher education institution publishes calls for mobility and selects suitable staff members.
2. parent College sends the names, CVs and other relevant documents of the selected staff to the Office for International Relations. The office for international relations forwards this information to the College/responsible departments.
3. Within 5 working days of the College, the department confirms in writing that the staff coming to the mobility program has been accepted and provides details of the duties/responsibilities for the staff accepted during the exchange or training program.
4. The OIR confirms these details with the staff coming for mobility and communicates with them regarding logistical and organizational issues.
5. After the mobility period, the College department confirms in writing the successful completion of the mobility for that staff member.
6. The OIR requires evaluation by the staff member and by the College/department.

Article 8
Complaint

In the event that 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 Secretary General and a copy of the Academic Council that made the selection. The program coordinator investigates the matter and issues a written decision on the appeal.

Article 9
Documents

- CV in the sample form sent.
- Application form (students).
- Akademia authorization form – for students going to a mobility program and staff going to a mobility program (appendices 1, 2).
- Student study agreement.
- Student mobility agreement.
- Individual learning plan for mentoring offer.

Article 10
Monitoring and review

- Daily journal for promotion of scholarships and distribution of requests;
- The annual report is sent to the Secretary General regarding the volume of work and the efficiency of the service;
- Service evaluation, monitored by service managers;
- Evaluation form from the College, students, clients and partners.

Article 11

With the entry into force of this regulation, the regulation for mobility of staff and students no. 10/23 , dt.10.10.2023 is repealed.

Chairman of the Academic Council

Dr. Sc. Mevlan Bixhaku

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Appendix 1
Authorization form from the College
For students going to the mobility program

Please complete all parts of the form, sign and provide a copy to the student and OIR and keep a copy for the College's records. OIR informs the Student Service about selected students, courses and credits.

<table>
<tr><td colspan="3">College/department</td></tr>
<tr><td>Name</td><td>Last name</td><td>ID number</td></tr>
<tr><td colspan="2">The institution where the mobility is carried out</td><td>Country</td></tr>
<tr><td colspan="3">Please comment on the academic merits and wider educational merits of this exchange program?</td></tr>
<tr><td colspan="3">Please comment on the applicant's eligibility for the mobility program

Academic eligibility (50% of selection criteria)

Language skills in the language of instruction (30% of the selection criteria)

Applicant's motivation (20% of the selection criteria)</td></tr>
<tr><td colspan="3">ECTS credits/academic recognition

Please enter the subjects and ECTS credits that are recognized by the College

Please write the subjects and ECTS credits that are not recognized by the College and briefly explain why

For courses/credits not recognised, please indicate which courses the student should take when returning and which cover these</td></tr>
</table>

Dean's signature: Date:
Signature of the Mobility College Coordinator: Dats:
Signature of OIR manager: Date:

Appendix 2
Authorization form from the College/department
For staff members going on a mobility program

College/department	
Name	Last name
The institution where the mobility is carried out	Country
Please comment on the merits of this exchange program Professional development needs College/department plans Language skills motivation	
Working hours and responsibilities during the exchange program	
Signature of the dean/director: Date:	
Signature of OIR manager: Date:	
College / department	
Name	LAST
The institution where the mobility is carried out	Country
Please comment on the merits of this exchange program Professional development needs	

College/department plans Language skills motivation
Working hours and responsibilities during the exchange program
Signature of the director: Date:
Signature of OIR manager: Date:

Please complete all parts of the form, sign and provide a copy to the member of staff and OIR and keep a copy for the College's records. The College Council informs the academic staff member and the College for administrative staff members of the decision.