



UNIVERSITETI I
PRISHTINËS
HASAN PRISHTINA



International Student Guide



University of Prishtina



International Relations Office * University of Prishtina * KOSOVO



Dear Student,

We are most pleased to welcome you as a member of the UP Learning Community. As an international exchange student, you will face both excitement and challenges in adjusting to your new life in Prishtina, Kosovo.

In order to make the most of your experience abroad, this guide provides you with an overview of the University of Prishtina, student services and contact information. In addition, it includes a guide to facilities, place of interests and tips on how to manage your daily life in Kosovo.



Contact Point

While in Kosovo, the **International Relations Office** will be your main contact point to seek information regarding your stay, accommodation and any issue regarding your enrolment in the student exchange program. As for academic queries, they should be addressed to the designated subject professor at faculty level.

International Relations Office

University of Prishtina 'Hasan Prishtina'
Central Administration Office
Rr. Eqrem Çabej, no. 111.
10000 Prishtina, Kosovo
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Why studying at the UP?



The University of Prishtina

Founded in 1970, the University of Prishtina is the highest-ranking public university in Kosovo. Comprising 14 faculties, the UP offers **bachelor**, **master** and **doctoral** level internationally recognised qualifications.

As academic center for research and innovation, the UP is leading Kosovo's development in several scientific areas, including public policies, capacity building and scientific research.



The newly built interiors at the Faculty of Engineering

UP Faculties

- Faculty of Philosophy
- Faculty of Law
- Faculty of Mathematics-Natural Sciences
- Faculty of Philology
- Faculty of Economics
- Faculty of Construction
- Faculty of Electrical and Computer Engineering
- Faculty of Mechanical Engineering
- Faculty of Medicine
- Faculty of Arts
- Faculty of Agriculture and Veterinary
- Faculty of Physical Education and Sports
- Faculty of Education
- Faculty of Architecture

International Credit Mobility

Operating within the European Commission's Framework, for the past decade, the UP has been promoting international cooperation, scientific promotion and cultural understanding through student and academic staff mobility.

It is within this capacity, that the ERASMUS + program represents a unique opportunity for investing in human capital development and further Kosovo's role as EU partner and promoter of cultural diplomacy.



Academic Calendar



Winter Semester

1 October - 15 February

Examination Period

15 January - 14 February

Summer Semester

15 February - 15 July

Examination Period

1 June - 15 July

UP Grading System

Local grades equivalent

Local Grade	Description in local language	Percentage equivalence	Grade equivalent
10	Shkëlqyeshëm / Excellent	90-100	A
9	Shumë mire / Very good	80-89	B
8	Mirë / Good	70-79	C
7	Kënaqshëm / Sufficient	60-69	D
6	Mjaftueshëm / Pass	50-59	E
5	Dobët / Fail	0-49	FX/F

The grade conversion scheme and credit transfer criteria should be agreed at faculty level.

Credit Hours

1 credit = 25 - 30 hours study/course work per semester, usually including two contact hours per week. Lectures, seminars and assignments are organized in thematic units, namely Academic Modules, which will bear 10 credits respectively. Each module will end with a final exam, or project/assignment. A semester comprises of 30 credits.

Located in the Ulpiane district of Prishtina, the UP Campus comprises faculty buildings, the National Library, the Rectorate and the Central Administration Office. Its strategic location allows easy access to restaurant venues, shops and amenities of the adjacent City Center.





University Website

The UP website is an important tool for accessing information about exam dates, semester enrolment and events taking place at the UP. In order to keep up to date with deadlines, it is essential that you visit your faculty web section regularly. Web address: <https://www.uni-pr.edu>

The screenshot shows the University of Prishtina website. The header includes the university logo and name, and a navigation menu with options like 'Online Learning', 'SEMS', 'DIPLOMA', 'DOCUMENTS', and 'bulletins'. A secondary menu lists 'University', 'For Students', 'International cooperation', 'Quality Assurance and Development', and 'Scientific Research'. The main content area is titled '(Faculties)' and lists several faculties with their contact information:

- Faculty of Philosophy**: Mother Teresa, pn; +383(0)38 224 783; filologjia@uni-pr.edu
- Faculty of Natural Mathematical Sciences**: Mother Teresa, pn; +383(0)38 249 872/ 249 873/ 249 874; fshmn@uni-pr.edu
- Faculty of Philology**: Mother Teresa, pn; +383(0)38 222 970; filologjia@uni-pr.edu
- Law faculty**: Agim Ramadani, pn; +383(0)38 229 063/ 220 484; juridiku@uni-pr.edu
- Economy Faculty**: Agim Ramadani, pn; +383(0)38 221 895/ 228 966; ekonomiku@uni-pr.edu
- Faculty of Civil Engineering**: Rr. "Agim Ramadani", nn 10 000 Prishtina, Republic of Kosovo; +383 (0)38 554 899; fn@uni-pr.edu

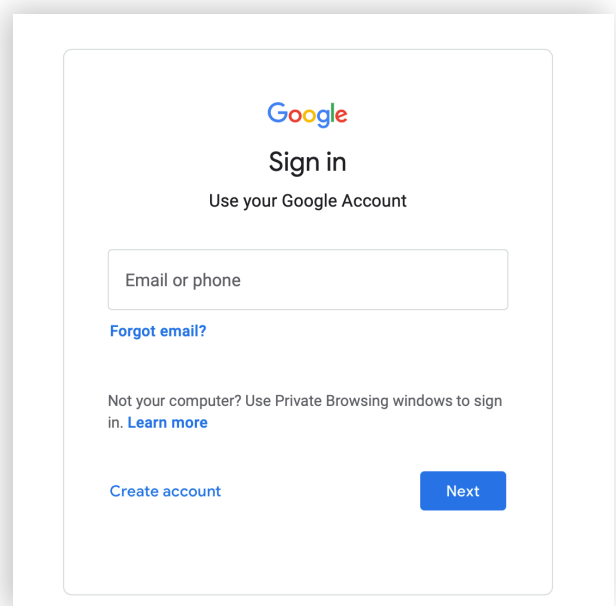
On the left side, there is a sidebar with a menu and 'RECENT POSTS' section.

Student Email

All UP students are provided with a university email linked to a Google Workspace Account. e.g. sara.logan@student.uni-pr.edu. Your account will be accessible via the Google Mail sign in page: <https://accounts.google.com/servicelogin>.

Furthermore, your UP email is required to access Google Classrooms, including Google Meetings, and submit tasks and online project.

As a new student, you can request your UP email by contacting the IT Department at defrim.krasniqi@uni-pr.edu

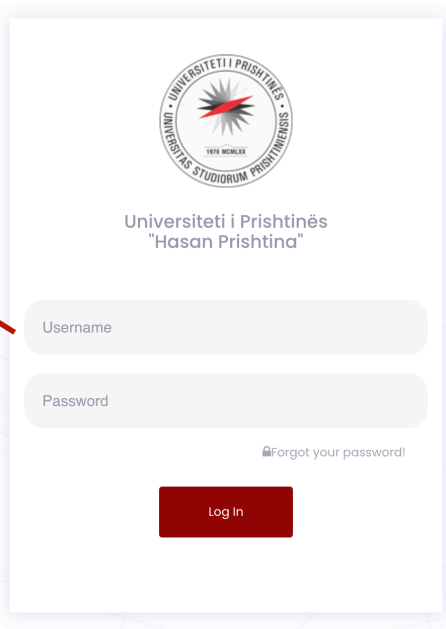


SEMS (Electronic Student Management System)

The **SEMS** is an essential digital tool that is necessary to access your academic records, exam results and enrolment in both obligatory and elective courses.

In order to access the SEMS at <https://studenti.uni-pr.edu/Account/Login>, you will need:

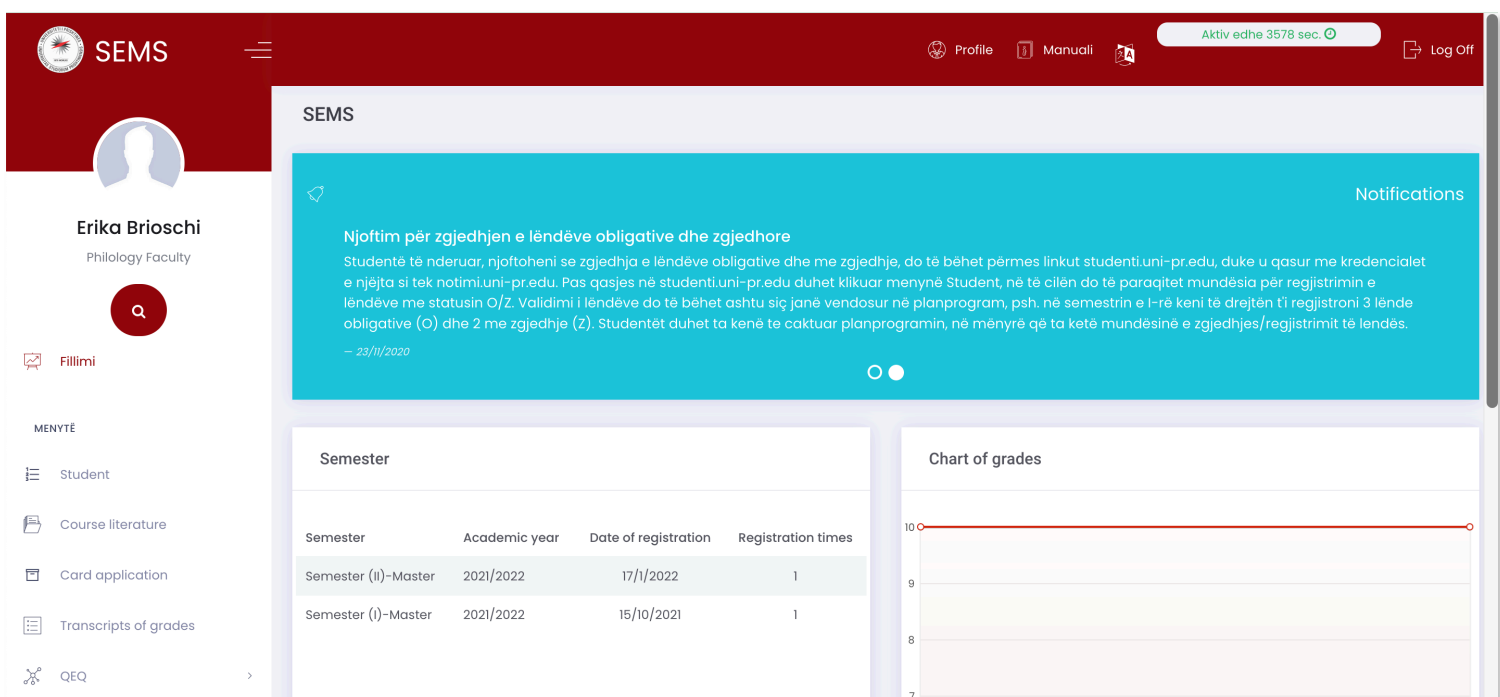
Student Card
ID No. **2100062000000**



The login page features the university's logo at the top center, which includes the text 'UNIVERSITETI I PRISHTINES' and '1970 MOKLEX'. Below the logo, the text 'Universiteti i Prishtinës "Hasan Prishtine"' is displayed. The login form consists of two input fields: 'Username' and 'Password'. A link for 'Forgot your password!' is located below the password field. A red 'Log In' button is positioned at the bottom center of the form. A red arrow points from the 'Student Card ID No. 2100062000000' text to the 'Username' field.

Dashboard

The **SEMS** dashboard displays your current enrolment status. If you attend the whole academic year, you will need to enrol in each semester during the registration period communicated via the UP website. The enrolment takes place in presence at your faculty administrative office.



The dashboard interface includes a top navigation bar with the SEMS logo, a user profile icon, and a 'Log Off' button. The main content area is divided into several sections:

- Notifications:** A blue banner with a notification icon and the text: 'Njoftim për zgjedhjen e lëndëve obligative dhe zgjedhore'. The notification text states: 'Studentët të nderuar, njoftoheni se zgjedhja e lëndëve obligative dhe me zgjedhje, do të bëhet përmes linkut studenti.uni-pr.edu, duke u qasur me kredencialet e njëjta si tek notimi.uni-pr.edu. Pas qasjes në studenti.uni-pr.edu duhet klikuar menyne Student, në të cilën do të paraqitet mundësia për regjistrimin e lëndëve me statusin O/Z. Validimi i lëndëve do të bëhet ashtu siç janë vendosur në planprogram, psh. në semestrin e I-rë keni të drejtën t'i regjistroni 3 lëndë obligative (O) dhe 2 me zgjedhje (Z). Studentët duhet ta kenë të caktuar planprogramin, në mënyrë që ta ketë mundësinë e zgjedhjes/regjistrimit të lëndës.' The notification is dated '23/11/2020'.
- Semester Table:** A table with the following data:

Semester	Academic year	Date of registration	Registration times
Semester (II)-Master	2021/2022	17/1/2022	1
Semester (I)-Master	2021/2022	15/10/2021	1
- Chart of grades:** A line chart showing a score of 10.0 on a scale from 7 to 10.

The left sidebar contains the user's name 'Erika Brioschi' and 'Philology Faculty', along with a search icon and a 'Fillimi' button. Below this is a 'MENYTE' section with a list of navigation options: Student, Course literature, Card application, Transcripts of grades, and QEQ.

Your Life in Prishtina



As the capital of the youngest country in Europe, Prishtina has evolved into a vibrant city in constant transformation. As international exchange student, you will be in a privileged position, sharing thoughts, ideas and values that actively contribute to shaping local communities.

The **Newborn Monument** is a symbolic, 'living' art installation that is redecorated every year with new themes, ranging from human rights, anti-war stances and future visions for the country.



UNIVERSITETI I
PRISHTINËS
HASAN PRISHTINA

Student Accommodation

The Student Dormitory - *Qendra Studentore* - is located nearby the UP Campus. A single room monthly rental can be as cheap as EUR 100 - 150, making Prishtina one of the most affordable, student-friendly capitals in Europe.



Website: <https://qs.rks-gov.net>

Traditional Food & Dining



Kosovo's traditional food and café culture are considered one of the main attractive features of Prishtina. You will have the opportunity to visit many state-of-the-art coffee shops and restaurants, which serve both traditional and international food for as little as EUR 5-10. While in Kosovo, you will soon realise that it's possible to eat a local speciality, *Burek*, for as little as EUR 1.



Traditional **Burek**, stuffed filopastry



Meridian Café



Café Culture

Cafes in Kosovo are meeting points for cultural encounters and enhance your social connections. You will enjoy the warm atmosphere and traditional Kosovo specialities



Old House Restaurant, Prishtina

Albanian Language



Kosovo's history and traditions have been developing along multiethnic communities and religious diversity. While Albanian remains the predominant language widely spoken in society and by institutions, Turkish and Serbian are also spoken by minority groups.



Greetings

Hello – Përshëndetje!

Good morning – Mirëmëngjes!

Good day – Mirëdita!

Good evening – Mirëmbërëma!

Nice to meet you – Gëzohem që ju takoj

Thank you – Faleminderit

You're welcome – Ju lutem

How are you? – Si Jeni?

UP Language Center

qendraegjuheve@uni-pr.edu

The University of Prishtina Language Center has been established in 2022 as a part of a broad initiative to promote multiculturalism and better access to international job prospects. Led by the Faculty of Philology's Dean, Prof. Lindita Rugova, the Center represents a new milestone in the promotion

of linguistic cultural diversity in Kosovo. Offering a variety of languages, such as English, Albanian, Italian, German, Croatian, Arabic, Serbian and French, the UP Language Center represents a unique opportunity for fostering cultural encounters, serving as a tool for internationalization and social cohesion.



Cultural Diversity
Through Language Learning

History & Culture



The Imperial Mosque Complex



Gracanica Monastery

Kosovo is a new country, but its historical heritage encompasses an ancient, rich multicultural tradition which is manifested in architectural jewels belonging to the Illyrian, Byzantine and Ottoman period. During your stay in Kosovo, you will have the opportunity to visit many fascinating places and enjoy breath-taking mountain retreats, which are easily accessible from the capital, Prishtina. The inter-city bus network allows you to reach major touristic cities such as Prizren, Gjakova and Peja.



National Museum , Prishtina



Ethnographic Museum , Prishtina



Ethnographic Museum, Interior

Banking



Opening a Bank Account

While in Kosovo, you might want to open a local student account that will be useful to obtain a residence permit.

Raiffeisen Bank is an Austrian International bank with branches in Europe and the Balkan Region.

Required documents:

In order to open a bank account, you will need:

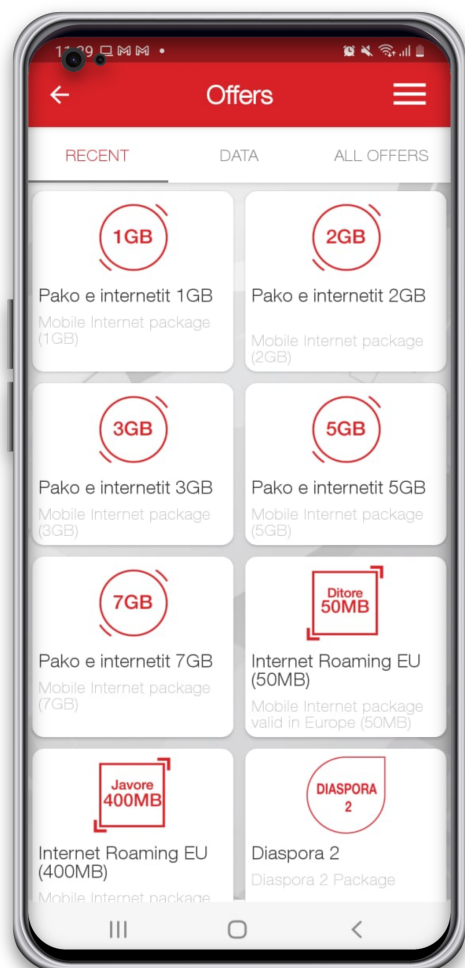
- Passport copy.
- National ID from your country of origin.
- A rental contract / utility bills connected to the residential address.
- A document that proves your status as higher education student.
- A proof that you are receiving bursary funds.



Sim Card

Sim Card Registration

As soon as you arrive in Kosovo, you will need a local mobile number to access services and be in touch with your new friends and fellow students. The average cost of a 5 GB mobile internet package is EUR 5.99 per month. In order to purchase a sim card in your name, you should bring your passport with you when visiting one of the telecoms main branches.



<https://www.ipko.com/en/>

<https://kosovotelecom.com/en/>

Residence Permit



Republic of Kosovo

MINISTRY OF FOREIGN
AFFAIRS AND DIASPORA



RKS Residence Permit

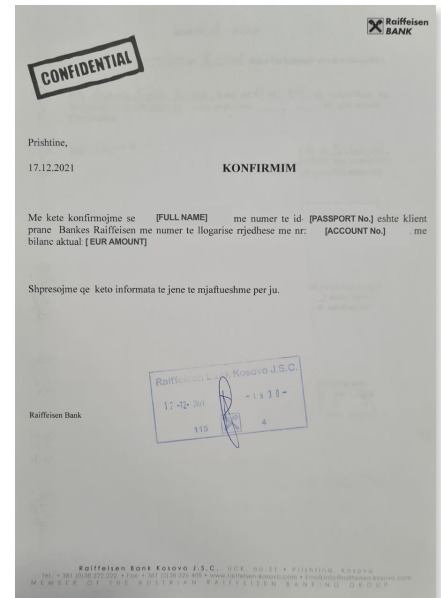
EU, US and Turkish national may stay in the territory of Kosovo for a period of 3 months in 6 months. Therefore, in order to complete your study semester, you should apply for a residence permit. The cost of issuing a biometric ID is EUR 10.50.

Required Documents

- A **Criminal Record Disclosure** issued by your country of origin/ last residence (Attested by the Ministry of Foreign Affairs in your country of origin. Translation into Albanian must be carried out by a certified translator in Kosovo - EUR 15).
- **Proof of Funds**, which is the financial capability to support your monthly expenses during the study program. (Attested document that you are a recipient of the ERASMUS bursary, stating the monthly sum received or a letter from a local bank showing balance).
- **Insurance**. A local insurance against accidents should be purchased once in Kosovo for EUR 35.
- **Proof of Accommodation**. (Either a rental contract or signed agreement with the Student Dormitory).
- **Proof of Education Studies**. An extract of your registration for the semester issued by your faculty at the University of Prishtina.
- **Passport** (with a validity not inferior to the duration of your stay. E.g. 6 months validity for a 6 months permit; 1 year validity for the entire academic year)

All documents should be accompanied by 2 photocopies.

For more information please visit the Ministry of Foreign Affairs website: https://www.mfa-ks.net/en/sherbimet_konsullore/509/



Sample Bank Confirmation Letter



Sample UP Certificate of Registration

1. Book an appointment

Book an appointment at the Immigration Office via the e-Kosova Platform.

<https://ekosova.rks-gov.net/Service/33>

2. Immigration Office

Attend the appointment bringing with you the **Reservation Form** sent to your email by e-Kosova

3. Pay the Biometric ID fees

Pay EUR 10.50 at a local post office branch and return to the immigration, submitting the receipt of payment.

4. Permit issue confirmation

Wait for an email which confirms that your permit has been issued.

5. Book a photo appointment

Book an appointment at the Immigration Office via the e-Kosova Platform to have your picture and finger prints taken.

<https://ekosova.rks-gov.net/Service/33>

6. Biometric ID issue confirmation

You will receive a confirmation via e-mail that your biometric ID has been issued. Collect your ID, bringing with you the receipt previously issued by the Immigration Office.

Immigration Office

Opening hours:

Monday to Friday:

08:30 - 12:00

13:00 - 15:00

Tel: +383 (0) 38 200 19022

Email: div.huaj@rks-gov.net

The screenshot shows the 'Rezervimi i terminit' (Appointment reservation) form on the e-Kosova platform. The form is for a residence permit (P11) and includes the following fields:

- Të dhënat mbi terminin / Appointment information / Informacije o terminu:**
 - Koha e terminit / Appointment time / Vrieme termina: 03/01/2022, 08:50
 - Shërbimi / Service / Ushuga: Aplikimi për vazhdim të lejeqëndrimit (P11)
- Të dhënat mbi qytetarin / Citizen data / Podaci o građaninu:**
 - Emri dhe mbiemri / Name and surname / ime i prezime: [Empty field]
 - Datëlindja / Birthdate / Datum rođenja: [Empty field]
 - Numri i pasaportës / Passport number / Broj pasoša: [Empty field]
 - Arsyeja / Reason / Razlog: [Empty field]
- Numri i lejeqëndrimit / Residence permit number / Broj boravišne dozvole:** [Empty field]

At the bottom, there is a signature block with the text: 'Me respekt, Ekipi i eKosova, Agjencia e Shoqërisë së Informacionit (ASHI) MFB, Qeveria e Kosovës'. Below this is a table with the following data:

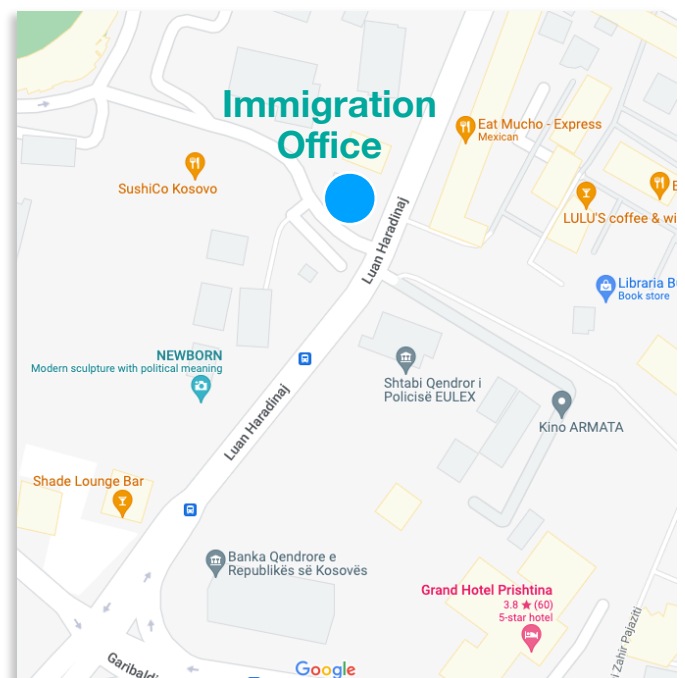
Personar i kryesues / Izlascnik/Signatory	eKosova
Data/Datum/Date	28.02.2022 11:32:34

Below the table, there is a QR code and the text: 'Ky dokument është nënshkruar në formë elektronike. Ovaj dokument je elektronski potpisan. This document is signed electronically.' and a verification link: 'Verifiko përmes/Potvrdite kroz/Verify through <https://ekosova.rks-gov.net/verify>'.



UNIVERSITETI I
PRISHTINËS
HASAN PRISHTINA

Immigration Office Location



Public Holidays

1 January	New Year's Day
7 January	Orthodox Christmas
17 February	Independence Day
9 -11 April	Constitution Day
18 April	Catholic Easter Monday
25 April	Orthodox Easter Monday
1 May	Labour Day
2 -3 May	Eid El-Fitr
9 May	Europe Day
9 - 11 July	Eid Al-Adha
25 - 26 December	Catholic Christmas



Yearly update: <https://mpb.rks-gov.net/f/86/Festat-Zyrtare?>

Useful Numbers



EMERGENCY SERVICES

Emergency Department	112
Kosovo Police	192
Medical Emergencies	194
Fire Department	193

TAXI

Blue Taxi	044 800 999
Dallas Taxi	044 111 666
Online Taxi	044 200 300
Golden Taxi	044 300 300



Republika e Kosovës
Republic of Kosovo



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