



Erasmus+ KA171 (partner countries)

Selection procedure and process of recognition for outgoing students and staff

University of Prishtina	
Responsible Unit	International Relations Office
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Regulations/Law/Rulebook for mobility	Regulations for students and staff mobility

I. Selection procedure

Selection of students	
Call for applications	OPEN CALLS - Universiteti i Prishtinës
Application documents	Students apply in online platform
Selection criteria/Score system	<ul style="list-style-type: none"> - Transcript of Records - The Average grade should be over 8.00 - Documents that proves the status of the student - Certificate that proofs the level of English (minimum B2) - CV - Motivation Letter - Passport
Priority	Students with the fewer opportunities
Selection committee	International office and academic units + hosting University if willing to interview the students.

Selection of staff	
Call for applications	Public open call in official web page: OPEN CALLS - Universiteti i Prishtinës

Commission/Responsible Unit	With the regulation for staff mobility are foreseen 5 members, three from academic units and two from International Relations Office.
Selection criteria	<ul style="list-style-type: none"> - Cv - Motivation Letter - Academic merits - Level of English
Priority/Restrictions	Staff with fewer opportunities and those that didn't benefit before from Erasmus program.
Application documents	<ul style="list-style-type: none"> - Cv - Motivation Letter - Document that proves she/he is staff of University - Academic merits - Level of English - Passport

II. Recognition procedure

Recognition of student mobility	
Documents	Learning Agreement Transcript of Record from hosting University. A formal request to the Faculty Council for recognition.
Procedure	The faculty council approves and the Vice Dean for Academic Issue, transfer the credits in SEMS (a digital platform).

Recognition of staff mobility	
Documents	Report, confirmation of the mobility (non formal recognition)
Procedure	n/a