



**MEMORANDUM OF UNDERSTANDING  
ON  
INTERNATIONAL EDUCATIONAL  
COOPERATION  
between  
UNIVERSITY "UKSHIN HOTI" PRIZREN  
Prizren, Kosova  
and  
SOCIAL SCIENCES UNIVERSITY OF  
ANKARA  
Ankara, Türkiye**

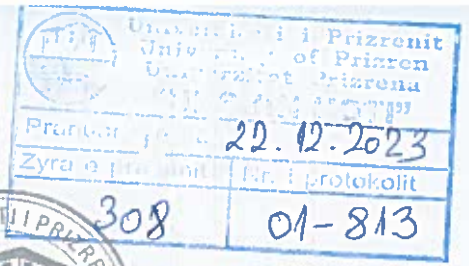
In order to establish and further promote the bilateral collaboration, Social Sciences University of Ankara (Türkiye) and University "Ukshin Hoti" Prizren (Kosovo) join in the following Memorandum of Understanding on educational and cultural cooperation.

The two universities will endeavour to cooperate in education and research in areas of mutual interest. To the extent of feasible, both universities will encourage direct contact and cooperation between academic staff, departments, research institutions and students.

**I. AREAS OF COOPERATION**

Specific areas of cooperation between the two universities may include, but are not limited to, the following:

1. Exchange of academic staff;
2. Exchange of students;
3. Joint research activities, lecture and lectures via e-learning;
4. Participation in seminars and academic meetings;
5. Co-organization of short-term training programs;
6. Exchange of published academic materials and other information;
7. Special short-term academic programs.



**PRIZREN "UKSHIN HOTI" ÜNİVERSİTESİ,  
Prizren, Kosova  
ve  
ANKARA SOSYAL BİLİMLER  
ÜNİVERSİTESİ  
Ankara, Türkiye  
arasında  
ULUSLARARASI EĞİTİM İŞBİRLİĞİNDE  
MUTABAKAT ANLAŞMASI**

Karşılıklı işbirliği kurmak ve geliştirmek için Ankara Sosyal Bilimler Üniversitesi (Türkiye) ve Prizren "Ukshin Hoti" Üniversitesi (Kosova) aşağıda yer alan eğitim ve kültürel alanda mutabakat anlaşmasına varmışlardır.

İki üniversite de karşılıklı menfaatlerini gözeterek eğitim ve araştırma alanında girişimde bulunacaklardır. Uygulanabilir bir şekilde, her iki üniversite öğretim elemanlarını, bölümlerini, araştırma enstitülerini ve öğrencilerini doğrudan temasa ve işbirliğine teşvik edeceklerdir.

**I. İŞBİRLİĞİ ALANLARI**

İki üniversite arasındaki belirli işbirliği alanları aşağıdakilerle sınırlı olmamak üzere listelenmiştir:

1. Öğretim elemanı değişimi;
2. Öğrenci değişimi;
3. Ortak araştırma faaliyetleri, uzaktan eğitim ve örgün eğitimle ders etkinliği;
4. Seminrlere ve akademik toplantılara katılım;
5. Kısa süreli kurs programları düzenlenmesi;
6. Yayınlanmış akademik materyallerin ve diğer bilgilerin değişimi;
7. Özel kısa süreli akademik programlar düzenlenmesi.

**II. EXCHANGE OF ACADEMIC STAFF**

1. Although travel expenses and accommodation costs of exchange faculties, researchers are not compensated by the host institution, in case additional support is needed it will be evaluated on an individual basis.
2. The host institution shall provide office space and give Access to libraries and other facilities to exchange faculties.
3. Duration of academic staff exchanges will be evaluated on an individual basis.
4. Academic staff exchanges remain subject to the approval of the host institution.
5. Academic staff's salary is continued to be paid by his/her institution.
6. The health insurance is the responsibility of the Exchange Academic Staff.

### III. EXCHANGE OF STUDENTS

1. Such applications are honored by Social Sciences University of Ankara and University "Ukshin Hoti" Prizren on the principle of reciprocity during the same academic year.
2. The Student Exchange period consists of at least one, at most two terms. The calculation of terms can be revised by considering the education system. However, the total exchange period shall not exceed one education-training year.
3. Exchange students may take courses for credit, and the host institution shall issue a transcript and grades for exchange students under the same rules and regulations as for its degree-seeking students.
4. Exchange students shall be recommended by the sending institution and follow established rules and procedures set forth by the host institution.
5. Travel, accommodation and health insurance expenses are the responsibility of the students.

### IV. COLLABORATION ON RESEARCH AND ON OTHER SCIENTIFIC EDUCATIONAL ACTIVITIES

1. The universities will make every effort towards the development, materialization and application of research projects in fields which are of mutual interest.
2. In the fields of mutual interest, the universities' attempts to organize conferences, seminars, and courses and exchange literature, publications and information.

## II. ÖĞRETİM ELEMANI DEĞİŞİMİ

1. Değişimdeki öğretim elemanlarının, araştırmacıların seyahat ve barınma harcamaları, ev sahibi kurum tarafından karşılanmasa da, ek finansal destek ihtiyaç durumu şahıslar bazında değerlendirilecektir.
2. Ev sahibi kurum değişimdeki öğretim elemanlarının ofis ihtiyacını karşılayacak, kütüphaneleri ve diğer tesisleri kullanma hakkı verecektir.
3. Öğretim elemanı değişimi süresi şahıslar bazında değerlendirilecektir.
4. Öğretim elemanı değişimi ev sahibi kurum tarafından onaya tabidir.
5. Öğretim elemanının maaşı kendi kurumu tarafından ödenmeye devam edilir.
6. Öğretim elemanlarının sağlık sigortası, kendisinin sorumluluğundadır.

### III. ÖĞRENCİ DEĞİŞİMİ

1. Bu uygulamalar Ankara Sosyal Bilimler Üniversitesi ve Prizren "Ukshin Hoti" Üniversitesi arasında aynı akademik yıl içerisinde karşılıklı uyum ilkesi üzerine kurulmuştur.
2. Öğrenci değişimi en az bir, en fazla iki yarıyılı kapsar. Yarıyıl hesabı eğitim sistemi dikkate alınarak değiştirilebilir. Ancak değişimin toplam süresi bir eğitim-öğretim yılını aşamaz.
3. Değişim öğrencileri diplomasız öğrenci olarak kredi karşılığı ders alabilirler, ev sahibi kurum bu kapsamda değişim öğrencileri için diplomalı öğrencilerin kural ve yönetmeliğine uygun olarak transkript düzenlemelidir.
4. Değişim öğrencileri gönderen kurum tarafından seçilir ve ev sahibi kurumun belirlenmiş kural ve prosedürlerine uyarlar.
5. Öğrenciler seyahat, barınma, sağlık sigortası giderlerinden kendileri sorumludur.

### IV. ARAŞTIRMA, DİĞER BİLİMSEL VE AKADEMİK ÇALIŞMALARDA İŞBİRLİĞİ

1. Üniversiteler, karşılıklı anlaşma yapılan alanlardaki araştırma projelerini geliştirmek, gerçekleştirmek ve uygulamak üzere her türlü çabayı göstereceklerdir.
2. Karşılıklı anlaşma alanlarında üniversiteler, konferanslar, seminerler ve kurslar düzenleyebilir, kaynak, yayın ve bilgi değişiminde bulunabilirler.

#### V. RENEWAL, TERMINATION, AND AMENDMENT

1. These regulations are to be authorized by the official representative of both universities in two copies, and each party will retain one.
2. Except where specified and agreed upon, this Memorandum of Understanding will impose no financial obligations on the host institution.
3. The period of validity of this Memorandum of Understanding is five (5) years. Thereafter, it may be renewed unless either side provides a three-month notice of intent to terminate. This Memorandum of Understanding will become effective at the time signed by the authorized representatives of both institutions.
4. Items not covered by the Memorandum of Understanding may be determined and negotiated separately by both institutions without abrogating this Memorandum of Understanding; the Memorandum of Understanding may be amended with the consent of both parties.

This Memorandum of Understanding is prepared and signed in two original copies in Turkish and English. Each party holds one original copy of the Memorandum of Understanding.

For and behalf of University "Ukshin Hoti" Prizren (Prizren Üniversitesi adına):



Authorized signature (Yetkili):  
Prof. Asoc. Dr. Mentor Alishani  
The Rector/Rektör

UNIVERSITY "UKSHIN HOTI" PRIZREN /  
PRIZREN "UKSHIN HOTI" ÜNİVERSİTESİ

Prizren /Kosova

Date (Tarih): 22.12.2023



#### V. YENİLEME, FESİH VE DEĞİŞİKLİK

1. Bu kurallar her iki üniversitenin resmi temsilcileri tarafından Türkçe ve İngilizce iki kopya olarak, her iki tarafta birer tane kalacak şekilde onaylı suretleri oluşturulur.
2. Aksi belirtilmediği ve aksine anlaşma yapılmadığı takdirde bu Mutabakat Anlaşması ev sahibi kurumu hiçbir mali yükümlülük altında bırakmaz.
3. Bu Mutabakat Anlaşmasının geçerlilik süresi beş (5) yıldır. Bundan sonra eğer herhangi bir taraf üç ay önceden anlaşmayı fesih etmek istediğini haber vermezse anlaşma yenilenebilir. Bu anlaşma her iki kurumun yetkilileri tarafından imzalandığı andan itibaren geçerlidir.
4. Mutabakat Anlaşmasında sözü geçmeyen maddeler, bu Mutabakat Anlaşmasını iptal etmeden her iki kurum tarafından ayrıca belirlenip müzakere edilebilir; Mutabakat Anlaşması her iki tarafın da rızasıyla değiştirilebilir.

Bu Mutabakat Anlaşması iki asıl belge olarak düzenlenip, Türkçe ve İngilizce olarak hazırlanmıştır. Her kurum bu Mutabakat Anlaşmasının orijinal kopyasına sahiptir.

For and behalf of Social Sciences University of Ankara (Ankara Sosyal Bilimler Üniversitesi adına):



Authorized signature (Yetkili):  
Prof. Dr. Musa Kazım ARICAN  
The Rector/Rektör

SOCIAL SCIENCES UNIVERSITY OF  
ANKARA /ANKARA SOSYAL BİLİMLER  
ÜNİVERSİTESİ

Ankara/Türkiye

Date (Tarih): 22.12.2023

# Erasmus+ Programme

## Bilateral Inter-Institutional Agreement

### Key Action 1

#### Learning Mobility for Higher Education Students and Staff

#### among EU Member States and third countries associated to the Programme

1

The institutions agree to cooperate for the exchange of students and/or staff in the context of the Erasmus+ programme. They commit to respect the quality requirements of the Erasmus Charter for Higher Education in all aspects related to the organisation and management of the mobility, including automatic recognition of the credits awarded to students by the partner institution as agreed in the Learning Agreement and confirmed in the Transcript of Records, or according to the learning outcomes of the modules completed abroad, as described in the Course Catalogue, in line with the European Credit Transfer and Accumulation System. The institutions agree on exchanging their mobility related data in line with the technical standards of the European Student Card Initiative.

#### Grading systems of the institutions

Receiving higher education institutions need to provide a link to the statistical distribution of grades or make the information available through EGRACONS according to the descriptions in the ECTS users' guide. The information will facilitate the interpretation of each grade awarded to students and will facilitate the credit transfer by the sending institution.

#### Validity period of the agreement

Timeframe	Academic Year*	Call Year*
Start of validity	[2022/2023]	[2023]
End of validity	[2028/2029]	[2029]

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<sup>1</sup> Clauses may be added to this template agreement to better reflect the nature of the institutional partnership.

## A. Information about the higher education institutions

Name of the institution (and department, where relevant)	Erasmus code	Contact details <sup>2</sup> (email, phone)	Websites (General/Faculties / Course catalogue)
<b>Social Sciences University of Ankara</b>  <b>PIC:</b> 891208162 <b>OID:</b> E10098833	<b>TR ANKARA 23</b>	<b>International Office &amp; Erasmus+ Institutional Coordinator:</b> Doç.dr. Barış Alparslan <a href="mailto:erasmus@asbu.edu.tr">erasmus@asbu.edu.tr</a>  <b>Address:</b> Hükümet Meydanı No: 2 06050 Ulus, Altındağ/ANKARA <b>Tel:</b> +90 312 596 46 42	<a href="https://www.asbu.edu.tr/en">https://www.asbu.edu.tr/en</a>  <a href="https://erasmus.asbu.edu.tr/tr">https://erasmus.asbu.edu.tr/tr</a>
University "Ukshin Hoti" Prizren  <b>PIC:</b> 934191578	<b>PIC</b> <b>934191578</b>	<b>International Office &amp; Erasmus+ Institutional Coordinator:</b> Doç. Dr. Serdan Kervan <b>Tel:</b> 0038345610606  <b>Street:</b> "Rr .e Shkronjave", No-1, Prizren 20000	<a href="https://www.uni-prizren.com">https://www.uni-prizren.com</a>

## B. Mobility numbers<sup>3</sup> per academic year

The partners commit to amend the table below in case of changes in the mobility data by no later than the end of January in the preceding academic year.

FROM	TO	Subject	Study cycle	Number of student mobility periods
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<sup>2</sup> Contact details to reach the senior officer in charge of this agreement and of its possible updates.

<sup>3</sup> Mobility numbers can be given per sending/receiving institutions and per education field (optional\*:

<https://circabc.europa.eu/sd/a/286ebac6-aa7c-4ada-a42b-ff2cf3a442bf/ISCED-F%202013%20-%20Detailed%20field%20descriptions.pdf>)

[Erasmus code of the sending Institution]	[Erasmus code of the receiving Institution]	area code [ISCED]	Subject area name (optional)*	[short cycle, 1 <sup>st</sup> , 2 <sup>nd</sup> or 3 <sup>rd</sup> ]	Student Mobility for Studies  [total number of students]	Student mobility for Studies  [total number of months]	Student Mobility for Traineeships  [total n of stud]	Student Mobility for Traineeships  [total n of months]
TR Ankara 23	PIC: 934191578	0221 0222 0223 0230 0231 0311 0312 0313 0314 0388 0410 0421 0488 0413	Faculty of Law Faculty of Political Sciences Faculty of Divinity Faculty of Social Sciences and Humanities Faculty of Foreign Languages	1 <sup>st</sup> ; 2 <sup>nd</sup> ; 3 <sup>rd</sup>	5	25 months		
PIC: 934191578	TR Ankara 23		Faculty of Law Faculty of Political Sciences Faculty of Social Sciences and Humanities Faculty of Foreign Languages	1 <sup>st</sup> ; 2 <sup>nd</sup> ; 3 <sup>rd</sup>				

Short-term blended mobility option for students

By checking this box, the partners confirm that they are willing to exchange students who wish to carry out their mobility in a blended format, a combination of a short-term physical mobility with a virtual component.

FROM [Erasmus code of the sending Institution]	TO [Erasmus code of the receiving Institution]	Subject area code (optional)* [ISCED]	Subject area name (optional)*	Number of staff mobility periods			
				Staff Mobility for Teaching [total number of staff]	Staff Mobility for Teaching [total number]	Staff Mobility for Training [total n of staff]	Staff Mobility for Training [total n of days]



			of days ]			
TR Ankara 23	PIC: 934191578	0221 0222 0223 0230 0231 0311 0312 0313 0314 0388 0410 0421 0488 0413	Faculty of Law Faculty of Political Sciences Faculty of Divinity Faculty of Social Sciences and Humanities Faculty of Foreign Languages	3	15	No / only by individual agreement
PIC: 934191578	TR Ankara 23		Faculty of Law Faculty of Political Sciences Faculty of Social Sciences and Humanities Faculty of Foreign Languages	3	15	No / only by individual agreement

### C. Recommended language skills

The sending institution, following agreement with the receiving institution, is responsible for providing support to its nominated candidates so that they can have the recommended language skills at the start of the study or teaching period:

Receiving institution [Erasmus code]	Optional: Subject area	Language of instruction 1	Language of instruction 2	Recommended language of instruction level <sup>4</sup>	
				Student Mobility for Studies	Staff Mobility for Teaching

<sup>4</sup> For an easier and consistent understanding of language requirements, use of the Common European Framework of Reference for Languages (CEFR) is recommended, see <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

				[Minimum recommended level: B1]	[Minimum recommended level: B2]
TR Ankara 23		Turkish	English	Tr-B2 / EN-B1	Tr-B2 / En-B2
PIC: 934191578		Turkish	English		

For more details on the language of instruction recommendations, see the course catalogue of each institution (links provided on Page 1).

#### D. Calendar

**Nominations of incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
TR Ankara 23	15 <sup>th</sup> May	15 <sup>th</sup> November
PIC: 934191578	15 <sup>th</sup> May	15 <sup>th</sup> November

**Applications from incoming students must reach the institution by:**

Receiving institution [Erasmus code]	Autumn term* [day/month]	Spring term* [day/month]
TR Ankara 23	30 <sup>th</sup> May	30 <sup>th</sup> November
PIC: 934191578	30 <sup>th</sup> May	30 <sup>th</sup> November

**Application procedure for incoming students**

Receiving institution [Erasmus code]	Contact details (email, phone)	Website for information
TR Ankara 23	erasmus@asbu.edu.tr Tel: +90 312 596 46 42	<a href="https://www.asbu.edu.tr/en">https://www.asbu.edu.tr/en</a> <a href="https://erasmus.asbu.edu.tr/tr">https://erasmus.asbu.edu.tr/tr</a>
PIC: 934191578	Tel: 0038345610606	<a href="https://www.uni-prizren.com">https://www.uni-prizren.com</a>

#### E. Additional requirements

Receiving institution [Erasmus code]	Requirement	Details	Website for information (if applicable)
TR Ankara 23			
PIC: 934191578			



The receiving institution will send its decision within [x] weeks, **and no later than 5 weeks.**

### **Inclusion and accessibility**

The institution will provide support to incoming mobile participants with fewer opportunities, according to the requirements of the Erasmus Charter for Higher Education. Information and assistance can be provided by the following contact points and information sources:

<b>Receiving institution</b> [Erasmus code]	<b>Available infrastructure adjusted for people with:</b>	<b>Description of infrastructure (optional)</b>	<b>Contact details (email, phone)</b>	<b>Website for information</b>
TR Ankara 23			<a href="mailto:erasmus@asbu.edu.tr">erasmus@asbu.edu.tr</a> Tel: +90 312 596 46 42	
PIC: 934191578			<a href="mailto:Serdan.kervan@uni-prizren.com">Serdan.kervan@uni-prizren.com</a> Tel: 0038345610606	

## **F. Information**

### **1. Housing**

The receiving institution will guide incoming mobile participants in finding accommodation, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following persons and information sources:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
TR Ankara 23	<a href="mailto:erasmus@asbu.edu.tr">erasmus@asbu.edu.tr</a> Tel: +90 312 596 46 42	<a href="https://erasmus.asbu.edu.tr/en/incoming-student">https://erasmus.asbu.edu.tr/en/incoming-student</a>
PIC: 934191578	Tel: 0038345610606	<a href="https://www.uni-prizren.com">https://www.uni-prizren.com</a>

## **2. Visa**

The sending and receiving institutions will provide assistance, when required, in securing visas for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

Information and assistance can be provided by the following contact points and information sources:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
TR Ankara 23	<a href="mailto:erasmus@asbu.edu.tr">erasmus@asbu.edu.tr</a> Tel: +90 312 596 46 42	<a href="https://erasmus.asbu.edu.tr/en/incoming-student">https://erasmus.asbu.edu.tr/en/incoming-student</a>
PIC: 934191578	<b>International Office &amp; Erasmus+ Institutional Coordinator:</b> Tel: 0038345610606	<a href="https://www.uni-prizren.com">https://www.uni-prizren.com</a>

## **3. Insurance**

The sending and receiving institutions will provide assistance in obtaining insurance for incoming and outgoing mobile participants, according to the requirements of the Erasmus Charter for Higher Education.

The receiving institution will inform mobile participants of cases in which insurance cover is not automatically provided. Information and assistance can be provided by the following contact points and information sources:

<b>Institution</b> [Erasmus code]	<b>Contact details</b> (email, phone)	<b>Website for information</b>
TR Ankara 23	<a href="mailto:erasmus@asbu.edu.tr">erasmus@asbu.edu.tr</a> Tel: +90 312 596 46 42	<a href="https://erasmus.asbu.edu.tr/en/incoming-student">https://erasmus.asbu.edu.tr/en/incoming-student</a>
PIC: 934191578	Tel: 0038345610606	<a href="https://www.uni-prizren.com">https://www.uni-prizren.com</a>

#### 4. Additional information

Receiving institution [Erasmus code]	Information on recognition process / other useful information:	Contact details (email, phone)	Website for information																																																		
TR Ankara 23	<p>The Following scale is used for scale is used for all types of evaluations/examinations:</p> <table border="1"> <thead> <tr> <th>4 Point Syst.</th> <th>Letter Grade</th> <th>ECTS Letter Grade</th> <th>Definition</th> <th>Scores</th> </tr> </thead> <tbody> <tr> <td>4.00</td> <td>AA</td> <td>A</td> <td>Excellent</td> <td>90 - 100</td> </tr> <tr> <td>3.50</td> <td>BA</td> <td>B</td> <td>Very Good</td> <td>80 - 90</td> </tr> <tr> <td>3.00</td> <td>BB</td> <td>C</td> <td>Good</td> <td>70 - 89</td> </tr> <tr> <td>2.50</td> <td>CB</td> <td>D</td> <td>Satisfactory</td> <td>65 - 69</td> </tr> <tr> <td>2.00</td> <td>CC</td> <td>E</td> <td>Sufficient</td> <td>60 - 64</td> </tr> <tr> <td>1.50</td> <td>DC</td> <td>-</td> <td>Conditionally</td> <td>55 - 59</td> </tr> <tr> <td>1.00</td> <td>DD</td> <td>-</td> <td>Conditionally</td> <td>50 - 54</td> </tr> <tr> <td>0.50</td> <td>FD</td> <td>FX</td> <td>Fail</td> <td>40 - 49</td> </tr> <tr> <td>0.00</td> <td>FF</td> <td>F</td> <td>Fail</td> <td>00- 39</td> </tr> </tbody> </table>	4 Point Syst.	Letter Grade	ECTS Letter Grade	Definition	Scores	4.00	AA	A	Excellent	90 - 100	3.50	BA	B	Very Good	80 - 90	3.00	BB	C	Good	70 - 89	2.50	CB	D	Satisfactory	65 - 69	2.00	CC	E	Sufficient	60 - 64	1.50	DC	-	Conditionally	55 - 59	1.00	DD	-	Conditionally	50 - 54	0.50	FD	FX	Fail	40 - 49	0.00	FF	F	Fail	00- 39	erasmus@asbu.edu.tr Tel: +90 312 596 46 42	<a href="https://erasmus.asbu.edu.tr/en/incoming-student">https://erasmus.asbu.edu.tr/en/incoming-student</a>
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A Transcript of Records will be issued by the receiving institution no later than [xx] weeks after the assessment period has finished at the receiving HEI. A ToR with attendance dates will be issued by the receiving institution no later than 5 weeks after the assessment period has finished at the receiving HEI. If the transcript is issued directly to the student, a scanned copy of the transcript of records will be sent to the international office of the sending institution.

#### Termination of the agreement

In the event of unilateral termination, a notice of at least one academic year should be given. This means that a unilateral decision to discontinue the exchanges notified to the other party by 1 September 20XX will only take effect as of 1 September 20XX+1. The termination clauses must include the following disclaimer: "Neither the European Commission nor the National Agencies can be held responsible in case of a conflict."

#### G. SIGNATURES OF THE INSTITUTIONS (legal representatives)

Institution [Erasmus code]	Name, function	Date	Signature <sup>5</sup>
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<sup>5</sup> Scanned signatures are accepted

TR Ankara 23	Prof. Dr. Musa Kazim ARICAN <b>Rector of Social Sciences University of Ankara</b>	22.12.2023	
PIC: 934191578	Prof. Assoc.Dr. Mentor Alishani <b>Rector of the University of Ukhshin Hoti of Prizren</b>	22.12.2023	 