



Pursuant to Article 34, of the Statute of the Tempulli Academy in Pristina, the Academic Council in its meeting held on 04.01.2021 issued the following:

## **MOBILITY REGULATION FOR STUDENTS AND STAFF**

### **Article 1**

#### **Mobility procedure for students and staff**

Finding, providing and simulating mobility opportunities is an integral part of the Tempulli Academy Strategic Plan. Through this regulation, the Tempulli Academy aims to actively realize the financing and provision of opportunities for partnership which include exchange.

### **Article 2**

#### **Purpose**

The purposes of this regulation include:

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

### **Article 3.**

#### **Organization**

**The Office of International Relations (IOM)** circulates information on mobility opportunities. This office has the authority to communicate with the Academy regarding the procedure and to provide administrative support to students before, during and in return from abroad.

**Program Coordinators** are responsible for promoting mobility within the department, selecting and appointing students; confirm the arrangements for the Study Agreement, including the provision of ECTS credits and the adaptation of curricula for students coming to the mobility program.

**The Academy Student Advisor** provides information and advice to students at the individual level on mobility, refers them to the appropriate staff members or department, and arranges the documentation.

**The Academy Mobility Coordinator** is a member of the Academy's academic staff who is responsible for positive promotion and support for the process and problem solving within the position framework. Coordinators provide active individual support for students coming and going for 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 matters for students coming to SEEU for a mobility program, based on information from the Office of IOM.

**The Office of Human Resources (HRM)** deals with staff mobility. It ensures that any staff member going abroad for a teaching or training engagement is registered, including keeping track of staff members coming to a mobility program.

#### **Article 4**

##### **Mobility process for Academy students**

The Office of International Relations opens a call for target groups of students, according to the deadlines for submitting applications to senior education providers, partners for the mobility program. The call specifies the criteria and weight required to meet the selection conditions and process. These criteria are:

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

The IOM sends the call with all the necessary documents by e-mail to the students, a copy goes to the student counselor and the coordinator for the respective mobility, as well as other interested parties.

**1.** Students send their application and necessary documentation to the Academy student advisor and copies of documents to the ZMN.

**2.** The respective academy carries out the selection process. This process involves the use of selection criteria and relevance ensuring equal opportunities for all, without conflict of interest. The results and rationale are included in the Academy authorization form. Students from the mobility program leaving the university (Appendix 1), which is sent to the IOM within the stipulated deadline.

3. The academy provides a copy of the decision on the student authorization form.
4. ZMN informs partner universities about the names of the nominated students.
5. Each student signs a Learning Agreement (LA) before enrolling in a mobility program. The study agreement is signed by the Director of the Academy or the coordinator of the Academy. With their signatures, they confirm that the list of student's elective courses going to the mobility program, as well as ECTS credits earned from the exchange or additional courses needed later, will be recognized when the student returns.
6. A copy of the Study Agreement signed by the representatives of the home institution and the representative of the host institution is sent to the Registry Office for the student file. Amendments to the Study Agreement may be made with the mutual consent and mutual understanding of all parties.
7. Students who go to mobility through the Erasmus + program sign the Study Agreement with the Academy. This is archived at the Academy and a copy given to the student.
8. Students who go to the mobility program pay the tuition fee at the Tempulli Academy, and not at the host Higher Education Institution.
9. If the student attending the mobility program has a merit scholarship from TA. The scholarship is awarded to the student according to the conditions set out in the Letter of Accreditation. Grades obtained while in the exchange program do not affect the allocation of the stock exchange.
10. For students who go to the mobility program through the Erasmus / Erasmus + program, the IOM sends their names and the value of the monthly payment to the Office of Finance in order to transfer the payment to the student account.
11. Each student sends the relevant documents, grades and an evaluation report to the Director of the Academy within 30 days of return and sends a copy to the Office of International Relations.
12. The teaching-scientific council of the faculty confirms the successful completion of the courses and the recognition of ECTS credits obtained abroad, where the director sends a copy of the confirmation to the Registry Office so that the credits can be recorded in the student transcript.

## **Article 5.**

### **Process for staff members attending mobility program**

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

1. Regularly check calls and information sent by the IOM or other sources for relevant mobility opportunities.
2. Apply in the specific call for teaching or training published by the partner university.

3. Send applications to the Academy / relevant center / department and an electronic copy to the IOM.
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 IOM and HRD to complete documentation and 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 OPM.

Academic staff can also apply for **mobility leave** using the Sabbath Development Regulation for academic staff found on the Academy website or can be obtained from the Office of Human Resources.

*\* The initial selection of the academic staff, from the request submitted to the Academy, is made by the programme coordinator academic unit in accordance with the plans of the Academy / 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 programme coordinator of the respective unit, the final decision for the academic staff is taken by the Academy Council and for the administrative staff by the Academy. 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 may benefit the university and what may be sustainable within the limited budgetary and human resources.*

### **Article 6.**

#### **The process of students entering the mobility program at SEEU**

- The Academy is considering all the mobility opportunities it can offer. Agrees to send / receive the specified number of students coming and going in a mobility program when an agreement is signed with partner universities or Academy.
- The Partner Academy or University selects the most suitable students for mobility.
- The host academy agrees on suitable courses for the Study Agreement awarded to incoming students and can only refuse or request changes to the study agreement if there are no suitable courses during the exchange period.
- The International Relations Office of the Tempulli Academy accepts the names of the nominated students who will come to the mobility program.
- The student service ensures that incoming students receive all information and support on accommodation, visa issues and residence permits.
- The International Relations Office of the Tempulli Academy sends these names to the respective academic units of the TA.

- The Tempulli Academy International Relations Office contacts the students and sends them all the documents and requests regarding their registration, study programs and the list of courses related to TA.
- The International Relations Office of the Tempulli Academy sends students information regarding their stay in Pristina as well as other important issues.
- The International Relations Office of the Tempulli Academy communicates with the respective coordinator / advisor for the final registration of incoming students.
- The student service ensures that all students are enrolled in the respective study programs they have chosen under the Study Agreement.
- Temple provides the program / language of study, curriculum adaptation / assessments required, and the full range of academic support provided to full-time students as provided for in the Study Agreement.
- At the end of the exchange period, the receiving Temple and the incoming student prepare an evaluation report.
- Upon completion of the exchange period and exam session, the student service issues the transcript of grades.
- After completing the exchange period, ZMN provides each student with a Letter to complete the mobility program at Tempulli Academy.

### **Article 7.**

#### **Staff coming to the mobility program at Tempulli Academy**

Staff mobility in 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 engagement or training lasting from one to seven days for academic staff and up to three months for administrative staff. Funding is provided by the mother higher education provider or by the exchange project or program. Other types of in-house academic staff mobility include visits by visiting experts or visiting professors to teach or hold training and 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 staff arrival in the mobility program, the following procedures apply:

1. The “parent” Higher Education provider publishes calls for mobility and selects suitable staff members.
2. The “parent” academy sends the names, CVs and other relevant documents of the selected staff to the Office of International Relations. The International Relations Office forwards this information to the relevant Academy / departments.

3. Within 5 working days of the Academy, the department confirms in writing that the staff coming to the mobility program has been accepted and provides details on the duties / responsibilities for the staff admitted during the exchange or training program.
4. OIR confirms these details with staff coming for mobility and communicates with them regarding logistical and organizational issues.
5. After the mobility period, the Academy department in writing confirms the successful completion of the mobility for that staff members.
6. OIR requests evaluation from a staff member and from the Academy / department.

### **Article 9. Documents**

- CV in sample form sent.
- Application form (students).
- Academy 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 mentoring offer.

### **Article 10. Monitoring and review**

- Daily diary for scholarship promotion and distribution of applications;
- The annual report shall be sent to the Secretary-General regarding the volume of work and the efficiency of the service;
- Service evaluation, monitored by service managers;
- Assessment form from the Academy students, clients and partners.

### **Article 11**

This regulation entered into force on the day of approval by the Academic Council of the Academy.

Chairman of the Academic Council  
Dr. Sc. Gzim Hoxha

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## Appendix 1

### Authorization form from the Academy

#### For students attending mobility programs

Please complete all sections of the form, sign and provide a copy for the student and ZMN, and keep a copy of the Academy records. ZMN informs the Student Service about selected students, courses and credits.

Academy/department		
Name	Surname	ID number
Institution where mobility is realized		State
Please comment on the academic merits and broader educational merits of this exchange program?		
Please comment on the applicant's suitability for the mobility program		
Academic suitability (50% of selection criteria)		
Language skills in the language of instruction (30% of the selection criteria)		
Applicant motivation (20% of the selection criteria)		
ECTS credits / academic recognition		
Please enter the ECTS courses and credits recognized by the Academy		
Please write ECTS courses and credits that are not recognized by the Academy and briefly justify why		
For courses / credits that are not recognized, please indicate which courses the student should take when returning and which cover these		

Signature of the Director of the Academy: Date:	
Signature of the coordinator of the Academy for mobility:	Date:
Signature of the person in charge of OIR:	Date:

## Appendix 2

### Authorization form from the Academy / department

#### For staff members attending the mobility program

Academy/department	
Name	Surname
Institution where mobility is realized	Country
Please comment on the merits of this exchange program	
Professional development needs	
Academy / department plans	
Language skills	
Motivation	
Working hours and responsibilities during the exchange program	
Signature of director:	Date:
Signature of the person in charge of OIR:	Date:
Academy/department	
Name	Surname



Institution where mobility is realized	Country
Please comment on the merits of this exchange program	
Professional development needs	
Academy / department plans	
Language skills	
Motivation	
Working hours and responsibilities during the exchange program	
Signature of dean/director:	Data:
Signature of the person in charge of OIR:	Data:

*Please complete all forms on the form, sign and provide a copy for the staff member and ZMN, and keep a copy of the Academy records. The Academy Council informs the academic staff member and the Academia about the administrative staff members of the decision.*