



Prishtina International Summer University 2012

Information & Instructions for Visiting Professors

Please carefully read the information and instructions related to the Prishtina International Summer University (PISU) below. This will increase the efficiency of the communication between you and the organizers of the PISU. In addition, it will serve to bring your expectations better in line with the situation on the ground and in the local academic community. Moreover, carefully reading through the information below will enable you to submit a qualitatively better course proposal to meet the demands and priorities of the hosting university, the University of Prishtina (UP), thereby increasing your chance of a successful application.

The Prishtina International Summer University is located in a place which is, in many respects, incomparable to places where summer universities are generally held. For example, Kosovo:

- is rebuilding sectors such as health care, education, business, public services etc.;
- has an unusually large group of young people in need of good education;
- is going through economic and political transitions;
- is densely inhabited by foreigners working for international organizations;

Above all, the Prishtina International Summer University is a project aimed at contributing to the restructuring and reform processes at the university. Its staff is working extremely hard to make it a well functioning academic institution serving the Kosovar society in a way many universities around the world already do.

In the light of the above, one's participation in the project is therefore best considered as an academic adventure in which a most useful contribution can be made in assisting the University of Prishtina to improve the quality of its education and research.

Once again, please carefully read through the information below so that you may submit a more fruitful course proposal and application.

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1. About the PISU Project

Between 2001-2004, the University of Prishtina (UP) and the Academic Training Association (ATA) successfully implemented the first four editions of the Prishtina International Summer University. These comprised of 30 courses annually and brought together more than 250 international and local professors over the years. In total, more than 2000 students from Kosovo, South Eastern Europe and the rest of the world participated in the Summer University over the first four years. The PISU has assisted the UP in adopting the Bologna Action Lines and improving the quality of the curriculum. Moreover, previous editions proved to be a large success in encouraging regional co-operation and reconciliation.

Over the years, the University of Prishtina and ATA carried out several activities to facilitate the transfer of the project from ATA to the UP. These activities include annual trainings of PISU staff, pre-training meetings for co-professors and logistics officers, preparation of a detailed PISU manual, as well as the publication of an annual Summer University report. From 2005-2007, the University of Prishtina will organize three further editions of the Prishtina International Summer University with limited assistance of ATA. ATA's involvement will focus on securing participation from the SEE region, and management support on demand at crucial moments of the project cycle.

In January 2005, the PISU project was formally transferred from ATA to the University of Prishtina. The UP has taken a leading role in the implementation of the project and since 2005, the PISU has been organized by UP staff with limited assistance of ATA.



2. Prishtina International Summer University 2012 Fact Sheet

Period	: 8-20 July 2012
Location	: University of Prishtina, Prishtina, Kosovo
Project Aims	: Integrate the Kosovo Higher Education System into the EU system; : Curriculum Development (renewal existing courses & introduction new courses); : Expand the university's academic network; : Foster sustainable co-operation with visiting professors & their universities; : Improve the quality of education; : Broaden specialist knowledge & skills of local young, academic staff; : Counter-act the continuous brain drain; : Stimulate regional co-operation & development of regional networks; : Encourage conciliation & co-operation among academic communities; : Strengthen links between University & other sectors of society.
Approach	: Demand-driven, cooperation at all university levels, transferring project responsibilities
Curriculum	: Course subjects determined by Deans and Scientific Council of each Faculty in co-operation with Rector's Offices
Courses #	: 20
Subjects	: All study areas
Language	: English only
Intensity	: 10 teaching days, 3-5 hours lectures a day + 2-5 hours homework
Credits	: 4 ECTS
Diploma	: Official ECTS rated Prishtina International Summer University Certificate
Exam	: Yes, compulsory. Type of exam determined before start of course by professors.
Participants	: about 200 participants from the University of Prishtina : about 50 Self-financing Non-Kosovo/SEE students
Professors	: 20 to 25 International/Visiting Professors (PhD) teach together with 20 to 25 local teaching staff/Co-professors
Methods	: Interactive, modern teaching methods : Team-teaching between international and UP Co-professor
Payment	: Visiting professor: 500, -EUR + Travel expenses and accommodation
Extra-curricular	: Public discussions/lectures; forums; weekend excursions; opening & closing ceremonies/festivities

3. Local conditions

3.1. Living conditions, etc.

Living conditions have normalized but are not yet comparable with Western European standards. Health care, public transport, supermarkets, etc. are available. However, please take into account that water & electricity supplies, communication and accommodation are often not optimal (see below). In addition, local health care services work but are below Western European standards. Only in life threatening cases may one make use of health care services provided by international bodies such as the UN or KFOR. Visiting professors who are not in good health are strongly recommended not to apply.

3.2. Living expenses

General living expenses are considerably lower than those in Western Europe. There are many possibilities for having a (cheap) meal in Prishtina. A lunch in a simple restaurant will cost you 2-5 Euro. Buying a sandwich in a bakery is cheaper. For a good dinner in a restaurant, count on 5-10 Euro. Buses are very reasonably priced (one-way tickets to a destination within Kosovo: maximum 5 Euro). Taxis are also affordable and almost any trip within the city will not cost you more than 5 Euro. There are many shops, and some super markets where you can get your daily items.

3.3. Climate & environment

Summers are usually hot in Kosovo. During the summer the temperature easily rises above 30 degrees Celsius in the afternoon. Evenings and nights can become much colder, and extra clothing is needed. Occasionally, mosquitoes form an inconvenience. In summer Prishtina can be very dusty, as the nearby power plant runs on brown coal, and rain makes some parts of the city quite muddy.

3.4. Water & electricity

It is advised to stick to the use of mineral water as drinking water. Although many people drink tap water, its quality is not always assured. In summer problems with the water supplies in Kosovo may occur. It is likely that during certain hours of the day (mostly in the evenings and night, e.g. 24:00h - 06:00h), no tap water will be available. Furthermore, there are many electricity supply problems and power cuts varying from 30 minutes to 3 hours. In the last time the electricity supply considerably improved. Depending on your location in Prishtina, there may be no tap water available during power cuts. The water & electricity supply is beyond the control of the organization. Please, note that the possible lack of electricity and water affects your daily life and work; toilets, refrigerators, cooking facilities, street & traffic lights will not function. Your laundry might not be ready on time. The teaching process might be hindered because certain teaching equipment and computers will not function. If you were expecting Xeroxed materials for your class, these might be late, etc. However, many shops and restaurants as well as some university departments have generators.

3.5. Currency

The local currency is Euro. The use of credit cards is limited. Cash withdrawals are possible with credit cards or Cirrus/Maestro cards at several ATM's in the city. Money exchange offices can be found in the centre of town. Money transfers via Western Union are possible as well. How much money you need per day obviously depends on your style of living.

3.6. Communication

Internet facilities are available in the numerous Internet cafés throughout the city. Postal services work only if sending post out. Receiving post would be very difficult in Prishtina. International phone-lines are currently functioning, there are quite a large number of small

post-cabins with reasonable prices. Depending on your network provider, it may be possible to use a mobile telephone.

4. Remuneration

4.1. Travel

4.1.1. Travel expenses

Once you have been selected as a visiting professor, PISU staff will purchase your ticket as soon as possible in order to contain the expenses made for travel reimbursements (during previous years late bookings resulted in extraordinary high prices for airfare).

If you prefer to make your travel arrangements yourself, please inform the organization before actually purchasing your tickets. We will update you on the maximum amounts that can be reimbursed (usually 700 Euro for Europe; 1200 Euro for North America and 1800 for Australia. These amounts include all travel arrangements, e.g. tickets, hotel, etc).

Any costs that are not reasonably related to travelling to the PISU directly will not be reimbursed, e.g. unnecessary long stop overs, and subsequently, high hotel costs.

Please inform the PISU staff of your expected travel expenses not related to airfare. The organization kindly requests that you advance the necessary payments that do not relate to air tickets and submit clear and original receipts of these payments to the PISU office at the University of Prishtina or to send them to the Amsterdam office using regular mail or fax, together with a PISU claim form that will be sent to you after your selection.

The PISU staff will pick you up from Prishtina Airport, Prishtina Bus Station, or Prishtina Grand Hotel (if you arrive by taxi). PISU staff will not be able to pick you up from other nearby airports in the region.

4.1.2. Travel documents

No visas are needed for Kosovo. If you travel through Serbia or Macedonia, a visa may be needed, depending on your nationality. Visiting professors themselves are responsible for acquiring correct travel documents- also if the PISU staff has booked the tickets. Please contact your Foreign Ministry for further information with regard to travel documents.

4.2. Accommodation

PISU staff will make housing arrangements. Visiting professors will stay in a dormitory that was built recently. Accommodation costs will be covered by the organization. You will share your accommodation with other visiting professors. The organization will arrange accommodation to cover your teaching period, plus 3 days preceding and/or following your teaching period if necessary (depending on the dates of your arrival and departure). If you intend to arrive more than 3 days earlier or leave more than 3 days later, please inform the PISU staff in a timely manner, as it may not be possible to arrange and finance accommodation for a longer period.

The arranged accommodation will be sufficient and clean, but modest, simple and only rarely luxurious. A (shared) telephone for visiting professors to receive calls or to make short local phone calls will be available at the PISU Office. Please note that living conditions have normalized but are not yet comparable with Western European standards (see also 3.2 on living conditions and 3.5 on the possible lack of water & electricity).

Each selected professor will receive further information on his or her stay in Kosovo before departure and an information package upon arrival in Prishtina.

4.3. Allowance

Selected visiting professors will teach *pro bono*, but will be paid a modest allowance 500, EUR for the whole course.

4.4. Insurance

The UP do not cover costs for (additional health, molest or travel) insurance. The UP has no obligations concerning social and/or health insurance and cannot be held responsible for loss of personal goods, for accidents or injuries during and outside the activities related to the Prishtina International Summer University. You are strongly recommended to be in good health when travelling to Kosovo. Please also check the validity of your health and travel insurance for Kosovo.

4.5. Partners & other accompanying persons

The organization does not cover costs incurred by partners or other persons accompanying visiting professors. If informed ahead of time, PISU staff can usually house partners together, but this can't be guaranteed. Please note that partners are welcome to take part in project activities, but that tourist opportunities are practically non-existent.

5. Selection procedure

5.1. Selecting body

Relevant registration details and your resume will be presented together with your course proposal(s) (if submitted) to the hosting Faculty/department staff, which will make a selection of course proposals/visiting professors. Theirs selections are listed in order of priority. In February, the PISU Committee will determine the number of courses organized per faculty and make a final selection of visiting professors for each Faculty- taking into account the order of priority provided by each Faculty as well as more general university priorities. In total, 20 to 25 visiting professors will be invited to teach. The PISU Committee is responsible for academic matters and consists of local faculty, UP Rectorate and other members.

The PISU Committee is permitted to change the selection procedure at any point in time, if deemed necessary.

5.2. Selection criteria

The hosting university defines selection criteria. Generally speaking, course proposals matching with or adding to the course suggestions provided by the university departments (based on their priorities and needs) have a substantial chance of being accepted. Additionally, departments are especially interested in hosting international teaching faculty who have the intention to develop future institutionalized co-operation with the UP. Furthermore, if no appropriate local counterpart, i.e. co-professor can be appointed for your course, the PISU Committee may prefer to select a different course/visiting professor, even though your application material is of high quality.

5.3. Deadlines

Interested visiting professors are recommended to register and submit their CVs and course proposals **before 15 February 2012**. However, no strict deadlines for sending in application / registration forms will be maintained. Every two to three weeks during January and February, applications submitted (also those received during previous years) are discussed with local faculty staff and suitable applications are pre-selected. Eventually, the PISU Committee will make a final selection of visiting professors to be invited and the course programme will be posted at the website.

Depending on the quality as well as the number of application materials received in certain study areas, the PISU Committee may decide to keep a few PISU courses open until March or even April. The UP website will advertise the courses or study areas for which visiting professors are still welcome to apply.

Application materials received after the final selection has been made will be considered for 2013 or, if desired, for other projects.

5.4. Notification

After you have sent by email the application form for teaching faculty, your application will be taken into consideration for participation in the PISU 2012. If your background and/or course proposal matches the specific interest of one of the participating local faculties, you will be contacted immediately to further discuss participation in the programme. Also, you might be requested to adjust your application and/or course proposal in order to make a better match and, therefore, increase your chances of being selected for participation. In case you have not been selected, you will be contacted at the end of the selection procedure. We will then request your permission to hold on to your information for future programmes.

6. Academic Matters / Course Proposal Instructions

This section contains important information about teaching at the PISU. You will be asked to provide information about learning objectives, teaching methods, role of the co-professor when submitting your course proposal. The information provided below may particularly help you to develop a qualitatively better course proposal meeting the demands and priorities of the hosting universities, thereby increasing your chance of a successful application. At the end of this section, you will find instructions for creating a course proposal, which can be submitted online at www.uni-pr.edu.

A proper course description is crucial in each course proposal. Of those courses selected for the PISU, the following information will be published in the PISU programme brochure: description of course aims, the actual course description or course outline, teaching method and type of examination. This information will also be posted on the UP web pages. Make sure that descriptions provided are *narrative* descriptions, neither written in telegram style nor just providing a summary of points. This information will also be printed on the ECTS certificates awarded to students at the end of each course.

6.1. Language of instruction

Generally, all courses should be instructed in English.

All courses will be taught in English without translation into Albanian. Whether your course will be provided with translation or not will be decided shortly after finalization of the complete course programme by the PISU Committee. It is advised that you prepare a course proposal, which assumes the support of an interpreter and the presence of students who do not have a good command of English.

In general the level of English language proficiency differs very much among students in Kosovo, and students who have sufficiently mastered conversational English are very often unacquainted with the specific terminology used in courses. English language proficiency is a strong asset but not an absolute requirement in selecting students for courses with consecutive translation into Albanian. For the courses taught in English without translation, English language proficiency is a requirement. However, the level of proficiency may still differ among students.

Without a doubt, the language barrier is one of the most challenging difficulties to overcome. Therefore strategies to deal with this language barrier should be included in the specific design of your course, e.g. assignments, examinations, etc. One possibility is to have students who have a good command of English work in interactive or group sessions with those who do not. In this respect, however it remains extremely difficult to create an ideal situation. In addition it may prove difficult for some students to read or produce texts in English. See also section 6.5.2. In general, overcoming the language barrier implies that less progress than planned can be made during class. It is recommended to also take this into account in estimating the amount of reading materials offered to the students.

Public forums and discussions that are part of the PISU programme will be conducted in English with consecutive translation into Albanian.

It is advised that visiting professors *teaching* a course on *English as a second language* provide in their proposal(s) additional strategies or tools for selecting students, e.g. pre-selection English language tests to see whether applying students are at beginning, intermediate, or advanced levels, etc.

6.2. Teaching methods

While filling in the online course proposal form, you may pick various methods of teaching: work-group, lecture, discussion, and presentation. As we believe that teaching methods very much influence the relationship between professor and student, the organization recommends

less traditional, more informal interaction between the two parties, as well as among students themselves. Therefore, highly interactive teaching methods, which stimulate critical thinking and promote discussion, have priority. The number of students participating in each course is limited to about 20-25 to preserve interactivity among students themselves and between students and professors.

Most Kosovar students are not used to give presentations and to make written assignments such as essays, and to deliver these in English might be even more problematic for them. Although this possible lack of experience can be seen as an opportunity to introduce interesting and new learning experiences, you are recommended to be modest in what you demand from your students.

Remain attentive if you intend to initiate discussions on issues relating to ethnic cleavages, conflict resolution, nationalism, etc. It would be best to begin with such discussions once you have got to know your students a bit better and a (theoretical) framework that can channel differences in opinion has been established to some extent.

When selecting your teaching methods, please take into account that consecutive translation may be necessary, and that advanced teaching equipment is not always available. Finally, elaborate on how you see the division of tasks between yourself and the Kosovar co-professor (see below) in this respect.

6.3. Examination

When choosing your method(s) of examination, please take into account that it may be necessary to overcome a language barrier. While presentations and written assignments/examinations should be used as an opportunity for interesting learning experiences, you are recommended to be modest in what you demand from your students and to combine these forms of examinations/assignments with others. In most cases it will not be possible to translate examination materials. Furthermore, equipment available (namely PC rooms and Internet) is very limited. Also refer to the role of the co-professor in regard to the examination. For example, he or she could assist in overcoming the language barrier.

6.4. Co-teaching & the role of the Co-professor

Each course will be co-taught by the visiting professor and a local teaching staff member (co-professor), who will be appointed by the Deans and the Rectorate of the University. In the ideal situation, recent innovations in academic methods and skills will thus be transferred directly to local teaching staff. This will enable them to pass on new techniques and knowledge to their own students during the regular academic year. The co-professor may provide certain lectures or local case studies, lead work groups, chair or initiate discussions, assist with examination and assignments, organize field-trips, etc. The co-professor should be present at all of your classes.

If your course proposal is selected, you will be put in direct contact with your co-professor in order to fine-tune the course, discuss the selection of students, required literature, teaching equipment, etc. You will also be able to discuss both your role and the role of the co-professor in the course.

The tasks of the co-professor include:

- finalizing design of the course with selected visiting professor;
- providing lectures and case studies, leading discussions etc.;
- selecting students;
- assisting with examination of students;
- suggesting a suitable interpreter;
- assisting in interpretation if necessary;
- verifying and reporting students' attendance performance;
- assisting the PISU organizational team in the design and organization of public forums;

- staying in close contact with PISU logistics officers who take care of the practical arrangements made for visiting professors (e.g. accommodation) and the courses (teaching equipment);
- assisting wherever possible to make sure courses run efficiently and effectively.

Previous editions of the PISU made clear that the ideal situation, in which co-professor and visiting professor actually team-teach each class is practically impossible to achieve. Local circumstances make it difficult for the university to select sufficient perfect candidates. This implies that the co-professor may not have sufficient academic (background) knowledge on the subject matter, not have sufficient proficiency to teach in English, or not have sufficient time to attend all classes. Naturally, this impedes active participation of the co-professor. In practice, depending on the co-professor appointed to you, he or she might take a role varying from assistant-professor to almost equal and actual team-teacher. It is thus important to take this into account in preparing your course. In sum, *visiting* professors would best take a leading role in preparing and teaching the course while always leaving sufficient opportunity for co-professors to expand their role in class.

6.5. Reading Materials

If you are selected, you will be asked to provide the titles of the books, articles, and other texts that you intend to use in class. Additionally, each course will have a reader comprised of essays, chapters, etc. Please take into account that students may not be able to process a large amount of English texts.

For each course, there is a modest budget of 700 EUR to purchase the literature to be used in class. The PISU staff will purchase this literature on the basis of the titles that you have provided / entered in order of priority.

Purchasing and transportation of books takes a substantial amount of time, given the risk that books may be out of print or not available and other titles would need to be ordered. All visiting professors are therefore requested to provide a final list of required and supplementary reading material as soon as possible, as orders placed after April might not arrive before the start of the courses.

6.5.1. Reader

It is not mandatory but strongly recommended to prepare a reader. This reader will be handed out to all course participants. The reader should contain the core texts of the reading material selected by you for your course. Given the copyright in the selected reading material from your colleagues, these texts should be drawn from your own work preferably. Of course, you are more than welcome to prepare new texts for the reader, such as speaking notes.

Please note that it is most unlikely that texts not drawn from your own work can be included in the reader. Naturally, it is possible to include other texts if you are certain that these do not hold copyrights, or if these are exempted from copyrights.

The selection for the reader needs to be provided only after the course proposal has been accepted. Texts selected by you for your reader should be sent to the PISU office well in advance by either email or regular mail.

6.5.2. Copying of Texts that do not hold Copyrights

To make copies of texts that are used by the students in class, but not included in the reader (e.g. policy papers, fact sheets, statistical overviews, reports, etc., by international organizations, governments, companies, and so on), a modest budget will be available. Please be certain that these texts do not hold copyrights. Visiting professors are kindly requested to provide these texts to the organization one month before classes start. It may not be possible to provide these materials in time once classes have started.

6.5.3. Donation of Literature and Other Materials

Literature and other materials purchased remain UP property until the end of the programme. One or two copies of each title purchased for a course will be donated to the universities' libraries. Any remaining copies may be allocated to students (from Southeast Europe only) who have successfully completed the course. Students from Western Europe or from universities with Western European (economic) standards must return their books.

6.6. Teaching schedule

The PISU will take place from 8 - 20 July

The organization advises visiting professors to teach 3 class hours, including break(s), per day during 10 teaching days (two working weeks). Saturdays and Sundays are not teaching days and will be devoted to recreational activities.

Most courses are scheduled in the cooler mornings, starting 9.00 AM. However, limited facilities make it necessary in some cases to schedule courses during warmer hours of the day. Due to the heat, it may be too exhausting to have more than 3 class hours per day.

Excursions and fieldwork to be organized and scheduled by the co-professors can be programmed in a way that is most convenient and practical for the course participants and visiting professor and are not restricted to class hours.

6.7. Certificates & ECTS ratings

The University of Prishtina has committed itself to implementing the so-called Bologna Action Lines (BAL). The BAL comprise various reforms and measures to be implemented at European universities in order to harmonize the European Higher Education Area, e.g. a credit-transfer system, quality assurance, and BA-MA-PhD curricula. The PISU aims to support and to enhance these developments at the University of Prishtina.

6.7.1. Certificates

Participants/students who attend at least 80% of their classes and pass the appropriate assignments and examinations will receive a European Credit Transfer System (ECTS) compatible "Prishtina International Summer University Certificate". It includes an updated course description, the ECTS rate and the grade assigned to the student. The certificate will state the participant's name and will be signed by the PISU visiting professor, and the co-professor. The certificates are designed using "Bologna" standards. Students either receive an ECTS certificate or none. UP is legally obliged to keep a proper administration of ECTS certificates handed out during the PISU.

6.7.2. What is ECTS?

The European Credit Transfer System was designed by the European Commission with the principal aim of improving the quality of education. It facilitates student mobility, introduces flexibility within curricula and standardizes student assessment in the institutions of higher education in the member states.

ECTS consists of four aspects:

1. The number of ECTS credits for a course (section 5.7.3.);
2. The grading of each individual student (section 5.7.4.);
3. Information package (section 5.7.5.);
4. Transcript of record (section 5.7.6.).

Each of these aspects is described below.

6.7.3. Calculating ECTS

As of the first of October 2001, the University of Prishtina officially applies the European Credit Transfer System to its curricula. One semester at UP equals 30 ECTS credits while one academic year equals 60 ECTS credits.

The number of ECTS credits is based on the average number of working hours spent by students on the course (input) and encompasses classroom hours, private study, field work and so on. All students successfully completing the course will receive the same number of credits.

ECTS credits for PISU courses are calculated on a bottom-up basis. To put it simply, the number of credits is calculated according to the total workload in hours for an average student. The rule used is that 25 hours of student workload constitutes 1 ECTS credit. (Thus 60 credits = 1500 hours workload for 1 academic year.)

To calculate the total workload, one combines the number of class hours, number of hours reading (depending on the quantity and difficulty of the text), number of hours a student has to work on assignments, number of hours a student has to prepare (study) for exams, and the number of hours a student spends sitting an exam.

The above hours are totaled and then divided by 25 to give the approximate ECTS credit.

Consider the following example for a 4 ECTS, three-week course:

<i>Category of workload hours per day</i>				<i>Total hrs for course of duration 10 DAYS</i>
Class hours	: 3	(x 10)	=	30
Fieldwork	: 2	(x 4)	=	8
Reading (outside class)	: 2	(x 10)	=	20
Assignments	: 2	(x 6)	=	12
Preparation for examinations:	: 1.5	(x 10)	=	15
Examinations	: 2	(x 3)	=	6
TOTAL	:		=	91
ECTS Total	:	91 / 25 = 3.65		(around off) 4 ECTS credits

The organization encourages visiting professors to prepare a course resulting in 4 ECTS credits. Note that the calculation above does not take into account the time students spend on overcoming the language barrier, i.e. Kosovar students need more time to comprehend 10 pages of English texts than native English speaking (international) students. Thus, most probably, Kosovar students need to work harder to earn the same number of ECTS credits. As a rule of thumb the organization advises that 1 hour reading approximately corresponds with studying 15 pages, irrespective of the language in which the text is written.

The organization together with the visiting and co-professors together will establish the definite number of ECTS and transcript few days before the end of the courses

6.7.4. Grading students

The grade given on the student's certificate indicates the success of the students *as compared to* their peers in the course. Grades indicating a successful completion of the course (a pass), with the percentage of successful students receiving this grade are: A(10%), B(25%), C(30%), D(25%), E(10%). In order for grades to be assigned, there must be some concrete element of examination or assessment in the course. As mentioned above, only students who attend at least 80% of their classes and pass the appropriate assignments and examinations will receive a European Credit Transfer System (ECTS) compatible "Prishtina International Summer University Certificate". Students who have not met these criteria will not receive a certificate, neither an adjusted certificate, e.g. one not stating ECTS.

These grades should be awarded by the visiting professors based on selected assessment activities. These activities may include examinations, written assignments (performed in a controlled environment), presentations, or participation in discussions, group or project work.

6.7.5. The Information Package (IP)

The IP consists of information on the institution, its curriculum, teaching and assessment procedure and so on. It enables other institutions to evaluate and translate the ECTS points and grades into their own institution. The IP provides information on the relative level of difficulty of the course, which the above two elements do not consider. The information from the final course proposal provided will also be included in the Information Package.

6.7.6. Transcript of records

This is the official document listing the ECTS points and grades earned by each student during courses undertaken at institutions of higher learning, and it is necessary for transfer of the students' ECTS credits from one institution to another. The course certificate will serve as the transcript of records.

6.8. Students or participants selected

6.8.1. Number of students

In principle, a limited number of 20 to 25 students will be admitted to attend each course. Given the substantial workload of the courses, and in order to maximise the total number of participants in the programme, students are allowed to attend only one PISU course. The number of students per course is limited to facilitate the use of interactive teaching methods.

6.8.2. Description of the target group

When filling in your application you will be asked to pick the level of the students for which the course is intended (BA, MA, graduate, or undergraduate, etc.). In many cases, particularly when you design a course suggested by the University, the course level will already be given. Besides the course level, please also indicate which (mix of or homogeneous group of) students/participants would most benefit from your course. Also suggest particular criteria for selecting students for your course.

It is advised that visiting professors teaching a course on *English as a second language* develop additional strategies or tools for selecting students and for determining their level of proficiency in the language.

Although the above suggests that it is possible for your co-professors to select a homogeneous group of students for the course, quite the contrary is true. The information you provide here will make it easier to make a selection, but visiting professors should take into account that in reality the groups of students will be very heterogeneous. See next section.

6.8.3. Student Selection & Background

About 20 to 25 students will be admitted to each course. To make sure that at least 20 show up at the beginning of the course and at least 15 students end the course, previous experience learnt that about 30 students need to be selected for each course in order to have 20 to 25 students confirm their participation. However, of these 20-25, 5 to 10 students cancel their participation, do not show up or drop out during the first week of the course. Therefore, just before the courses start or just after they have started another 5 to 10 students (placed on waiting lists) is invited to participate. A list of students selected for each course is provided to each visiting professor about a week before the start of the courses. However, given the above, the eventual list of participating students may look somewhat different.

Proper selection of students for each course is crucial, though complicated. If the level of the course does not correspond with the level of the students at all, few of them will benefit from the course. However, selecting students is complicated, and often, the selected students for a certain class have formed a too heterogeneous group. One reason for this has been the different interpretation of the level of a course. Upper BA students might be very different in, say, Amsterdam, than in Prishtina. Another reason is the practical impossibility to thoroughly test the English proficiency of all applying students (more than 4000 students are expected to apply). Students may thus differ somewhat in academic level and English language proficiency (see also section 6.1). Through close cooperation between you and the co-

professor, and by allowing the co-professor to make the final selection of Kosovar students, this sort of problem can be better dealt with. On the basis of information provided by applying students on English language proficiency and the level of each course, a short-list of Kosovar students will be compiled by the organization. The co-professor will then make the final selection. International students will be selected by the organization in consultation with visiting professors.

English language proficiency as a selection criterion is of particular importance if it is decided that your course will not be offered translation into Albanian. You will be informed of the availability of translation of your course as soon as possible. Until then it would be best to assume that your course will be translated and to take this into account in the design of your course (see also section 6.1).

Of the 20 to 25 students admitted to each course, approximately 13-20 will be from Kosovo. Three to seven students will be from outside of Kosovo. Of these, three to five will be from South East European countries and the rest will be from Western Europe and North America. Students from abroad—mainly Western Europe—are generally much more vocal than local students and can help to generate discussion and debate in class. Students from outside of Kosovo will be selected by the organization. Naturally, courses taught in Albanian will be restricted to students from the region unless a foreign student has mastered the Albanian language.

Inevitably, the group of students selected for your course will differ regarding academic level and English language proficiency, as well as gender, age, country of origin, religious background, relevant work experience, etc. This is both a challenge and an opportunity. Remain attentive if you intend to initiate discussions on issues relating to ethnic cleavages, conflict resolution, nationalism, etc. It would be best to begin with such discussions once you have got to know your students a bit better and a (theoretical) framework that can channel differences in opinion has been established to some extent.

6.9. Teaching equipment

When designing your course, please take into account that many university departments have limited teaching equipment available. Although blackboards and chalk are always present, equipment often needs to be shared with other courses. Moreover, a power cut would make any electric teaching equipment useless. It is therefore strongly recommended not to rely on the use of too sophisticated facilities, such as a beamer or the permanent use of an overhead projector. Further, access to PC rooms (with Internet) is extremely limited. It is crucial that you inform us of the teaching facilities you intend to use so these can possibly be arranged for in advance. If it is not possible to arrange these, then you will have time to reconsider the use of these facilities.

6.10. Instructions for your Course Proposal

Learning objectives:

Please describe the aims of the course and which skills and competencies participants are expected to have acquired by the end of the course. In doing so, please take into account that the group of students in your course may be very heterogeneous since participants will differ in academic level and English language proficiency, as well as with regard to gender, age, country of origin, religious background, etc. This should be considered both a challenge and an opportunity. If possible, also describe the relevance of your course in a wider context, the local society.

Narrative Course description (plus topics and assignments):

A proper course description is crucial for each course proposal. Please describe your course in a *narrative* way, neither written in telegram style, nor just providing a summary of points. Please include all main topics to be treated in the course and describe the assignments that you will give to your students. Please take into account the possible language barrier that needs to be overcome and the limited availability of PC rooms and Internet as well as the lack of experience many students may have with presenting and written assignments. Of those courses selected for the program, the following information will be published in the program brochure: description of learning objectives, the narrative course description, teaching methods, and type of examination. This information will also be posted on the ATA web pages. This information will also be printed on the ECTS certificates awarded to students at the end of each course.

Course level:

Please indicate whether the course you propose will be at introductory (BA) or at an advanced (MA). Based on your indication, the organization will aim to admit only students who are in the respective phase of their studies. However, please be prepared that the final group of participants will be rather heterogeneous since participants will come from different universities and countries, and therefore will have different academic and cultural backgrounds.

Teaching methods:

Please indicate which teaching methods you plan to use in your course. The organization recommends less traditional, more informal interaction between professors and students, as well as among students themselves. Therefore, highly interactive teaching methods, which stimulate critical thinking and promote discussion, have priority. The number of students participating in each course is limited to preserve interactivity among students themselves and between students and professors. When selecting your teaching methods, please take into account that advanced teaching equipment, such as (video) beamers, laptops etc., is not always available.

Role of the co-professor:

Each course will be co-taught by the visiting professor and a local teaching staff member (co-professor). In the ideal situation, recent innovations in academic methods and skills will thus be transferred directly to local teaching staff. This will enable local professors to pass on new techniques and knowledge to their own students during the regular academic year.

Please define, as specifically as possible the role of a co-professor in your course. The co-professor may provide certain lectures or local case studies, lead work groups, chair or initiate discussions, assist with examination and assignments, organize field-trips, etc. The co-professor will be present at most of the classes.

If your course proposal is selected, you will be put in direct contact with your co-professor in order to fine-tune the course, discuss the selection of students, required literature, teaching equipment, etc. You will also be able to discuss both your role and the role of the co-professor in the course.

Depending on the project, the tasks of the co-professor include:

- finalizing design of the course with selected visiting professor;
- providing lectures and case studies, leading discussions etc.;
- organizing field trips;
- assisting with examination of students;
- assisting the organizational team in the design and organization of public forums;
- staying in close contact with logistics officers who take care of the teaching facilities.

In practice, depending on the co-professor appointed to you, he or she might take a role varying from assistant-professor to almost equal and actual team-teacher. It is thus important to take this into account when preparing your course. In sum, *visiting* professors would best take a leading role in preparing and teaching the course while always leaving sufficient opportunity for co-professors to expand their role in class.

Examination:

Please indicate the method(s) of examination that you plan to use. Please take into account that it may be necessary to overcome a language barrier and that many students from South East Europe are not used to give presentations and to produce written assignments or examinations such as essays. Having to deliver these in the English language might be even more problematic for them. While we encourage you to use presentations and written assignments / examinations as an opportunity for interesting learning experiences, you are recommended to be modest in what you demand from your students and to combine these forms of examinations / assignments with others, for example multiple choice exams. Furthermore, equipment available (namely PC rooms and Internet) may be limited.

Teaching Equipment:

When designing your course, please take into account the fact that many university departments have limited teaching equipment available. Blackboards and chalk are usually present, but it is recommended not to rely on the use of sophisticated facilities, such as a beamers, laptops, video projectors etc. Further, access to PC rooms (with Internet) for students will most likely be limited. If your course is selected, it is crucial that you inform us in advance of the teaching facilities and technical equipment you intend to use so that these can possibly be arranged for.

7. Flexibility

In the light of the information given in the chapters above, you will understand that each visiting professor is recommended to take a flexible attitude towards his or her own stay in Kosovo as well as towards the design and implementation of his or her course.

The detailed instructions for preparing course proposals/plans provided above might hint to the possibility of actually teaching your course exactly as planned, and might therefore mislead you to some extent. However, instead of creating a strict course plan, they are meant to help you in making your considerations for the preparation of a course for a rather complex academic and practical environment.

A flexible spirit forms the best starting point for coping with the dynamic and challenging environment in Kosovo found both in daily and academic life. There may be possible inconveniences involving health care, water and electrical services, the lack of air conditioning, the lack of teaching equipment, etc. These inconveniences should not limit you; rather, they create opportunities for creativity and community-building.

8. Deadlines

8.1. Selection procedure for applying professors

Ideally, interested visiting professors are recommended to register and submit their CVs and course proposals in **FEBRUARY 2012**. However, no strict deadlines for the sending in of application / registration forms will be maintained. Every two to three weeks during January and February, applications submitted (also those received during previous years) are discussed with faculty staff and suitable applications are pre-selected. Eventually, the PISU Committee will make a final selection of visiting professors to be invited and the course programme will be posted at the website.

Depending on the quality as well as the number of application materials received in certain study areas, the PISU Committee may decide to keep a few PISU courses open until March or even April. The UP website will advertise the courses or study areas for which visiting professors are still welcome to apply.

Although certain parts of the application form/course proposal can be filled in or provided later—such as the pages for the reader—it is recommended that you submit your course proposals as completely as possible.

Application materials received after the final selection has been made will be considered for 2013 or, if desired, for other projects.

8.2. Deadlines for visiting professors' FINAL course information

If your course is selected, you will be put into contact with the co-professor for your course as soon as possible. Through discussion with the co-professor, you may want to make adjustments and changes in your course proposal online (using a login and password). This may be done until a certain point in time (see deadlines below). Course suggestions which remain unfilled only weeks before the start of the program will go through a special quickened procedure. However, in these cases it may be too late to arrange all course facilities, e.g. the purchase of literature or the translation of the reader.

The following deadlines have been determined for providing FINAL information. Online adjustments will not be processed after these dates.

Activity of Selected Visiting Professor	Deadline	Ref. section	Related activity by organization
Provide FINAL <i>literature</i> info (except for copying)	1 March	6.5 – excl. 6.5.5.	Purchasing and transporting literature; translation of texts in March

Provide FINAL <i>course info</i> on language of instruction, course description, role of co-teacher, assignments, teaching hrs/ day & number of teaching days, ECTS, and target group/students	1 March	6.1 , 6.2 , 6.3 , 6.4 , 6.6 , 6.7 6.8	Preparing, printing, and distributing programme brochures in March and April; Start selection procedures of students in March
Provide FINAL info on personal <i>travel arrangements other than plane tickets</i>	1 April	4.1	Make final arrangements for accommodation, etc. in April
Provide FINAL info on <i>texts to be copied</i> , and FINAL information on <i>teaching equipment</i> needed	25 May	6.5.5 , 6.9	Start copying, make logistical arrangements at UP, purchase materials in May

The organization may decide to postpone or move forward certain deadlines. If this is the case visiting professors will be informed.

Not meeting deadlines usually means extra work and a delay in the preparations for a part of, or worse, the whole programme. In some cases it can cause the organization additional financial expenses. Not meeting certain deadlines may also result in a lack of certain services (e.g. equipment, literature) cannot be provided to your course in time or cannot be provided at all. Given the extensive logistical aspects of a large project such as the PISU, it is very desirable that the organization and its partners meet deadlines.

Selected professors who – for some reason – anticipate not meeting a deadline are kindly requested to contact PISU in advance. If deadlines for providing certain information regarding your course are repeatedly not met, the organization will reconsider its cooperation with you.

9. Privacy statement and the modification of application forms by applicants themselves

PISU takes the privacy of its partners seriously. We are committed to safeguarding the privacy of our associates while providing a personalized and valuable service. This Privacy Statement explains the website data processing practices of PISU.

9.1. Information collected

The moment you visit our website, some information is collected by UP. We automatically collect information about your visit to our website. The information obtained from this, which includes demographic data and browsing patterns, is only used in aggregate form. We use aggregate information (so that no individual user is identified):

- to build audience profiles
- to aid strategic development
- to audit usage of the website.

We also collect personal information from you every time you e-mail us your details and through the use of enquiry and registration forms.

9.2. Use and disclosure of personal information

UP processes personal information collected via its website for the purposes of:

- providing a personalized service
- receiving enquiries and requests for information
- running recruitment
- providing you with information about the resources and services available.

UP will not disclose your personal information to any outside parties without your prior consent.

9.3. Application forms

When you complete the Online Application Forms for Teaching Faculty, your personal information is sent to our archives and it will be not used for other purposes.

10. PISU Correspondence

Should you require any further information before applying, please contact the PISU Office.

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