



**University of Prishtina
International Summer University
2013**

uvp.uni-pr.edu

General Information

*Information and Instruction for visiting
professors*

Content:

1. ABOUT THE UPISU PROJECT	2
2. UNIVERSITY OF PRISHTINA INTERNATIONAL SUMMER UNIVERSITY 2013 FACT SHEET. 3	3
3. VISITING KOSOVO.....	4
3.1 HOW TO REACH KOSOVO.....	4
3.2 KEY FACTS ON KOSOVO.....	4
3.3 FACTS ABOUT UNIVERSITY OF PRISHTINA.....	4
3.4 ACADEMIC STAFF AND STUDENTS.....	4
4. TRAVEL AND ACCOMMODATION	5
4.1. TRAVELING	5
4.2. ACCOMMODATION	6
5. HONORARIUM AND INSURANCE.....	6
5.1. HONORARIUM.....	6
5.2. INSURANCE	6
5.3. PARTNERS & OTHER ACCOMPANYING PERSONS	6
6. SELECTION PROCEDURE.....	6
6.1. SELECTING BODY	6
6.2. SELECTION CRITERIA.....	7
6.3. DEADLINES	7
6.4. NOTIFICATION	7
7. ACADEMIC MATTERS / COURSE PROPOSAL INSTRUCTIONS.....	8
7.1. LANGUAGE OF INSTRUCTION	8
7.2. TEACHING METHODS	8
7.3. EXAMINATION.....	8
7.4. CO-TEACHING & THE ROLE OF THE CO-PROFESSOR	8
7.5. READING MATERIALS	9
7.5.1. READER	9
7.6. TEACHING SCHEDULE	9
8. CERTIFICATES & ECTS RATINGS	9
8.1. CERTIFICATES.....	9
8.2. WHAT IS ECTS?.....	9
8.3. CALCULATING ECTS.....	10
8.4. GRADING	10
8.5. COURSE DESCRIPTION BROCHURE (CDB)	10
9. SELECTED PARTICIPANTS	10
9.1. NUMBER OF STUDENTS.....	10
9.2. DESCRIPTION OF THE TARGET GROUP	10
9.3. STUDENT SELECTION & BACKGROUND.....	10
9.4. TEACHING EQUIPMENT.....	10
10. DEADLINES	10
10.1. SELECTION PROCEDURE FOR APPLYING PROFESSORS.....	10
10.2. DEADLINES FOR VISITING PROFESSORS' FINAL COURSE INFORMATION.....	11
11. PRIVACY STATEMENT.....	11
12. CONTACT:.....	11

1. About the UPISU Project

University of Prishtina - International Summer University (UPISU) is organized by the University of Prishtina in cooperation with various donors and partners. The aim of UPISU is creation of direct links to regional and international universities as well as the increase of scientific research capacities. The Summer University gathers academics, professors and students from all around the world aiming thus the exchange of their scientific experiences and offers the possibility to learn more about Kosova.

The last edition of the University of Prishtina International Summer University programme provided 23 courses and workshops in the field of humanities, social sciences and natural sciences, engineering, etc. In this edition for the first time was introduced a course on Master/PhD level of studies. In addition, public discussions, lectures etc, were organized on prominent issues in Kosovar and (South) East European society. In the University of Prishtina International Summer University 2012, participated 516 students from which 400 were local and 116 were international students from SEE Europe and beyond.

Since its first edition in 2001 University of Prishtina - International Summer University has proven to be a connecting bridge between nations, cultures and share of knowledge. With its committed and continuous work, UPISU staff achieved to bring together in Prishtina a large number of students and professors from all around the globe. Until now, approximately 5000 students and 400 professors from Kosova, the Region and all over the world local, have participated in the UPISU.



2. University of Prishtina International Summer University 2013 Fact Sheet

Period	: 22 July – 2 August 2013
Location	: University of Prishtina, Prishtina, Republic of Kosova
Project Aims	: Integrate the Kosova Higher Education System into the EU system; : Curriculum Development (renewal of existing courses & introduction of new courses); : Expand the university academic network; : Foster sustainable co-operation with visiting professors & their universities; : Improve the quality of education; : Broaden specialist knowledge & skills of local young, academic staff; : Counter-act the continuous brain drain; : Stimulate regional co-operation & development of regional networks; : Encourage co-operation among academic communities; : Strengthen links between University & other sectors of society.
Approach	: Demand-driven, cooperation at all university levels, transferring project responsibilities
Curriculum	: Course subjects determined by Deans and Scientific Council of each Faculty in co-operation with Rector's Offices
Courses	: 20
Subjects	: All study areas
Language	: English
Intensity	: 10 teaching days, 3-5 hours lectures a day + 2-5 hours homework
Credits	: 4 ECTS
Diploma Certificate	: Official ECTS University of Prishtina International Summer University
Exam	: Compulsory. Type of exam determined before start of course by professors.
Participants	: about 200 participants from the University of Prishtina : about 50 Self-financing Non-Kosovo/SEE students
Professors	: 20 to 25 International/Visiting Professors (PhD) teach together with 20 to 25 local teaching staff/Co-professors
Methods	: Interactive, modern teaching methods : Team-teaching between international and UP Co-professor
Honorarium	: Visiting professor: 500, -EUR + Travel expenses and accommodation
Extra-curricular	: Public discussions/lectures; forums; weekend excursions; opening & closing ceremonies/festivities

3. Visiting Kosovo

The New York Times has recently ranked Kosovo among the [41 Places to Go in 2011](#), as part of a worldwide ranking of tourism destinations. In its annual travel advisory, Kosovo was listed number 36 for “rugged mountains, medieval architecture and unexpected nightlife.”

According to The New York Times, in Kosovo “[t]ravelers will be greeted by rugged mountains and pine forests. They’ll also find that Europe’s youngest nation boasts the Continent’s youngest population, with about half of the people under 25. That statistic comes to life in Pristina, the capital. Thanks in part to the return of enterprising young Kosovars living abroad, the city is filling with cafes, nightclubs and restaurants.”

Web site <http://www.kosovoguide.com/> provides tourist information, general information about Kosovo, cultural events, traveling advice/recommendations, accommodation, contacts and other relevant information.

3.1. How to reach Kosova

By air - via Prishtina International Airport, located 15 km southwest of the capital Prishtina.

By road – via:

- Vërmicë, Morinë and Qafë Prushi (from Albania);
- Hani i Elezit and Gllloboçicë (from Macedonia);
- Gryka e Çakorit and Zhlebi (from Montenegro); and
- Merdarë, Dheu i Bardhë, Muqibabë, Jarinje and Gazivodë (from Serbia)

3.2. Key facts on Kosovo

Based on last census on July 2012, Kosovo has 1,836,529 inhabitants. Kosovo has the youngest population in Europe with 53% of the population being under 25 years old. With three public and numerous private universities, a high knowledge society is emerging from the young and dynamic population.

3.3. Facts about University of Prishtina

University of Prishtina comprises of 17 Faculties:

Faculty of Philosophy	Faculty of Arts
Faculty of Mathematics & Natural Sciences	Faculty of Agriculture and Veterinary Studies
Faculty of Philology	Faculty of Mines and Metallurgy
Faculty of Economics	Faculty of Physical Education and Sports
Faculty of Law	Faculty of Education
Faculty of Civil Engineering and Architecture	Faculty of Applied Business Sciences in Peja
Faculty of Electrical & Computer Engineering	Faculty of Applied Technical Sciences in Mitrovica
Faculty of Mechanical Engineering	Faculty of Applied Technical Sciences in Ferizaj
Faculty of Medicine	

3.4 Academic Staff and Students

Bachelor studies – 38533 students	Academic staff: 1021
Master studies – 4290 students	Visiting professors: 885
PhD studies – 152 students	Teaching assistants: 396
Total number of students: 42975	Administrative staff: 399

4. Travel and accommodation

4.1. Traveling

Once you have been selected as a visiting professor, UPISU staff will purchase your ticket as soon as possible in order to contain the expenses made for travel reimbursements (during previous years late bookings resulted in extraordinary high prices for airfare).

In case of impossibility of UPISU staff to provide you with tickets, you can purchase your ticket. (The maximum amounts that can be reimbursed on ticket booking are 500 Euro for Europe; 1200 Euro for North America and 1800 for Australia. These amounts include all travel arrangements, e.g. tickets, hotel, etc).

Any costs that are not reasonably related to travelling to the UPISU directly will not be reimbursed, e.g. unnecessary long stop overs, and subsequently, high hotel costs.

Please inform the UPISU staff of your expected travel expenses not related to airfare. The organization kindly requests that you advance the necessary payments that do not relate to air tickets and submit clear and original receipts of these payments to the UPISU office.

The UPISU staff will pick you up from Prishtina Airport, Prishtina Bus Station, or Prishtina Grand Hotel (if you arrive by taxi). UPISU staff will not be able to pick you up from other nearby airports in the region.

No visa is required to travel in Kosova.

4.2. Accommodation

UPISU staff will make housing arrangements. Visiting professors will stay in a dormitory. Accommodation costs will be covered by the organization. You will share your accommodation with other visiting professors. The organization will arrange accommodation to cover your teaching period, plus 3 days preceding and/or following your teaching period if necessary (depending on the dates of your arrival and departure). If you intend to arrive more than 3 days earlier or leave more than 3 days later, please inform the UPISU staff in a timely manner, as it may not be possible to arrange and finance accommodation for a longer period.

The arranged accommodation will be sufficient and clean, but modest and simple and only rarely luxurious.

Each selected professor will receive further information on his or her stay in Kosovo before departure and an information package upon arrival in Prishtina.

5. Honorarium and Insurance

5.1. Honorarium

Selected visiting professors will be paid a modest allowance 500 EUR for the whole course.

5.2. Insurance

The UP does not cover costs for (additional health, molest or travel) insurance. The UP has no obligations concerning social and/or health insurance and cannot be held responsible for loss of personal goods, for accidents or injuries during and outside the activities related to the University of Prishtina International Summer University. Please also check the validity of your health and travel insurance for Kosovo.

5.3. Partners & other accompanying persons

The organization does not cover costs incurred by partners or other persons accompanying visiting professors. Partners are welcomed to take part in project activities.

6. Selection procedure

6.1. Selecting body

Relevant registration details and your resume will be presented together with your course proposal(s) (if submitted) to the hosting Faculty/department staff, which will make a selection of course proposals/visiting professors. Their selections are listed in order of priority. In February, the UPISU Committee will determine the number of courses organized per faculty and make a final selection of visiting professors for each Faculty- taking into account the order of priority provided by each Faculty as well as more general university priorities. In total, 20 to 25 visiting professors will be invited to teach. The UPISU Committee is responsible for academic matters and consists of local faculty, UP Rectorate and other members.

6.2. Selection criteria

The hosting university defines selection criteria. Generally speaking, course proposals matching with or adding to the course suggestions provided by the university departments (based on their priorities and needs) have a substantial chance of being accepted. Additionally, departments are especially interested in hosting international teaching faculty who have the intention to develop future institutionalized co-operation with the UP. Furthermore, if no appropriate local counterpart, i.e. co-professor can be appointed for your course, the UPISU Committee may prefer to select a different course/visiting professor, even though your application material is of high quality.

6.3. Deadlines

Interested visiting professors are recommended to register and submit their CVs and course proposals **before 1 February 2013..**

Application materials received after the final selection has been made will be considered for 2014 or, if desired, for other projects.

6.4. Notification

After you have sent by email the application form for teaching , your application will be taken into consideration for participation in the UPISU 2013. If your background and/or course proposal matches the specific interest of one of the participating local faculties, you will be contacted immediately to further discuss participation in the programme..

7. Academic Matters / Course Proposal Instructions

A proper course description is crucial in each course proposal. Of those courses selected for the UPISU, the following information will be published in the UPISU programme brochure: description of course aims, the actual course description or course outline, teaching method and type of examination. This information will also be posted on the UP web pages. Make sure that descriptions provided are *narrative* descriptions, neither written in telegram style nor just providing a summary of points. This information will also be printed on the ECTS certificates awarded to students at the end of each course.

7.1. Language of instruction

All courses will be taught in English ..

The UPISU programme requires to have students who have a good command of English in order to work in interactive or group sessions during their course.

7.2. Teaching methods

While filling in the course proposal form, you may pick various methods of teaching: work-group, lecture, discussion, and presentation. As we believe that teaching methods very much influence the relationship between professor and student, the organization recommends less traditional, more informal interaction between the two parties, as well as among students themselves. Therefore, highly interactive teaching methods, which stimulate critical thinking and promote discussion, have priority. The number of students participating in each course is limited to about 20-25 to preserve interactivity among students themselves and between students and professors.

7.3. Examination

Presentations and written assignments/examinations should be used as an opportunity for interesting learning experiences, In most cases it will not be possible to translate examination materials. Also refer to the role of the co-professor in regard to the examination.

7.4. Co-teaching & the role of the Co-professor

Each course will be co-taught by the visiting professor and a local teaching staff member (co-professor). The co-professor may provide certain lectures or local case studies, lead work groups, chair or initiate discussions, assist with examination and assignments, organize field-trips, etc. The co-professor should be present at all of your classes.

Before selecting your course proposal, you should be in direct contact with your co-professor in order to fine-tune the course, discuss the selection of students, required literature, teaching equipment, etc. You will also be able to discuss both your role and the role of the co-professor in the course.

The tasks of the co-professor include:

- finalizing design of the course with selected visiting professor;
- providing lectures and case studies, leading discussions etc.;
- selecting students;
- assisting with examination of students;
- assisting in interpretation if necessary;
- verifying and reporting students' attendance performance;
- assisting the UPISU organizational team in the design and organization of public forums;

- staying in close contact with UPISU logistics officers who take care of the practical arrangements made for visiting professors (e.g. accommodation) and the courses (teaching equipment);
- assisting wherever possible to make sure courses run efficiently and effectively.

7.5. Reading Materials

If you are selected, you will be asked to provide students with the books, articles, and other materials that you intend to use in class. Consider making it possible for students to use electronic materials or journals. You are kindly asked to send us those materials in advance.

7.5.1. Reader

It is recommended to prepare a reader. This reader will be handed out to all course participants. The reader should contain the core texts of the reading material selected by you for your course.

The selection for the reader needs to be provided only after the course proposal has been accepted. Texts selected by you for your reader should be sent to the PISU office in advance by either email or regular mail.

7.6. Teaching schedule

The UPISU will take place from 22 July – 2 August 2013

The organization advises visiting professors to teach 3 class hours, including break(s), per day during 10 teaching days (two working weeks). Saturdays and Sundays are not teaching days and will be devoted to recreational activities.

Most courses are scheduled in the mornings, starting from 9.00 AM.

8. Certificates & ECTS ratings

The University of Prishtina has committed itself to implementing the so-called Bologna Action Lines (BAL). The BAL comprise various reforms and measures to be implemented at European universities in order to harmonize the European Higher Education Area, e.g. a credit-transfer system, quality assurance, and BA-MA-PhD curricula. The PISU aims to support and to enhance these developments at the University of Prishtina.

8.1. Certificates

Participants/students who attend at least 80% of their classes and pass the appropriate assignments and examinations will receive a European Credit Transfer System (ECTS) compatible "University of Prishtina International Summer University Certificate". It includes an updated course description, the ECTS rate and the grade assigned to the student. The certificate will state the participant's name and will be signed by the PISU visiting professor, and the co-professor. The certificates are designed using "Bologna" standards.

8.2. What is ECTS?

The European Credit Transfer System was designed by the European Commission with the principal aim of improving the quality of education. It facilitates student mobility, introduces flexibility within curricula and standardizes student assessment in the institutions of higher education in the member states.

ECTS consists of four aspects:

1. The number of ECTS credits for a course (section 5.7.3.);
2. The grading of each individual student (section 5.7.4.);
3. Information package (section 5.7.5.);
4. Transcript of record (section 5.7.6.).

Each of these aspects is described below.

8.3. Calculating ECTS

As of the first of October 2001, the University of Prishtina officially applies the European Credit Transfer System to its curricula. One semester at UP equals 30 ECTS credits while one academic year equals 60 ECTS credits.

The number of ECTS credits is based on the average number of working hours spent by students on the course (input) and encompasses classroom hours, private study, field work and so on. All students successfully completing the course will receive the same number of credits.

ECTS credits for PISU courses are calculated on a bottom-up basis. To put it simply, the number of credits is calculated according to the total workload in hours for an average student. The rule used is that 25 hours of student workload constitutes 1 ECTS credit. (Thus 60 credits = 1500 hours workload for 1 academic year.)

To calculate the total workload, one combines the number of class hours, number of hours reading (depending on the quantity and difficulty of the text), number of hours a student has to work on assignments, number of hours a student has to prepare (study) for exams, and the number of hours a student spends sitting an exam.

The above hours are totaled and then divided by 25 to give the approximate ECTS credit.

Consider the following example for a 4 ECTS, two-week course:

<i>Category of workload hours per day</i>	<i>Total hrs for course of duration 10 DAYS</i>		
Class hours	: 3	(x 10)	= 30
Fieldwork	: 2	(x 4)	= 8
Reading (outside class)	: 2	(x 10)	= 20
Assignments	: 2	(x 6)	= 12
Preparation for examinations:	: 1.5	(x 10)	= 15
Examinations	: 2	(x 3)	= 6
TOTAL	:		= 91
ECTS Total	:	91 / 25 = 3.65	(around off) 4 ECTS credits

8.4. Grading

The grade given on the student's certificate indicates the success of the students as *compared to* their peers in the course. As mentioned above, only students who attend at least 80% of their classes and pass the appropriate assignments and examinations will receive a European Credit Transfer System (ECTS) compatible " University of Prishtina International Summer University Certificate". Students who have not met these criteria will not receive a certificate, neither an adjusted certificate, e.g. one not stating ECTS.

These grades should be awarded by the visiting professors based on selected assessment activities. These activities may include examinations, written assignments (performed in a controlled environment), presentations, or participation in discussions, group or project work.

8.5. Course description brochure (CDB)

The course description brochure consist of the curriculum, teaching and assessment procedure.. It enables other institutions to evaluate and transfer the ECTS credits and grades into their own institution. The CDB provides information on academic level of the course. The information from the final course proposal provided will also be included in the CDB.

9. Selected participants

9.1. Number of students

In principle, a limited number of 20 to 25 students will be admitted to attend each course. Given the substantial workload of the courses, and in order to maximize the total number of participants in the programme, students are allowed to attend only one PISU course. The number of students per course is limited to facilitate the use of interactive teaching methods.

9.2. Description of the target group

When filling in your application you will be asked to pick the level of the students for which the course is intended (BA, MA, graduate, or undergraduate, etc.). In many cases, particularly when you design a course suggested by the University, the course level will already be given. Besides the course level, please also indicate which (mix of or homogeneous group of) students/participants would most benefit from your course. Also suggest particular criteria for selecting students for your course.

9.3. Student Selection & Background

A list of students selected for each course is provided to each visiting professor about a week before the start of the courses. Proper selection of students for each course is crucial, though complicated. If the level of the course does not correspond with the level of the students at all, few of them will benefit from the course. The co-professor, will make the final selection of Kosovar students.

On the basis of information provided by applying students on English language proficiency and the level of each course, a short-list of Kosovar students will be compiled by the organization. The co-professor will then make the final selection. International students will be selected by the organization in consultation with co- professors.

9.4. Teaching equipment

UP provides all the necessary teaching equipment.

10. Deadlines

10.1. Selection procedure for applying professors

Interested visiting professors are recommended to register and submit their CVs and course proposals before 1 **February 2013**. Selected courses will be posted in our official web page: uvp.uni-pr.edu

Although certain parts of the application form/course proposal can be filled in or provided later—such as the pages for the reader—it is recommended that you submit your course proposals as completely as possible.

Application materials received after the final selection has been made will be considered for 2014 or, if desired, for other projects.

10.2. Deadlines for visiting professors' FINAL course information

The following deadlines have been determined for providing FINAL information. Online adjustments will not be processed after these dates.

Activity of Selected Visiting Professor	Deadline	Ref. section	Related activity by organization
Provide FINAL <i>literature</i> info (except for copying)	1 April	6.5 – excl. 6.5.5.	
Provide FINAL info on personal <i>travel arrangements</i>	1 April	4.1	Make final arrangements for accommodation, etc. in April
Provide FINAL info on <i>texts to be copied</i> , and FINAL information on <i>teaching equipment</i> needed	25 May	6.5.5 , 6.9	Start copying, make logistical arrangements at UP, purchase materials in May

The organization may decide to postpone or move forward certain deadlines. If this is the case visiting professors will be informed.

Not meeting certain deadlines may result in a lack of certain services (e.g. equipment, literature) Given the extensive logistical aspects of a large project such as the PISU, it is very desirable that the organization and its partners meet the deadlines.

11. Privacy statement

PISU takes the privacy of its partners seriously. We are committed to safeguarding the privacy of our associates while providing a personalized and valuable service.

12. Contact:

Should you require any further information before applying, please contact the UPISU Office.

International Summer University University of Prishtina

Faculty of Law

Agim Ramadani Street

Prishtina, Kosovo

Tel/Fax: +381 38 246 750

Contact person: Mr. Mentor Kadriu

E-mail: mentor.kadriu@uni-pr.edu