



UNIVERSITETI I
PRISHTINËS
HASAN PRISHTINA



International Staff Guide



University of Prishtina



International Relations Office * University of Prishtina * KOSOVO



Dear Professor,

We are most pleased to welcome you as a member of the UP Learning Community. As an international academic staff, 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, 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 arrangements within the academic staff mobility program. As for academic queries, they should be addressed to the designated subject professor at faculty level.

International Relations Office

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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		A
9	Shumë mire / Very good		B
8	Mirë / Good		C
7	Kënaqshëm / Sufficient		D
6	Mjaftueshëm / Pass		E
5	Dobët / Fail		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'. A dropdown menu for 'The faculty' is open, showing options like 'Background', 'Governance structure', 'The faculty', 'Central Administration', 'Vision and Mission', 'Statutes', and 'Strategic Plan'. Below this, a grid of faculty cards is displayed, each with a photo and 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

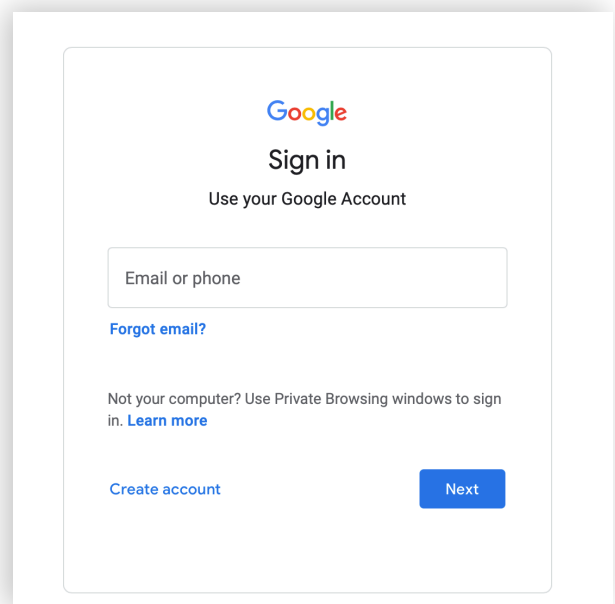
On the left side, there is a sidebar with a menu and 'RECENT POSTS' section. The sidebar menu includes 'University', 'For Students', 'International cooperation', 'Quality Assurance and Development', 'Scientific Research', 'QZHK', and 'notifications'. The 'RECENT POSTS' section includes: 'The second issue of the magazine "Career" is published' and 'Second Scientific Seminar of the Faculty of Electrical and Computer'.

Academic Staff Email

All teaching staff are provided with a university email linked to a Google Workspace Account. e.g. sara.logan@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 post tasks and online project.

As a new academic member, 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 academic records, post exam results and verify student attendance. In order to access the SEMS at <https://studenti.uni-pr.edu/Account/Login>, you will need:

Academic Staff Card
ID No. **21000062000000**

Universiteti i Prishtinës
"Hasan Prishtina"

Username

Password

Forgot your password!

Log In

Dashboard

The **SEMS** dashboard displays students' enrolment status. If students attend the whole academic year, they 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.

SEMS

Profile Manuali Log Off

Aktiv edhe 3578 sec.

Notifications

Njoftim për zgjedhjen e lëndëve obligative dhe zgjedhore

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](https://studenti.uni-pr.edu). Pas qasjes në studenti.uni-pr.edu duhet klikuar menynë 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.

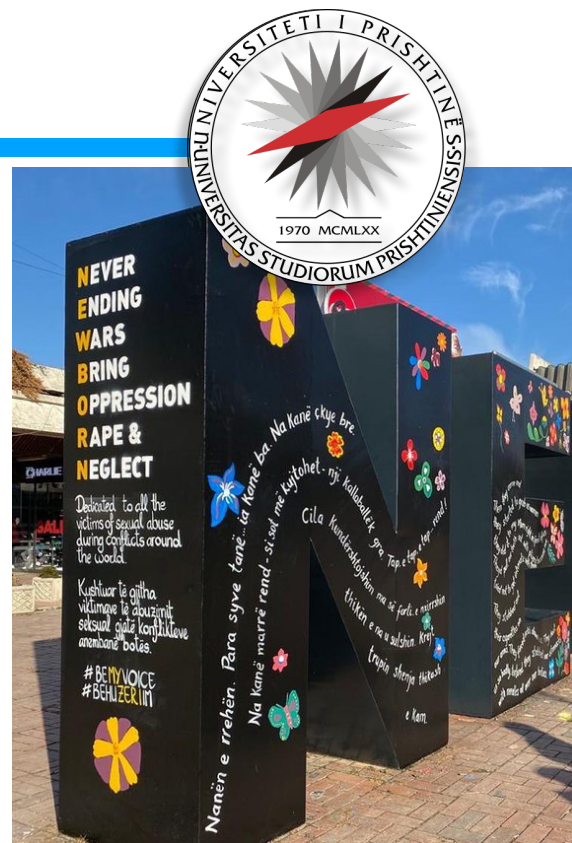
– 23/11/2020

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

10
9
8
7

Your Life in Prishtina



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

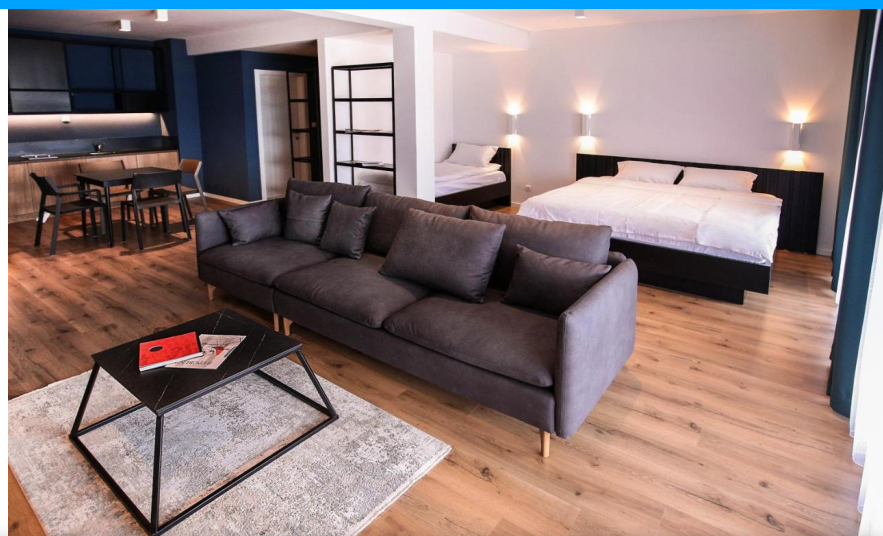
The **Newborn Monument** is a symbolic, 'living' art installation that is redecorated every year with new themes, ranging from human rights, anti-war stances and future visions for the country.



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Accommodation

Your accommodation will be arranged by the International Relations Office prior to your visit. As a city in constant expansions, Prishtina benefits of a wide range of modern apartments strategically located near the UP campus and amenities of the City Center.



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**, staffed 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

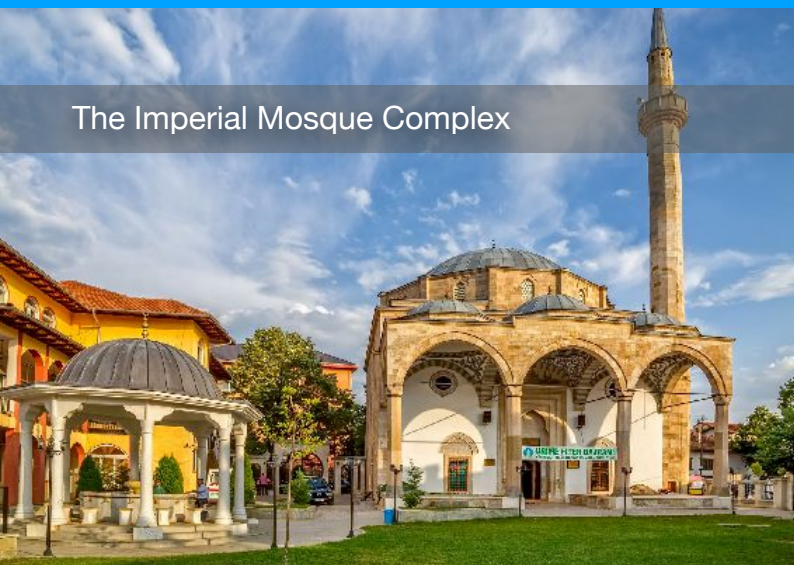
The University of Prishtina Language Center has been established in 2022 as a part of a broad initiative to promote multiculturalism and better access to international job prospects. Led by the Faculty of Philology's Dean, Prof. Lindita Rugova, the Center represents a new milestone in the promotion

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 bank 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:

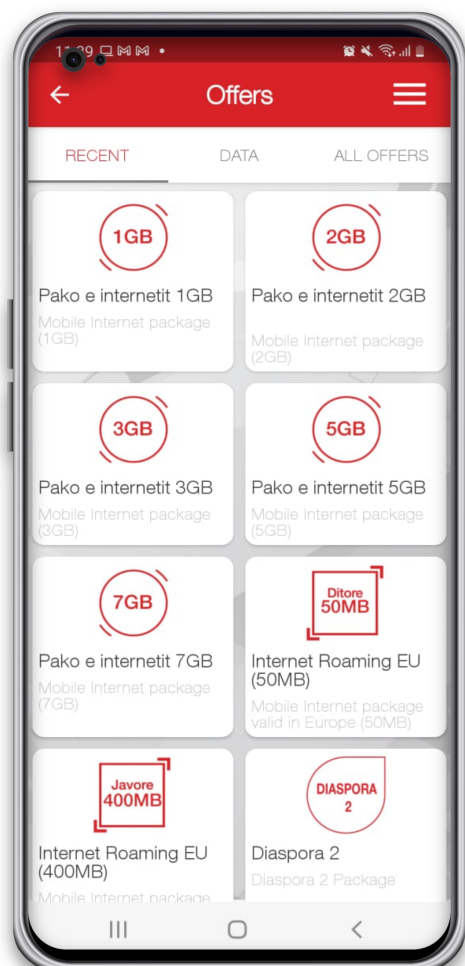
- Passport copy.
- National ID from your country of origin.
- A rental contract / utility bills connected to the residential address.
- A document that proves your status as higher education student.
- A proof that you are receiving bursary funds.



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/>

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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'Hasan' Prishtina