



**MEMORANDUM OF UNDERSTANDING BETWEEN THE
PUBLIC DIPLOMACY SECTION OF THE U.S. EMBASSY PRISTINA
AND THE FACULTY OF MANAGEMENT IN TOURISM AND FACULTY OF
BUSINESS OF THE UNIVERSITY “HAXHI ZEKA” IN PEJA**

The Public Diplomacy Section (PDS) of U.S. Embassy Pristina and the Faculty of Management in Tourism and Faculty of Business of the University “Haxhi Zeka” in Peja, jointly referred to herein as “the Partners,” by this Memorandum of Understanding hereby agree to establish a partnership and create working space to support the work of the Fulbright English Teaching Assistant (“the ETA”) in Kosovo, from October 1, 2024, to June 15, 2025.

Statement of Purpose

The Partners agree to work together to support the ETA who will promote English language learning in the community. Fulbright ETAs should be assigned as language-teaching assistants but should not be responsible for teaching entire courses. Fulbright ETAs serve as cultural ambassadors and native speakers. Host institutions and teaching staff should commit to providing regular teaching staff in all classrooms with Fulbright ETAs. ETA responsibilities may include planning and conducting conversational classroom activities, giving presentations on different topics related to the United States (culture, society, and history), leading language labs and language table discussions, acting as a resource person both at the host institution and in the community, coordinating extra-curricular activities, and conducting English conversation clubs. ETA responsibilities should take no more than 15 hours per week, including preparation time. Fulbright ETAs are expected to engage in other activities related to their personal, career, and/or educational interests during their fellowships.

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

Specifically, the U.S. Embassy’s Public Diplomacy Section will:

1. Provide at no-charge to the the Faculty of Management in Tourism and Faculty of Business of the University “Haxhi Zeka” in Peja, an ETA to serve as a language-teaching assistant for a period of 8 months during the MOU period.
2. Provide the ETA with an in-country orientation upon arrival in Kosovo and additional resources (information, contacts, materials, etc.) to support fellowship activities during the MOU period.
3. Through its Fulbright Kosovo program implementing partner, American Councils for International Education, provide a primary contact and support for the ETA and the host-institution during the MOU period.

Specifically, the Faculty of Management in Tourism and Faculty of Business, University “Haxhi Zeka” in Peja, will:

1. Assist the ETA with finding housing in Peja and provide a general orientation to their new community.
2. Provide the ETA with a teaching load of 15 hours per week, including preparation time.
3. Designate a person in charge for the ETA at the Faculty of Management in Tourism and Faculty of Business of the University “Haxhi Zeka” in Peja, who speaks English and will serve as a liaison to orient the ETA with day-to-day activities; help establish a work plan/schedule; and provide access to information and contacts required by the ETA to successfully fulfill his/her duties.
4. Designate one or more teaching staff with whom the ETA is expected to co-teach classes.
5. If need be, support the ETA in working on an individual project which is identified by the ETA themselves.

Availability of Funds

The U.S. Government’s obligation for performance of this agreement beyond June 2025 is contingent upon 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.

Failure to Comply

The U.S. Embassy’s 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.

Termination

Either Partner may cease participation in this Memorandum of Understanding at any time by giving written notice to the other Partner. A Partner should endeavor to provide three months notification to the other Partner of its intention to cease participation under the Memorandum of Understanding.

Signatures

The Partners hereto have executed this Memorandum of Understanding to take effect as of October 1, 2024, signed in English language.

For the U.S. Embassy’s
Public Diplomacy Section:

For the University “Haxhi Zeka” in
Peja:

Jennifer Lawson

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



Armand Krashniqi

Armand Krashniqi
Rector
University "Haxhi Zeka" in Peja
Peja, Kosovo