



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

University of Prishtina 'Hasan Prishtina'  
Central Administration Office  
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10000 Prishtina, Kosovo  
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#### IRO Director

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Rectorate Office  
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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.

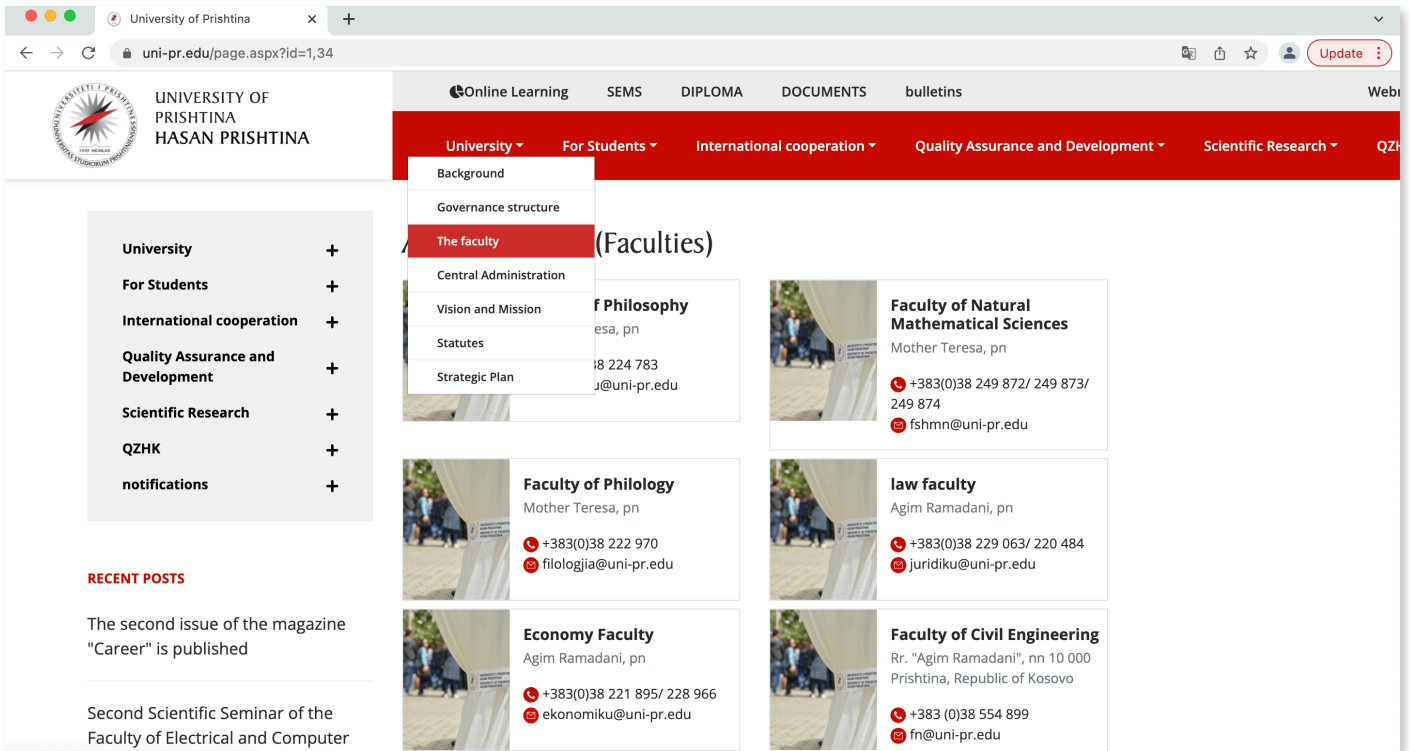


Located in the Ulpiane district of Prishtina, the UP Campus comprises faculty buildings, the National Library, the Rectorate and the Central Administration Office. Its strategic location allows easy access to restaurant venues, shops and amenities of the adjacent City Center.



## 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>

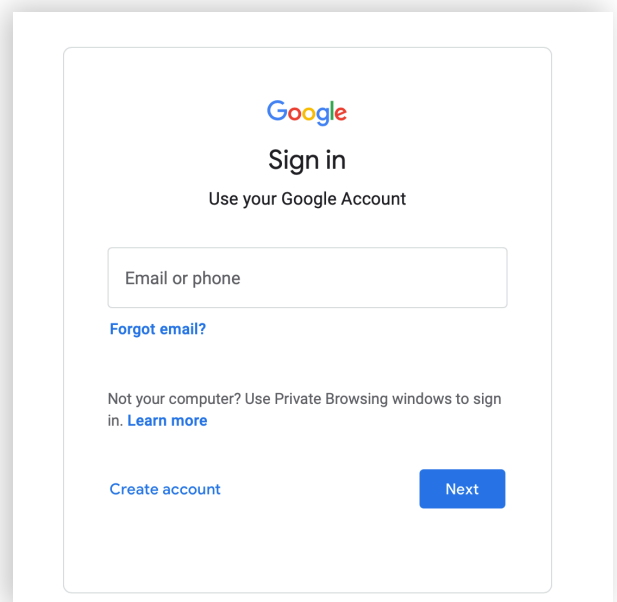
A screenshot of the University of Prishtina website. The header includes navigation links: Online Learning, SEMS, DIPLOMA, DOCUMENTS, bulletins, and Web. A red navigation bar contains links: University, For Students, International cooperation, Quality Assurance and Development, Scientific Research, and QZHK. A sidebar on the left lists various university sections with expandable icons. The main content area displays a dropdown menu for "The faculty" (Faculties) with options: Background, Governance structure, The faculty, Central Administration, Vision and Mission, Statutes, and Strategic Plan. Below this, several faculty profiles are shown, including the Faculty of Philosophy, Faculty of Natural Mathematical Sciences, Faculty of Philology, Faculty of Law, Faculty of Civil Engineering, and Faculty of Economy. Each profile includes contact information and a photo. A "RECENT POSTS" section is visible on the left sidebar.

## 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](mailto: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](mailto:defrim.krasniqi@uni-pr.edu)

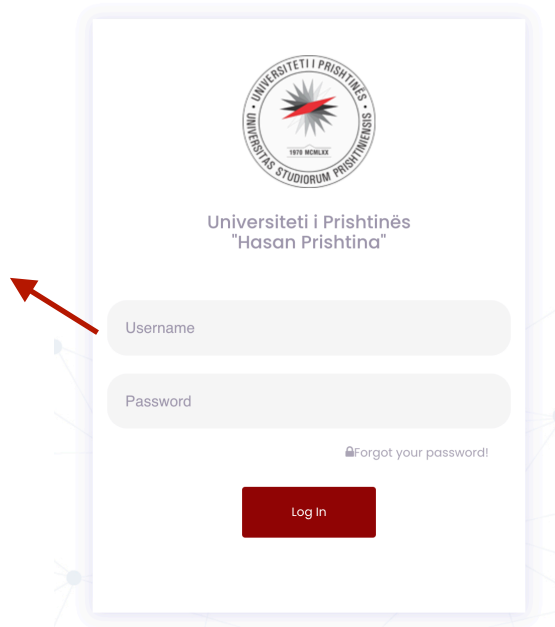
A screenshot of the Google Sign in page. It features the Google logo at the top, followed by the text "Sign in" and "Use your Google Account". Below this is a text input field for "Email or phone". There are links for "Forgot email?", "Not your computer? Use Private Browsing windows to sign in. Learn more", and "Create account". A blue "Next" button is located at the bottom right.



# SEMS (Electronic Student Management System)

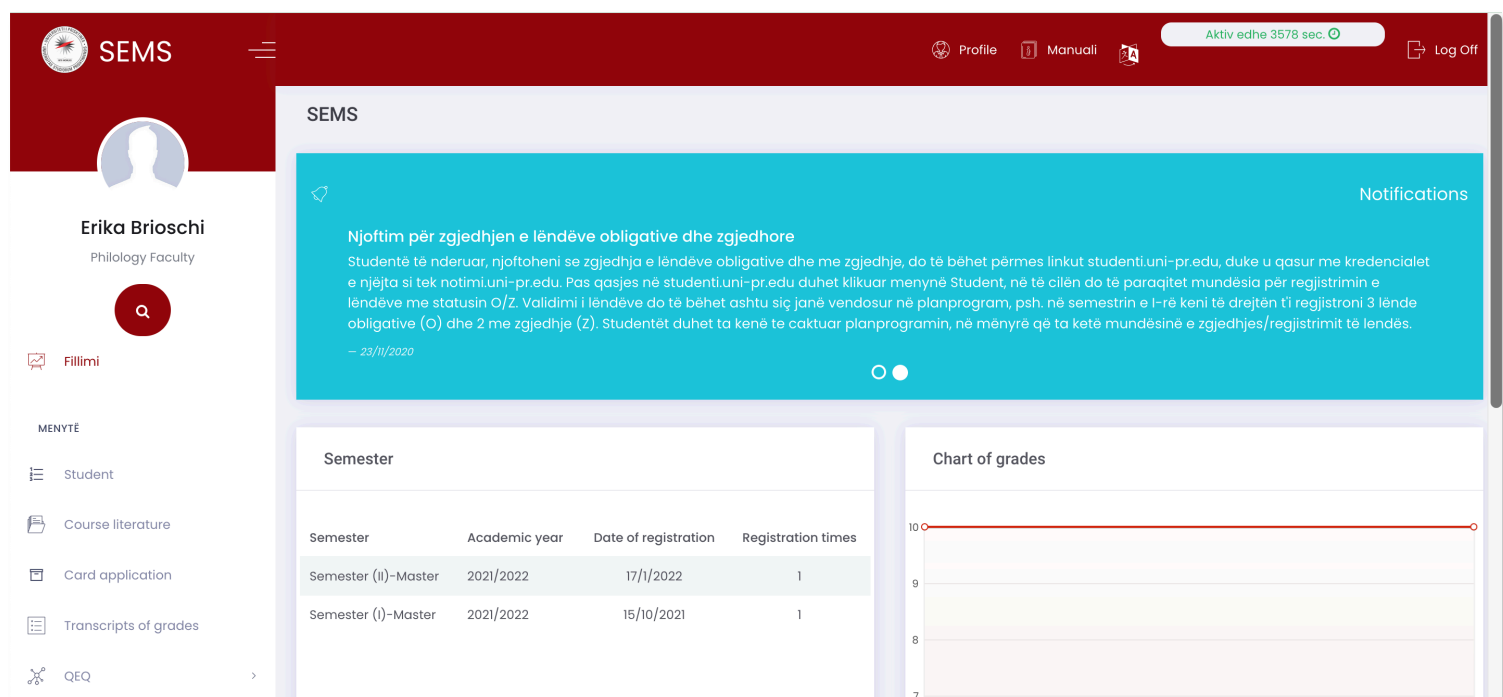
The **SEMS** is an essential digital tool that is necessary to access academic records, post exam results and verify student attendance. In order to access the SEMS at <https://studenti.uni-pr.edu/Account/Login>, you will need:

Academic Staff Card  
ID No. 21000062000000



## 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.

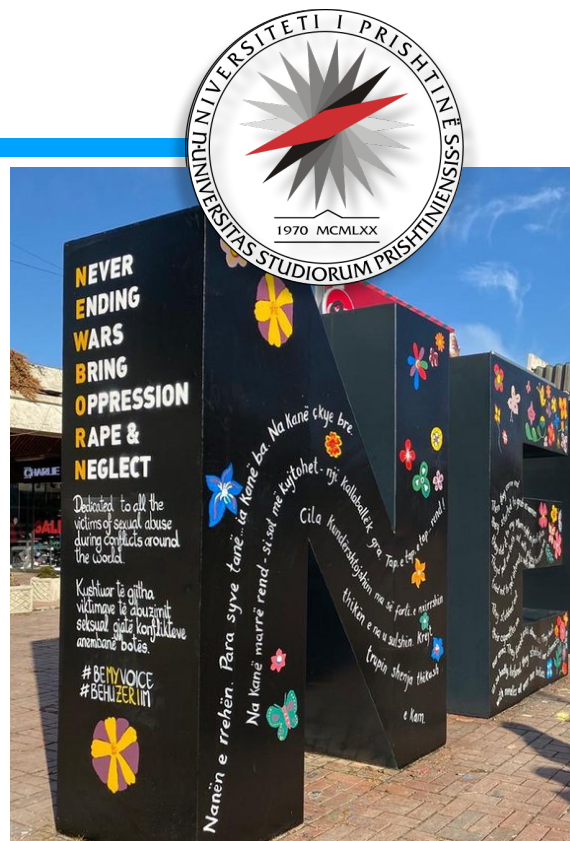


Semester	Academic year	Date of registration	Registration times
Semester (II)-Master	2021/2022	17/1/2022	1
Semester (I)-Master	2021/2022	15/10/2021	1

Chart of grades



# 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.

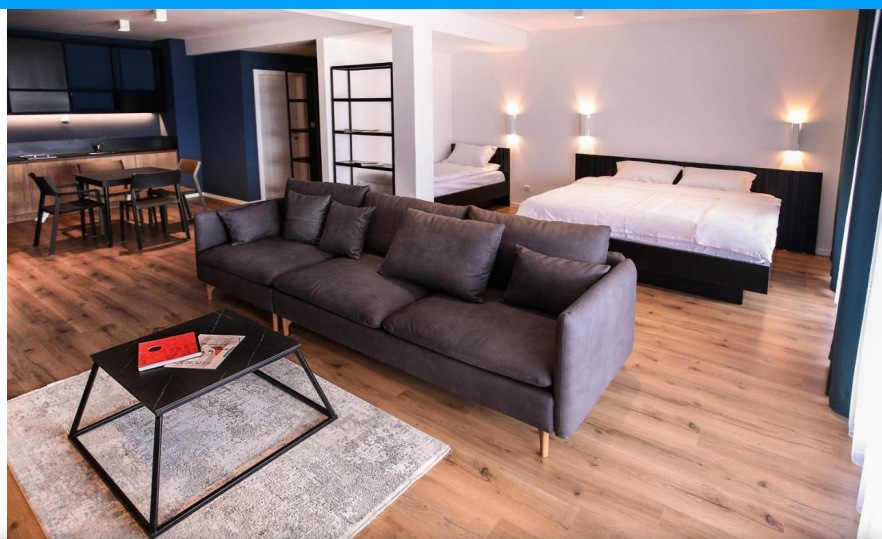
The **Newborn Monument** is a symbolic, 'living' art installation that is redecorated every year with new themes, ranging from human rights, anti-war stances and future visions for the country.



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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.



Meridian Café



Traditional **Burek**, stuffed filopastry



## 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

[gendraegjuheve@uni-pr.edu](mailto:gendraegjuheve@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:

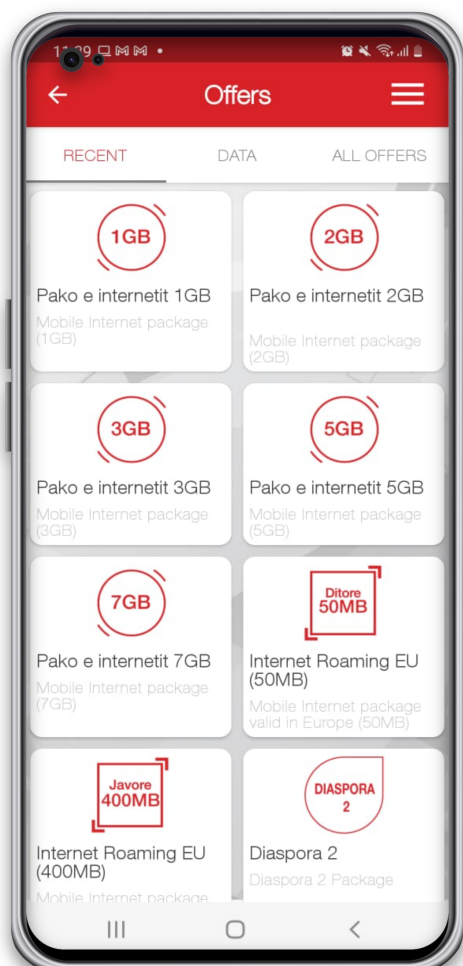
- Passport copy.
- National ID from your country of origin.
- A rental contract / utility bills connected to the residential address.
- A document that proves your status as higher education student.
- A proof that you are receiving bursary funds.



## 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

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

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



# Useful Numbers



## EMERGENCY SERVICES

<b>Emergency Department</b>	<b>112</b>
<b>Kosovo Police</b>	<b>192</b>
<b>Medical Emergencies</b>	<b>194</b>
<b>Fire Department</b>	<b>193</b>

## TAXI

<b>Blue Taxi</b>	<b>044 800 999</b>
<b>Dallas Taxi</b>	<b>044 111 666</b>
<b>Online Taxi</b>	<b>044 200 300</b>
<b>Golden Taxi</b>	<b>044 300 300</b>





**Republika e Kosovës**  
**Republic of Kosovo**

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**University of Prishtina**  
**'Hasan' Prishtina**