



# **COLLEGE OF INTERNATIONAL MANAGEMENT – GLOBUS**

## **STUDENT MOBILITY REGULATIONS**

Prishtina, 2020

## Content

1. PURPOSE.....	<b>Error! Bookmark not defined.</b>
1.1 Realization of Mobility.....	4
1.2 Definitions and Content of Basic Terms.....	4
<b>OBLIGATIONS OF THE COLLEGE - UNIT .....</b>	<b>Error! Bookmark not defined.</b>
2. Obligations of the College or Academic Unit to the Student.....	<b>Error! Bookmark not defined.</b>
2.1 Procedures before Starting Student Academic Mobility .....	6
2.2 Recognition of Academic Mobility .....	7
2.3 Types of Extracurricular Activities.....	8
2.4 Credit Calculation Method - ECTS.....	8
2.4.1 Credit allocation procedure - ECTS.....	9
2.4.2 Acceptance of ECTS credits.....	9
2.5 Reporting on Extracurricular Activities.....	10
<b>TRANSITIONAL PROVISIONS .....</b>	<b>Error! Bookmark not defined.</b>

Pursuant to Article xxx of the Statute of the College of International Management - GLOBUS, the scientific teaching council, in the meeting held on: xx.xx.xxxx has analyzed the Regulation on Student Mobility and proposed it to the Board of Directors of the College for approval. The Steering Board of the college in the meeting held on: xx.xx.xxxx, on the proposal of the scientific teaching council took:

## **DECISION**

1. On the approval of the Regulation for Student Mobility of the College of International Management - GLOBUS
2. Attached to this decision is the Regulation on Student Mobility of the College of International Management - GLOBUS
3. The decision took effect immediately.

The decision should be sent to:

1. College Archive
2. College Management
3. The Secretary General

This regulation serves to closely regulate the procedures of student movement, the type and duration of movement, student documents, rights and responsibilities of students, as well as other questions related to the realization of mobility in the College of International Management (in the text hereinafter: Globus College).

## 1. PURPOSE

### Article 1

The purpose of this regulation is to comply with all European Union standards that guide Higher Education Institutions towards integration into the European Higher Education Area and the European Research Area, and that, respecting the Bologna process declaration and the recommendations of the Council of Europe to encourage and promote academic and staff mobility (2011 / C 199/01). Also with this regulation, the academic units of GLOBUS College are required to follow the procedures before and after the completion of the Academic mobility.

### 1.1 Realization of Mobility

#### Article 2

Student mobility is realized through the institutional arrangements of GLOBUS College, in cooperation with the academic coordinators for international cooperation and student mobility, as well as in cooperation with the administrative coordinator for the teaching and administrative staff. Student mobility or mobility can also be realized by excluding the previous paragraph, where students can also under certain conditions, realize the movement outside the institutional arrangements of GLOBUS College.

### 1.2 Definitions and Content of Basic Terms

#### Article 3

- **Local Institution** is an institution of higher education in which the student is enrolled;
- **Host institution** is a higher education institution where the student realizes mobility;
- **Partner Institutions** is an institution of higher education with which GLOBUS College or one of its units has concluded an international cooperation agreement, as well as contractual responsibility for the implementation of joint projects dealing with student movement issues;
- **Outgoing student** (mobility departure) is every GLOBUS College student who spends part of his / her time in the host institution, and at the end of that period continues his / her studies at GLOBUS College;
- **Student entered** (coming to mobility) is a student who spends part of his / her studies at GLOBUS College as a host institution;
- **Institutional agreements** are agreements, projects and programs related to international cooperation which have been completed or participated by GLOBUS College on the one hand, and the partner institution on the other. The institutional agreement regulates the mutual rights and responsibilities of higher education institutions regarding the provision of study conditions and the stay of the prospective student;
- **Learning agreement** is an agreement which regulates the movement of students and relates to each student and includes the study program at the host institution during the movement.

The agreement can be concluded based on Institutional agreement or independently;

- **Registry Transcript** issued twice for mobility students. The first time the document is issued by the sending / local institution and sent to the host / host institutions. The document is issued for the second time by the host institution at the end of the study period and sends it to the home institution. The Enrollment Transcript provides data on student achievement (with ECTS credits or other point system for each subject, as well as the grade in the appropriate assessment system). The Transcript of Records has the legal force of a public document and must be in English;
- **Learning Outcomes** are statements that determine what a student should know, understand and be able to achieve at the end of a given period of study, and they are determined through knowledge, skills and competencies;
- **Information package** is a set of information that provides students with information about the College / University, units, study programs and conditions of realization, living conditions (accommodation, food, insurance and health care) as well as other additional content.

## **OBLIGATIONS OF THE COLLEGE - UNIT**

### **2. Obligations of the College or Academic Unit towards the Student**

#### **Article 4**

1. The College or the Academic Unit is obliged to review the student documents, which are subject to the mobility application process. The College or Academic Unit should ask the student to provide the necessary data and evidence, such as:
  - a) The list of courses that the student plans to attend during the mobility program at the host College or University, and
  - b) ECTS for each selected subject.
2. To review the student's request for eventual change of courses during the realization of mobility in the host College / University (if the change of courses occurs at the request of the host College / University);
3. Credit transfer (ECTS) after the student returns to the College, such as:
  - a. Transcript of grades from the host College or University and
  - b. Learning agreement

## 2.1 Procedures before Starting Student Academic Mobility

### Article 5

1. Candidate documents for review are submitted to the Academic Development Coordinator and the Vice Dean for Teaching Issues at the College.
2. The Academic Development Coordinator of the College, reviews the documentation and compares the courses selected by the student. If necessary, the process is assisted by the Vice Dean for Teaching Issues and / or the Head of Department / Head of the study program.
3. In case the subjects selected by the student are comparable to the subjects of the study program up to 70%, or identical, the teaching agreement, upon the proposal of the coordinator for academic development, must be signed by the vice dean for teaching issues, where it is confirmed that the courses selected by the student will be accepted as such in the respective program, upon the student's return to Globus College.
4. In case the selected courses are not comparable up to 70%, but belong to the same field of study, the coordinator for academic development asks / suggests the student to change the selected courses by orienting him to courses that have comparability up to 70%.
5. In case the list of courses in the host College or University does not contain comparable courses up to 70% confirmation for the possibility of accepting and signing the teaching agreement should be obtained from the Vice Dean for teaching issues in cooperation with the head of the department or program of study, as needed and the studies commission of the College, where they make a final decision for approval by:
  - a) Considered the possibility of accepting the case as an elective course, or
  - b) Recognize themselves as additional ECTS credits in the diploma supplement.
6. The process of reviewing the student application must be completed within the time limit of up to 7 days from the day the student applies for Academic Mobility.

## 2.2 Recognition of Academic Mobility

### Article 6

1. Courses obtained at a College or University abroad, which are similar or identical to the courses offered in the study program of the respective College, must be accepted without any hesitation and without any obstacles by GLOBUS College and be registered by the Vice Dean for lesson, based on the decision of the Studies Commission and the decision / minutes of the Studies Commission is attached to the file.
2. Courses that fit the program profile, which are given by accredited foreign universities and with which we have cooperation agreements, however, which we do not plan the curriculum, equivalence or recognition of these courses is done through comparison of Learning Outcomes.
3. The course obtained in a foreign University, which has a different name from the course offered in the study program of GLOBUS College or the study program, or which have different student workload and consequently have different weights in ECTS, but which, has the Learning Outcomes the same or similar up to 70% with any course offered in the program, although it has a different name, that course can be accepted by the relevant College, and that with the name of same as in the program offered at the respective College provided that the Learning Outcomes are similar.
4. The grade is registered by the Vice Dean for teaching:
  - a) The student who applies for mobility at the host University (other) can not select the courses he has data at GLOBUS College. Such cases are not accepted for consideration.
  - b) The courses which in one University are at the Bachelor level while in the other at the Master level (and vice versa), the student can choose up to 2 courses, of different level of study, which are equivalent in GLOBUS College at the respective study level.
  - c) Credits (ECTS), from the mobility of students earned in Summer Universities are accepted to students according to chapter 3 of this regulation.
5. Transfer of (ECTS) credits, for compulsory courses with the same content, but which differs in the number of (ECTS) credits, these courses must be accepted.
6. The tuition agreement may change even after the student has started mobility, as something like this is provided in various international programs(Erasmus+, etc.). Eventual changes should be made in coordination with:
  - a. Student
  - b. Host faculty, and
  - c. Sending faculty.

7. The signing of the tuition agreement means that after the realization of the Academic Mobility of the student and after the written proof that the pre-selected subjects by the student, which are evidenced in the tuition agreement are evaluated with passing grades, the acceptance of courses and ECTS credits at GLOBUS College.
8. Non-acceptance of cases can occur only if:
  - a. The student has not passed the exams at the host University (University or College where mobility is performed), and
  - b. Has not accumulated ECTS credits under the tuition agreement.
9. In such cases, GLOBUS College and the Vice Dean for Teaching are obliged to provide written justification and evidence for non-acceptance of courses and ECTS.
10. In case the beneficiary student of mobility commits an ethical violation at the host University, in addition to the punitive measures it will take from the host University, it will be subject to disciplinary proceedings by GLOBUS College.
11. The time period that must be completed the process of review and recognition of courses at GLOBUS College after returning from the host University must be done within 15 working days.

## **2.3 Types of Extracurricular Activities**

### **Article 7**

Extracurricular activities are those activities which are not foreseen within the accredited curricula, and as such activities are known:

- a. Attending the courses offered within the Summer University,
- b. Attending the training courses offered by the respective Centers,
- c. Active participation in short-term teaching events (workshops, seminars and the like) organized by GLOBUS College.

## **2.4 Credit Calculation Method – ECTS**

### **Article 8**

An ECTS credit corresponds to the student load of 25 to 30 active academic hours.



### **2.4.1 Credit allocation procedure – ECTS**

#### **Article 9**

1. Credit allocation (ECTS) can be done based on the request of the holder of a certain activity, if the same has a regular contract with GLOBUS College and at least has the academic calling Prof. Assistant.
2. The request of the activity holder must be submitted before the start of the organization of a certain activity and must be supported in writing by the leader of the organization (event) within which the development of the respective activity is foreseen.
3. The request must be submitted through a standardized form (can be downloaded from the Website [www.kolegijglobus.com](http://www.kolegijglobus.com)).
4. The decision for credit allocation (ECTS) is taken in the Commission formed for this purpose and is signed by the Rector respectively the respective Vice Rector.

### **2.4.2 Acceptance of ECTS credits**

#### **Article 10**

1. Students who have earned credits (ECTS) in accordance with this regulation, can apply to the relevant academic unit for the transfer of credits (ECTS) in the Program in which they are enrolled, for the purpose of partial or full replacement of one or more electives.
2. The transfer of loans is allowed in the following cases:
  - a. If the student has taken the exam in a certain subject within the activities outside the curriculum and the content of the activity corresponds to the extent of 70% or more with the content of the certain elective subject, the same course, grades and credits (ECTS) are accepted. ) won.
  - b. In case the number of credits (ECTS) of the course received from activities outside the curriculum does not match the number of credits (ECTS) of the respective elective course, the student must reimburse the ECTS with any other elective course offered in the program where the same is registered.
  - c. If the student has attended a certain subject within the activities outside the curriculum (but has not passed the exam) and the content of the activities corresponds to the extent of 70% or more with the certain elective subject, the student has the right to take the

exam in the respective subject election without hearing the same. In case of successful completion of the exam, the student receives the credits (ECTS) provided for the respective elective course within the respective program.

- d. If the student is not accepted ECTS credits due to the discrepancy of the content to the required extent with the subjects of the program in which he is enrolled, the same ECTS credits are transferred to the Diploma Supplement.
3. The course or module cannot be considered as an activity outside the curricula if it is offered in the accredited programs in which the student is enrolled.
4. The study commission at the level of GLOBUS College is responsible for reviewing the application and issuing the relevant decision regarding the acceptance of credits (ECTS) obtained in accordance with this regulation.

## **2.5 Reporting on Extracurricular Activities**

### **Article 11**

After the completion of the activities outside the curricula, the leader of such organization is obliged to submit the relevant Report to the Rector within 3 months after the completion of the activities.

The report should contain data regarding the activities carried out, the participants and the quality of their participation, learning outcomes, credits (ECTS) and certificates issued.

## **TRANSITIONAL PROVISIONS**

### **Article 12**

The provisions of this Regulation shall enter into force on the day of its approval by the Governing Council of GLOBUS College.

Chairman of the Board of Directors

Pristina

Prof.ass.dr.Betim SPAHIU

Dt; 22.12.2020

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