



REPUBLIKA E SHQIPËRISË

"FAN S. NOLI" UNIVERSITY

REGULATION
OF STAFF AND STUDENT EXCHANGE
compiled within the frame of
THE INTERNATIONALIZATION STRATEGY OF
"FAN S. NOLI" UNIVERSITY

**(Approved by the decision nr. 149, date 18/03/2022,
of the Academic Senate, "Fan S. Noli" University)**

ARTICLE 1

FAN S. NOLI UNIVERSITY - GENERAL INFORMATION

Type of the Institution: Public Higher Education Institution

Institution's focus: Education and Languages, Economy, Natural and Human Sciences, Agriculture

Faculties: Faculty of Economy, Faculty of Education and Philology, Faculty of Natural and Human Sciences, Faculty of Agriculture

Studies: Studies at the University are organized in three cycles of study, respectively:

Bachelor study programs (180 credits), Professional Master study programs (60/120 ECTS), Master of Science study programs (120 credits), two-year professional training study programs (120 ECTS) and 1 PhD study program.

Fields of qualification: The programs offer qualification in the fields of study according to the International Standards of classification of the fields of education, research and training (approved by UNESCO Institute for Statistics (2013) <http://uis.unesco.org/sites/default/files/documents/international-standard-classification-of-education-fields-of-education-and-training-2013-detailed-field-descriptions-2015-en.pdf>), as it follows:

- | | |
|---|---|
| - 01 Education | - 06 Information and Communication Technology (ICT) |
| - 02 Arts and Humanities | - 08 Agriculture |
| - 04 Business, Administration and Law | - 09 Health and well-being |
| - 05 Natural sciences, mathematics and statistics | - 10 Services |

ARTICLE 2

PURPOSE OF STUDY EXCHANGES

The University enters into cooperation agreements with other national and international institutions of higher education, for a better interaction of education and scientific research. It is an active participant in the European programs Erasmus +, CBHE, CEPUS and Erasmus + Mobility Projects.

The University encourages the promotion of its academic offer as an important national priority, reflected in its Strategic Development Plan, through academic mobility, internationalization and enhanced academic performance. It also focuses on:

2.1 Improving the quality of teaching by taking advantage of new methodologies, as well as encouraging the qualification of academic staff in developing their teaching skills.

2.2 Improving the quality of study programs, learning outcomes and profiles of graduates in relation to the needs of the institution and society

2.3 Support basic research and incentives in the field of research to contribute to the development of society and the academic growth of staff and students.

2.4 Increasing University research results in an international context

2.5 Growing and promoting staff in an international academic network.

Academic benefits of the University under the agreement and commitment to mobility

2.6 Increasing internationalization opportunities for the academic offer.

2.7 Promoting the qualification and experience of the academic staff

2.8 Exchange of teaching experience and research opportunities

2.9 Establishment of an academic communication network (regular academic events and publications)

2.10 Increasing opportunities for student mobility and facilitating their access to European education and curricula

2.11 Improving curriculum learning outcomes and teaching methodologies.

ARTICLE 3

OBJECT AND PURPOSE OF THE REGULATION

(1) This regulation aims the organization and implementation of the activities of the University under the direct bilateral agreements, the international commitments of the University under the Erasmus + program and other European programs.

(2) The administrative management of the activities is carried out by the Vice-rector in charge of international activities, and the administrative activities are carried out in collaboration with the specialists of the Project and Research Sector.

(3) The University applies and observes the principles established in the international treaties providing equal access and opportunities for mobility of all participants, non-discrimination and cooperation in the spirit of the internationalization policy of the University.

ARTICLE 4

THE ROLE OF PROJECTS IN THE IMPLEMENTATION OF THE UNIVERSITY INTERNATIONALIZATION STRATEGY

(1) The international and internal cooperation of the University of Veliko Tarnovo is carried out in two main forms:

1. by direct bilateral and international commitments of the university;
2. under the Erasmus+ program and under other European programs.

(2) The direct bilateral agreements and the international commitments of the University aims the following activities:

1. Membership in world, European and Balkan associations of universities and participation in their events.
2. Participation in international scientific events (symposiums, conferences, colloquia, seminars, sessions, etc.).
3. Exchange of student groups for conducting internships, expeditions, undergraduate specialized seminars, etc.
4. Exchange of management staff to establish cooperation.
5. Exchange of lecturers for teaching and scientific research activity.
6. Exchange of administrative staff in the various fields of administrative services.
7. Exchange of students
8. Other forms of agreed activities in the internal agreements (discount for using services, free access to historical sites, use of facilities, etc.).

(3) The following shall be implemented under the Erasmus + program and other European programs:

1. Erasmus+ mobility projects, KA1 action with programme countries: student mobility for studies and training; staff mobility for teaching; staff mobility for training.
2. Erasmus+ projects, KA1 action for the development of joint master degrees.
3. Erasmus+ projects, KA2 action for strategic partnerships and capacity building.
4. Erasmus+ projects, KA3 action to support policy reform and sport.
5. Projects under other European programs.

ARTICLE 5

SECTOR OF SCIENTIFIC COOPERATION AND INTERNATIONAL RELATIONS, ITS TASKS AND RESPONSIBILITIES

The Sector of Scientific Cooperation and International Relation has the following responsibilities:

1. Plans, organizes, conducts and reports on the international activity of the university.
2. Coordinates the academic exchange in all internal cooperation programs.
3. Establishes contacts, supports concluding and implementing the agreements for academic cooperation with foreign scientific and educational institutions.
4. Assists in full or partial adaption of foreign students, doctoral students and postgraduates.
5. Disseminates incoming information to all the units of the University
6. Updates the information on the website about the international activity.
7. Administration of the international activity of the University related to the international European programs for academic exchange of students, teachers and administrative staff and other international programs with countries from and outside of the European Union.
8. Administration and coordination of the activities and documentation for the incoming and the outgoing student mobility for studies, funded by European educational programs through partnership with foreign universities.
9. Organization of specialized curricula – study modules for incoming students.
10. Promotion of the relevant programs and calls for the staff and students.
11. Preparation of internal administrative documents for the purposes of accreditation and post-accreditation monitoring and control and maintenance of databases with data of the persons who have participated in mobility.
12. Coordinates applications for: obtaining visas, accommodation, etc. of incoming and outgoing applicants of the University

ARTICLE 6

PARTICIPATION IN MOBILITY, ITS PURPOSE AND EFFECTS

1. Every mobility at the University takes place on the basis of nature and quotas agreed in the inter-institutional agreements signed in advance.
2. The exchange of staff and students aims at:
 - a. Promoting collaboration that leads to sustainable results for the University.
 - b. Supporting staff and student participation in post-mobility activities.

c. Using the results of these projects to increase the impact on individuals and institutions in a broader academic context.

ARTICLE 7

CRITERIA AND PROCEDURES ON THE SELECTION OF STUDENT AND STAFF MOBILITY

1. The Call for Mobility is drafted and includes the following evaluation criteria:
 - 1.1 Mobility for the academic staff: field of study, academic experience, level and qualification of study, language competence, cover letter and mobility plan / program for teaching, mobility distribution plan.
 - 1.2 Mobility for the administrative staff: field of mobility, academic experience, language competence, letter of support, distribution of mobility plan in the University.
 - 1.3 Mobility for the students: field of the mobility, level of study, curriculum, language competencies, letter of support, mobility distribution plan.
2. The Selection Commission is established by the Rector's order.
3. The Selection Committee reviews and evaluates the proposals.
4. The Final Minutes of the Selection Committee are approved by the Rector.
5. The selected candidacies are forwarded to the host University accompanied by the mobility period as well as other data related to the application (according to the procedures required by the host university).
6. Upon approval, the Internal Relations Sector coordinates mobility procedures and documentation.

ARTICLE 8

EVALUATION SYSTEM OF THE STUDENT MOBILITY

The equivalence of study periods is performed according to the Evaluation System, which is presented in the following table:

POINTS	GRADE	ECTS (grade)	DESCRIPTION
1-39	4	F	Poor
40-50	5	F+	Poor
51-60	6	E	Average
61-70	7	D	Average
71-80	8	C	Good
81-90	9	B	Very good
91-100	10	A	Excellent

ARTICLE 9

RULES ON THE IMPLEMENTATION OF STUDENT MOBILITY

1. In the period before mobility, the academic coordinator and the student prepare the Learning Agreement for studies / internship in which they describe the planned activities in the host institution. The mobility agreement should correspond as much as possible to the student's study plan in both institutions. The Erasmus + Catalog of Subjects is also attached to this document.

(1) Students involved in mobility are exempted from fees, including: tuition, registration, exams, access to laboratories and libraries during the mobility period, when it is more than three months.

In the period during mobility, through communications with the Erasmus + coordinator, the University is in contact with students, who study abroad, to coordinate the completion of the Learning Agreement and any other needs of students. In case of statutory discrepancies, the Teacher of Discipline determines additional duties (report, consultation, etc.) for obtaining the necessary credits. When no exam was given for a certain discipline at the Host University, the student has the right to enter the exam for the equivalent subject at the Home institution. Erasmus + students are enrolled in the next year at UNIKO, if they have completed the appropriate credit number under the Article 106 of the Regulation on the Organization and Teaching and Scientific Research activity of the University.

(1) The student, who has not passed the two exams seasons (winter and autumn season), has the right to choose among all the dates, published by the main unit, in the autumn season.

(2) To pass into the second year, (third semester), the student must have received a minimum of 20 credits. To pass into the third year (the fifth semester), the student must have received a minimum of 60 credits from the first and second year of the study program.

(3) Reentering the exams, concerning the unsettled subjects (modules) , is allowed during the following year, in the announced exam seasons (three times a year) or until the last year of studies.

(4) To pass to the first semester of the second year, the student attending studies in the second cycle, "Professional Master" with more than 60 ECTS, must have received a minimum of 45 credits.

(5) If the students of the last year of studies, at the end of the exams in the third year results in teaching obligations, he enters the exams in the fall season and defends the diploma thesis in this season.

(6) The repetitive student is recognized all the settled obligations, but he has to settle the new obligations that arise due to changes that may have been made to the curriculum.

(7) The student, obtaining a scholarship, loses it for the repeating year.

Article 10

Promoting the Mobility Experience

According to bilateral direct agreements, in accordance with international university commitments the Sector of Projects and International Relations performs the following activities:

1. Plans, organizes, conducts and reports on the international activity of the university.
2. Coordinates the academic exchange in all internal cooperation programs.
3. Establishes contacts, supports concluding and implementing the agreements for academic cooperation with foreign scientific and educational institutions.
4. Performs the exchange of educational and scientific literature.
5. Assists in full or partial training of foreign students, doctoral students and postgraduates.
6. Organizes the meeting of ambassadors and representatives of various institutions from the country and abroad;
7. Coordinates and organizes scientific research and cultural events.
8. Disseminates incoming information to all the units of the University (announcements for scholarships, competitions, language courses, specializations, etc.).
9. Provides internal cooperation agreements (agreements with cultural institutions, scientific research institutions and administrative structures).
10. Updates information on the website in relation to the international activity.

Article 11

This regulation enters into force starting from the academic year 2021-2022.

