



GUIDE FOR INCOMING STAFF

TOGETHER EVERYONE ACHIEVES MORE!



ABOUT UBT

Study Programmes

- 26 Bachelor Programmes
- 15 Master Programmes
- 124 Specializations
- 6 Professional Schools
- 150 Professional Courses
- PhD Preparation School

Infrastructure

- 40 E-learning Platforms
- 3.0 Classroom
- 7 Campuses
- 17 Faculties
- 120 Labs
- 53 Spin-Offs

Students and Staff

- 12.494 students
- 2100 graduates
- 150 visiting professors
- 588 Academics
- 318 Academics with PhD
- 212 Administrative Staff

International Partnerships

- 450 International Agreements
- 10 Double Degree programs
- 21 Annual International Conferences
- Annual Global UBT Fest
- 3 International Offices

WELCOME!

Dear Colleagues and Partners,

We are looking forward to welcoming you to University of Business and Technology (UBT) and we hope you are looking forward to it too!

The following information is designed to assist you on arrival and during your stay here in Kosovo. However, if you need any further information, please do not hesitate to contact us!

Best wishes,
International Relations Office

"WHEN I FINISHED MY ERASMUS MOBILITY, I FELT NOT ONLY PORTUGUESE; BUT A BIT ALBANIAN, A LITTLE BIT ITALIAN AS WELL, AND SPANISH, GERMAN, TURKISH, FRENCH AND SO ON ..."

"I WILL TREASURE MY ERASMUS EXPERIENCE AND THE MEMORIES THAT I MADE FOREVER!"

"KOSOVO IS NOT HUGE, BUT IT IS BIG ENOUGH FOR YOU NOT TO GET BORED AND YOU WILL ALWAYS FIND SOMETHING TO DO."

ERASMUS+ TYPES OF STAFF

MOBILITY

Erasmus+ funding is available to help teachers, lecturers and non-academic staff develop their skills in schools, universities, colleges and adult education environments around Europe – through job-shadowing, teaching and training activities. Within higher education, training opportunities are available to staff working, both in teaching and non-teaching capacities.

Funding is available for staff to teach or train in Europe, with a view to:

- Giving a career boost
- Exchanging expertise and generating new ideas
- Developing international networks

In addition to benefiting, or adding to the career development of the individual member of staff, the period of mobility is expected to contribute to the overall priorities of Erasmus+, EU Agenda for Modernisation of Higher Education, and international strategy of the University.

Following you may find information about teaching exchanges, training exchanges, and other necessary information about prior, during, and after your mobility.



ERASMUS+ TEACHING MOBILITY

Beneficiaries

Academic staff, currently working in a higher education institution, can benefit from Erasmus+ mobility projects for teaching. Staff must be selected by their sending HEI in a fair and transparent way.

Duration

Staff can teach abroad between 2 working days and 8 weeks.

The minimum requirement for a teaching assignment is 8 teaching hours (per week). A minimum duration of 2 working days is strongly recommended to provide a meaningful contribution to the teaching programme and international life at the host institution.



Objectives

To encourage higher education institutions to broaden and enrich the range and content of courses they offer;

To promote exchange of expertise and experience on pedagogical methods;

To create links between higher education institutions and enterprises;

To motivate students and staff to become mobile and to assist them in preparing a mobility period.

To allow students who do not have the possibility to participate in a mobility scheme, to benefit from the knowledge and expertise of academic staff from higher education institutions and from invited staff of enterprises in other European countries;

ERASMUS+ TRAINING MOBILITY

Beneficiaries

Administrative and technical staff, currently working in a higher education institution, can benefit from Erasmus+ mobility projects for training. Staff must be selected by their sending HEI in a fair and transparent way.

Duration

Administrative/Technical staff is required to spend a period of training between 2 working days and 8 weeks in an enterprise or organisation such as a higher education institution in another participating country.

The minimum duration for an Erasmus+ Staff Training Mobility is 2 working days and home HEIs can provide grants for a maximum of 5-6 days.



Objectives

- Greater understanding and responsiveness to social, linguistic and cultural diversity;
- Increased support for and promotion of mobility activities for learners;
- Increased opportunities for professional and career development
- Improved foreign language competencies
- Increased motivation and satisfaction in daily work
- Broader understanding of practices, policies and systems in education, training or youth across countries;
- Increased capacity to trigger changes in terms of modernization and international opening within their educational organisations;

How to Apply

The selection of the HEI's staff, for teaching and training, will be made by the sending institution on the basis of inter-institutional agreement. Check if your home university has an Erasmus Staff Exchange Agreement with UBT.

You should contact your home university International Office Coordinators to be nominated (via email) for an Erasmus+ staff exchange.

Nominated staff will be emailed directly with a link to our online application.

You should fill out the online Application Form where personal details, and needed documents (check Application Documents) have to be uploaded.

Upon successful submission of the form, you will receive an email by UBT's International Office that confirms your participation in the exchange program.



Application Documents

You need to prepare the following documents in advance:

- **Scanned Passport/ID** - issued by a government, that certifies the holder's identity and citizenship.
- **CV** - provides an overview of your work and qualifications.
- **Mobility Agreement** - sets out the programme of teaching / training to be followed and is approved by the staff member, the sending and the receiving institution / organisation. The agreement defines the components of the teaching or training period abroad and emphasizes the mutual responsibility for the quality of the mobility of both the sending institution / organisation and UBT.

Templates of Mobility Agreement for Teaching and/or Mobility Agreement for Training can be downloaded from the UBT's website (International>Staff Exchange).

Before Mobility

The International Relations Office (IRO) of the home institution can organize an annual information event and/or send out an email to the intranet/internal mailing list with information of mobility possibilities and asking those interested in exchange to contact the IRO. Check the possibilities offered to be part of staff exchange at UBT and contact the IRO to learn more about necessary nomination procedures.

The Mobility Agreement for teaching and training visits is the foundation of mobility. The documents need to be confirmed and approved by the member of staff, the sending and the receiving institution. This guarantees that the sending institution counts the Erasmus+ exchange period into the staff member's working hours. In addition, a Grant Agreement should be signed between the teacher and the home institution.

Make sure that UBT has agreed on the duration of the visit and activities to be undertaken by you before starting the official procedures.

*Networking is
not collecting
contacts!*

*Networking is
about
planting
relations.*

After Mobility

After your mobility you will receive a confirmation of teaching/training signed by UBT. The confirmation certifies that the staff member has undertaken the teaching/training assignment under the Erasmus+ programme. It is a document confirming the arrival and departure dates and the scope of teaching/training and possible other activities in hours, and serves as a verification of the payment of the teaching or training grant (at home institution).

Mobility Tool is a web platform for collaboration, management and reporting of mobility projects under the Erasmus+ programme. Mobility Tool automatically sends out requests for participant reporting after the end of the mobility period, as indicated in the "End date" field of the mobility details. The participants receive an invitation to filling the report on their mobility.

UBT also sends a feedback form to staff members who have been on exchange at UBT. This needs to be completed one within one week of your departure from Kosovo.

CONTACT

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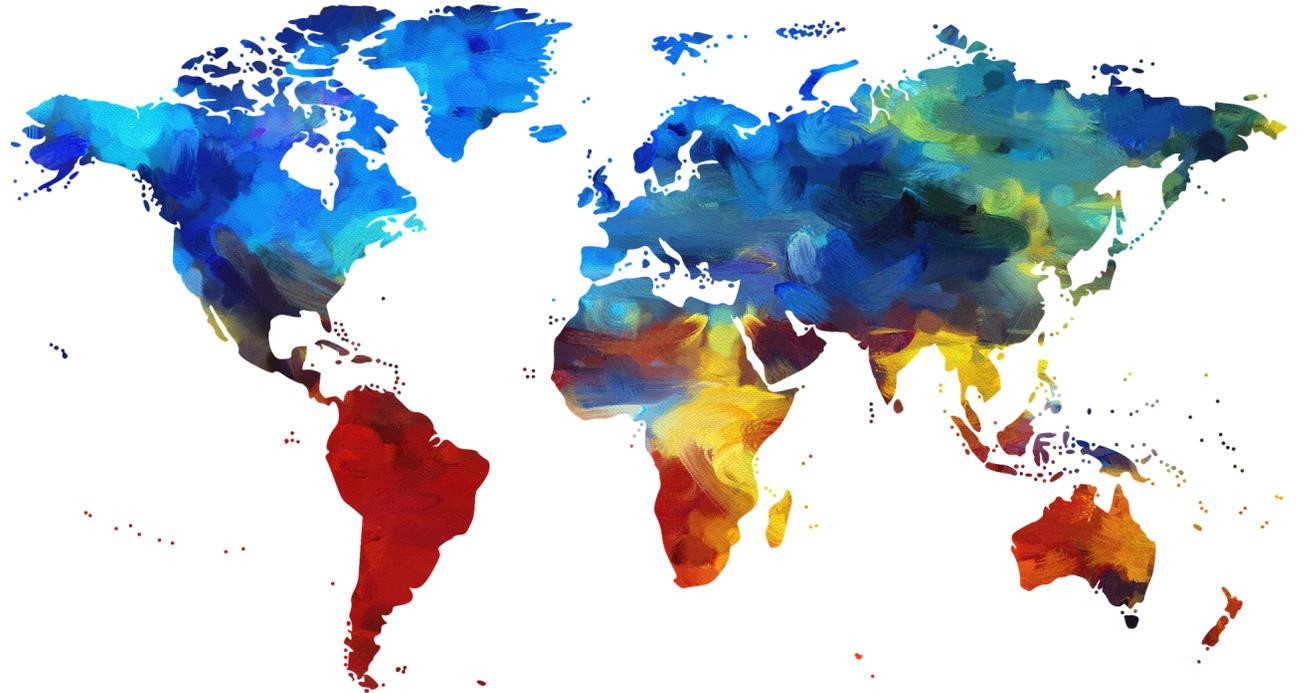
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There is a world out there full of possibilities.

Join us now!