

 Universiteti i Prizrenit University of Prizren Univerziteti Prizrenë "UKSHIN HOTI"	
Pranuar më dt.	26.09.2023
Zyra e pranimit	Nr. i protokollit
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**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
PUBLIC DIPLOMACY SECTION OF THE U.S. EMBASSY PRISTINA
AND THE UNIVERSITY OF PRIZREN "UKSHIN HOTI", ENGLISH LANGUAGE
AND LITERATURE DEPARTMENT**

The Public Diplomacy Section of the U.S. Embassy Pristina ("the PDS") and the University of Prizren, English Language and Literature Department jointly referred to herein as "the Partners," by this Memorandum of Understanding ("MOU") hereby agree to establish a partnership and create working space to support the work of the English Language Fellow ("the ELF") in Kosovo, from October 1, 2023 to June 30, 2024.

Statement of Purpose

The Partners agree to work together to support the ELF who will promote English language learning and will enhance English teaching capacity in Kosovo.

Each Partner has specific obligations and responsibilities under the terms of this Memorandum of Understanding.

Specifically, the PDS and the U.S. Department of State shall:

1. Provide at no charge to the University of Prizren, English Language and Literature Department, an experienced American English Language Teacher to serve for a period of 9 months during the MOU period.
2. Provide the ELF with a program activities allowance, and other resources to support fellowship activities.

Specifically, the University of Prizren, Faculty of Philology, Department of English Language and Literature shall:

1. Provide working space at the University of Prizren, English Language and Literature Department, free of charge and satisfactory to the PDS, enough to accommodate the ELF.
2. Designate a primary contact at the University of Prizren, English Language and Literature Department who will serve as a liaison to orient the ELF with the day-to-day operational procedures at the University of Prizren, English Language and Literature Department; discuss work plans; provide access to information and contacts required by the ELF to successfully fulfill his duties such as goals of the University of Prizren, English Language and Literature Department related to English Language Education as

well as contact information and entrée into educational institutions and training centers, and other requests as appropriate.

3. Provide one outside telephone line for the use of the ELF for calls within Kosovo.
4. Provide one computer with Internet line and access to copy machine and a printer.
5. Purchase basic office supplies, including but not limited to printer paper and ink cartridges.
6. Pay for all regular utility and maintenance costs incurred by the ELF as part of the University of Prizren, English Language and Literature Department total utility and maintenance costs, including electricity, Internet and telephone line.

The ELF will support the goals of the University of Prizren, English Language and Literature Department to improve English Teaching capacity at the university and the English proficiency among students.

Primary duties of ELF include teaching, syllabus design, and teacher training. First, the ELF will be working with first- and second-year students at Ukshin Hoti University, where the main focus will be to teach the following courses: Speaking Skills I and II (over two semesters), Applied Linguistics, and American History and Civilization. Particularly, the Fellow will focus on speaking and writing for undergraduate students, accounting for no more than 8 direct contact hours per week.

In addition, the Fellow will focus on syllabus design, advising faculty and staff on English language curricula and syllabi development. This syllabus design will account for 3 contact hours per week. The Fellow will also commit 5 contact hours per week to offer a course to university professors and senior students of the department on teaching methods, contemporary techniques, and/or creative writing workshops.

Secondary duties of the ELF include 4 contact hours weekly, working at the American Corner in Prizren. The ELF will offer sessions at the American Corner (AC) Prizren (or other ACs) to enhance English language development among visitors and provide first-hand access to American culture and values. Additionally, the Fellow will support the Fulbright English Language Teaching Assistant working at the Faculty of Philology at the University of Gjakova "Fehmi Agani" and to organize trainings for English teachers of this Faculty specifically, as well as for PDS' English Language Youth Programs, such as the English Access Microscholarship Program.

Failure to Comply

The PDS reserves the right to determine a failure to comply with this agreement. If the PDS determines that the Partners have failed to comply with the terms of this agreement, it reserves the right to call a meeting of the Partners to reassess the terms of this agreement or to take any other measures it deems necessary to ensure compliance.

Availability of Funds

The U.S. Government's obligation for performance of this agreement beyond June 30, 2024 is contingent upon the availability of appropriate funds. No legal liability on the part of the U.S. Government for any payment may arise for performance under this agreement beyond that date.


The parties hereto have executed this Memorandum of Understanding, signed in the English language on September 26, 2023, which will take effect as of October 1, 2023.

**For U.S. Embassy Public
Diplomacy Section:**



Jennifer Lawson
Public Affairs Officer
U.S. Embassy Pristina
Pristina, Kosovo

**Faculty of Philology,
Department of English
Language and Literature,
University "Ukshin Hoti"
Prizren, Kosovo**



Assoc. Dr. Mentor Alishani
Rector
Faculty of Philology,
Department of English
Language and Literature,
University "Ukshin Hoti"
Prizren, Kosovo

