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Regulation for the second cycle of studies  
March / 2020

***BPrAL UBT COLLEGE***

**Regulation for the second cycle of studies**

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**PRISTINE, March 2020**

## **General provisions**

### **Article 1.**

This Regulation for Studies (hereinafter: Regulation) defines the rules of studies at BPrAL UBT College, the types of studies, the organization of lessons (lectures), the bodies for evaluation and follow-up, all the rights and obligations of students, as well as other rights related to the second cycle studies at UBT.

## **Admission, registration and administration**

### **Article 4.**

1. Students are admitted to study programs based on the competition approved by the Academic Council. Other admission requirements may also be specified.
2. Registration is done by making the tuition fee approved by or on behalf of the College Board, as well as providing the original documents at the request of the Registration Office.
3. Students who have not completed preliminary studies in the Republic of Kosovo offer a diploma nostrified by the Republic of Kosovo.
4. If the field of study of the previous level does not match the field of study at the master level, then the candidate is rejected or, in other cases, additional courses / courses are offered with ECTS, additional as a connecting bridge and a prerequisite for enrollment in the relevant master program.
5. Each accredited program has defined its own criteria for student enrollment. These criteria are reviewed from time to time by the faculty and approved by the relevant faculty council, in accordance with the approval of the Kosovo Accreditation Agency, but also in accordance with the legislation in force in Kosovo and the NARIC / ERIC Office.

### **Article 5.**

1. UBT may also establish a special Office for Postgraduate Studies, headed by the head of postgraduate program coordinators who reports to the Rectorate. This office is responsible for overseeing the quality assurance of the program, while the faculties themselves will develop and manage the studies. As a unified institution of higher studies, the Office of Postgraduate Studies will oversee the flow and distribution of the program in cooperation

with the deans of the faculties, enabling the most efficient and effective management of UBT resources and the best provision of the quality of studies and their promotion to the public as special products of UBT. This group also includes joint postgraduate study programs with other partner universities.

2. Each second cycle of programs is administratively managed by a coordinator, selected by the faculty that offers the program and by the dean of the faculty.
3. The chairperson of the postgraduate program coordinators presides over the Postgraduate Academic Council, consisting of the deans of the faculties, representatives of the rectory and staff representatives, of which professors who teach in the second cycle, as well as representatives of the student organization. The Postgraduate Academic Council will meet at least twice a semester during the academic year.
4. The Postgraduate Academic Council is an advisory body that takes care / contributes to regulatory aspects, ethics issues, issues related to quality assurance and development in postgraduate studies, as well as to the harmonization of research-based studies with strategies of UBT research and development.
5. All Second Cycle programs will be continuously reviewed / evaluated by the Postgraduate Academic Council and by the Office of the Head of Postgraduate Program Coordinators, which reports directly to the Rectorate, to the Academic Council and to the Quality Assurance Committee.
6. The Chairperson of the Postgraduate Program Coordinators is elected for a two-year term and may be re-elected by the Academic Council and the Rectorate. This function can be performed, by special decision of the Rector, by the Director of Academic Affairs, his deputy or a person within UBT, who exercises functions of this nature.

### **Program structure**

#### **Article 6.**

1. The study programs leading to obtaining a diploma / certificate are modular, expressed through the accumulation of credits according to the European Credit Transfer System (ECTS):

1.1.1 to obtain a professional master for the 1-year system requires 60 ECTS;

1.1.2 to obtain a professional master for the 2-year system requires 120 ECTS;

1.1.3 to obtain a master of science or arts degree for the 1-year system requires 60 ECTS;

1.1.4 to obtain a master of science or arts degree for the 2-year system 120 ECTS are required.

1. The type of ECTS (European Credit Transfer System) loans and the way they are collected depends on the accredited curricula. It is a minimum requirement that, for all qualifications in the first cycle or below this level, one third of the total credits be obtained from basic studies in Higher Education.

2. The basic study module is the semester course with ECTS credits attached to the approved and accredited curriculum of UBT. A certain number of credits is obtained after the successful completion of the course, as described in this regulation.

3. For admission to special semester courses, which are part of the graduation program, the prerequisite will have to be passed at a certain level for one or more such courses, while the prerequisite will not be considered in the same way after passing the calendar years after the successful completion of these courses, unless the Faculty Council, which is competent for this, determines any other period. Withdrawal from the course is allowed until the date of submission of the last part of the assessed work or before the exams.

4. The equivalence of credits obtained during the Academies (Summer, Winter or International) and additional academic activities at UBT or even from a school accredited by a Higher Education Institution, inside and outside the country, can be done in elective courses, free elective courses or, in special cases, in compulsory courses, if the content and volume match more than 70 percent with the curriculum of the respective course (in terms of objectives, expected results and content, official active participation documents and volume / 20 to 30 hours

commitment for 1 ECTS). The student has the right to apply for equivalence within the three regular deadlines of the current academic year. Approval is made by the equivalence commission of the respective faculty. If the course has no grade, then it must be placed as an additional credit in the certificate and in the diploma supplement. This makes the exception if the committee and faculty make a separate assessment of this and the student agrees. If this is not possible, then credits obtained from UBT academies or additional activities may be included in the diploma supplement as a credit academic activity or as a free elective course (Diploma Supplement).

**Clarification:**

*Elective courses - are the courses that are listed to be chosen by the student and the faculty in the accredited study program. Free elective courses - are courses that are freely chosen by the student within the study program, inside and outside UBT and regardless of the field, but which belong to the education and the respective level of studies.*

## **Maintaining the study plan and program**

### **Article10.**

1. Studies are implemented according to the study plan and program, which is approved by the Academic Council every calendar year in accordance with its accreditation.

1.1 In case of need, the Faculty Council may make changes in the reorganization of courses through semesters or academic years, but maintaining the number of credits in accordance with the accreditation of the curriculum.

2. The study plan and program is published on the official platforms of UBT, before the beginning of the academic year for the following year, including the content of lecture material and other teaching forms, as well as the text of lectures and other forms, in cases of exceptions to the impossibility of providing the relevant literature.

3. In accordance with the study plan and program, the course holders compile the plan for the realization of the respective course.

3.1 The Faculty Council establishes the Syllabus Compatibility Commission, which evaluates the content of the course plan to be taught and, in accordance with the accredited plan and program, recommends the findings to the course holder, through the head of the faculty.

3.2 The head of the faculty, at the meeting of the Faculty Council, presents the compatibility report of the syllabi for approval, which must be approved before the beginning of the semester.

3.3 The teacher is obliged to reveal the plan of the respective subject to the students in the first hour of the lectures.

### **Submitting exams**

#### **Article 18.**

1. The student submits the exam according to the rules set by the administration for the relevant exam term (time, manner, conditions, etc.).
2. The submission of the exam is done through the SMIS system.
3. If the student does not submit the exam on time, he has no right to take the exam in due time.
4. Students who submit the exams and do not take them, get a negative grade in the system or have to participate with additional financial costs, determined in advance by the administration. This is if the student does not present additional evidence for the reasons for not taking the exam.
5. The number of exam submissions must be in accordance with the student load (ECTS) - semester (30 ECTS) and annual (max. 60 ECTS)

### **Numerical assessment of the student**

#### **Article 27.**

1. Numerical assessment (national height) is done on the basis of the final result achieved, respectively the collection of grades, realized during the lecture or assessment during the lecture, as well as the assessment in the final exam, as well as other activities, as follows:
  2. grade 10 from 90.00 to 100% assessment
  3. grade 9 from 80.00 to 89.99% assessment
  4. grade 8 from 70.00 to 79.99% assessment
  5. grade 7 from 60.00 to 69.99% assessment;
  6. grade 6 from 50.00 to 69.99% assessment
  7. grade 5 from 0 to 49.99% assessment
2. For the subjects for which according to the study program it is perceived to be described with a written grade, the teacher gives the grade "sufficient" to the student who realizes 50.00% and more of the obligations in accordance with the syllabus of the course and the study program.
3. In the study document is written the grade, the signature of the teacher of the certain subject, the date of passing the exam, the evaluation of the student.

4. Professors are obliged to announce the results of each activity (projects, assignments, etc.) on the learning platform at UBT (moodle) of the respective course, so that the student has access to assessment. In these cases student privacy must be maintained, using only the ID number or other methods that guarantee privacy.

### **Exam content**

#### **Article 28.**

1. 1. In the exam the questions should be in the material within the literature and lecture in accordance with the syllabus of the subjects, objectives and expected results, while the content and complexity of the exam should be uniform / approximate for all the requirements that are subject to the exam.
2. 2. It is not allowed to repeat the same exam content (100%) in the following deadlines for the same student, but the same criteria must be maintained with the previous deadlines and in full harmony with the expected course results.
3. 3. The diploma thesis is evaluated according to the criteria of the schools in the study program and technical criteria (format, number of physical and digital copies, structure, logos, design, etc.), designed with special regulations or instructions.
4. The student is evaluated with a maximum grade, if he / she completes the topic within the optimal regular time frame of studies for the respective levels. In case of exceeding the time limits set by the regulation of topics, the student can not reach the maximum grade. It can reach grade 8 (79.99%). Exceptions are cases when students bring evidence and facts that this has happened for health circumstances and other circumstances provided in other articles of this regulation, or when the student is part of a project which has a longer time frame and generates better results.
5. If the student does not adhere to the regular deadlines of consultations approved in advance by the mentor and the student and determined by the faculty (from the day of formalization of the thesis in time, or the student does not report at all, eg 2-3 or more months), the professor, with the approval of the faculty, has the right to remove the student from the list of candidates for the diploma thesis (in order to be released for other students).

6. The submission of the diploma thesis is done mainly within the regular deadlines of exams and special deadlines. If the faculties have capacities, then they can be submitted at another time.

### **Grade objection**

#### **Article 30.**

1. The teacher must justify the final grade to the student.
2. The student who is evaluated negatively in the exam or is dissatisfied with the evaluation, enjoys the right to object to the evaluation. The objection is submitted to the head of the respective program within two days (48 hours) after the notification and / or publication of the grade. The objection must be well reasoned.
3. The objection is also enabled in electronic form, through SIMS, in which case the dean or the person in charge of the program must approve it in the electronic system.
4. If the objection to the grade is grounded and the relevant professor does not approve the objection, then the dean creates a commission. The Dean of the faculty will approve the decision by which he allows the re-examination of the exam, appoints the Evaluation Commission and sets the time for holding the re-examination.
5. The Evaluation Commission consists of: the chairman and two (2) members, one of whom must be from the narrow field. The subject teacher, who is attacked with objection, can not be the chairman of the Evaluation Commission.
6. Further objection is not allowed against the evaluation of the Evaluation Commission for repeated exam.

### **Repeating the exam**

#### **Article 31.**

1. If the student objects to the evaluation of the exam results, after consultation with the lecturer, if he thinks that there is a subjective evaluation and, based on the factual aspect presented in the objection, then the faculty has the opportunity to decide on the formation of the Evaluation / Re-evaluation Commission.
2. The re-examination is organized no later than three (3) days from the date of the assessment of the grounded objection.



3. The written exam or part of the written exam is not repeated before the Evaluation Commission, but the same is again viewed, checked and evaluated.
4. Based on the grades proposed by all members of the Evaluation Commission, the chairman of the Evaluation Commission decides for the final grade and, if the grade is positive, the chairman of the commission records the grade in the appropriate document. The final grade can not be positive if two (2) members of the Evaluation Commission have proposed a negative grade.
5. No further objection may be submitted to the decision of the Evaluation Commission.

### **Article 32.**

#### **Thesis and Research/Internship**

1. Each Second Cycle program requires that the written thesis be completed and defended in the final semester. The student develops the thesis in collaboration with his mentor.
2. An important part of the program is the completion of internships and research work in the final semester. Students are required to successfully complete internships and research assignments. Many programs require students in the final semester to demonstrate research work or receive hands-on training as part of the study program.
3. For this, each student is required to write an original scientific paper, the master's thesis, in which he demonstrates his ability on academic knowledge from the field, as well as knowledge on the practical implementation of problems from the field.
4. Depending on the study program, in most cases, each student will be required to write a master thesis.
5. The subject of the thesis will be chosen by the student in consultation with his potential mentor.
6. In this way the student will present to the faculty and his / her potential mentor a job / project proposal, which presents: research problem, research questions, hypotheses, proposed methodologies and a list of related activities for them to successfully realize the thesis.
7. The master's thesis must be in accordance with the syllabus defined in the relevant study program, must meet the level of objectives and expected academic results, workload, content but also technical criteria (format, number of physical and digital copies, structure, logos, design, etc.), defined by a special regulation or guide.

8. After approval by the mentor, the faculty administration registers the beginning of the master thesis, also reviewing the fulfillment of the conditions for the commencement of the thesis work.
9. The mentor officially selected / approved by the faculty will lead the student's thesis and research work and has the obligation to follow the progress in a documented form.
10. The mentor holds regular meetings with students until the finalization of the diploma thesis by the student. The mentor keeps regular notes on the time and date of the meeting with the student, as well as notes the progress of the same, noting remarks, comments, suggestions, harmonizations, etc.
11. After the completion of the work and the fulfillment of the foreseen administrative conditions, the respective faculty forms the commission for the final evaluation of the thesis.
12. The thesis is first evaluated in writing for the content of the paper and then with a closed or open presentation to the public, in front of the commission.
13. The presentation is mainly unavailable for the public, but this can change if the commission and the administration of UBT decide in advance, at the request of the candidate.
14. . The thesis mentor may be a member of the committee, but not the chairperson.
15. Prerequisite for the acceptance of the work for evaluation are the fulfillment of the technical criteria defined by the regulation of UBT or with any special regulation of the special program approved by the Faculty Council.
16. The master's thesis is an integral part of the study program and takes place in the academic time provided for this.
17. The master's thesis, after approval, must be completed no later than twice the estimated study time (ie 2 semesters). In special cases, due to the special characteristics of the topic or even some objective argumentation, the Faculty Council may decide to extend another semester.
18. 18. Steps for processing the diploma thesis:
  - 18.1. Application for approval of the master thesis;
  - 18.2. Written approval of the topic according to the project proposal, as well as the thesis mentor;
  - 18.3. Summary of mentor work reports, made by the program coordinator appointed by the faculty, submitted by the respective mentor.
  - 18.4. Upon completion of the work and results of the master thesis, prior approval

of the mentor, and completing the technical rules of work, the candidate can make a written request for thesis defending in front of the commission.

19. To the request for thesis defending, the student attaches:

19.1. The statement of performance of financial obligations by the Office of Finance and the statement of grades, which show the fulfillment of the academic conditions for thesis defending;

19.2. Statement of originality of the master thesis;

19.3. For students who have a decision to extend or pause their studies, attach it to the application;

19.4. Diploma thesis in three physical copies;

19.5. Thesis paper in electronic copy;

19.6. The Dean or the person authorized by the Dean completes the part of the request of the student, which confirms that the student has achieved ECTS in accordance with the study program for graduation, and confirms that the thesis has been developed in accordance with the Guide for compiling diploma theses.

### **Article 33.**

#### **Mentors**

The mentor of the candidate can be one of his / her lecturers in the study program, or any other lecturer of UBT, listed / approved by the respective faculty.

2. The master thesis mentor must have the degree of doctor of science (a degree higher than the level of student studies).

3. Due to industrial or professional experience and direct connection with the candidate's thesis, other people from UBT or industry can also be appointed and approved by the faculty as commentators on the thesis.

4. The volume of the number of topics monitored simultaneously by a mentor should be limited and determined by the Faculty Council.

5. The increased engagement (more than two thesis per semester) is counted as part of the academic engagement of the lecture time and can be calculated according to the annual academic engagement scheme. This engagement scheme is defined by the relevant table as follows:

Number	Hour			

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6. In certain cases, a supervisor / coordinator / facilitator (as in the respective courses) of students thesis papers may be appointed to administer and mentor the successful course of independent student work to achieve the objectives of their thesis . In this case the thesis are determined / approved in advance by a joint commission (min. 3 people) determined by the respective faculty, as well as a commission (min. 3 people), also for the evaluation of the thesis at the end. The facilitator should be part of the approval and evaluation of the thesis.
7. The Evaluation Commission works / acts in every regular exam period, the same way as for any other exam from other subjects. As needed and, determined in advance by the faculty, the commission works also in additional periods.
8. In accordance with the Strategy for research, programs and research projects within the faculties, departments, institutes or centers of UBT, UBT staff can announce a competition to invite students to participate in these projects research, with or without pay, and as a result of their work to complete the master thesis. In these cases, the use of scientific and professional resources of UBT is required or allowed. This in no way eliminates the independent work and skills that the candidate must show while working on the thesis.
9. Every master thesis is an intellectual property of UBT.
- 10.** The student and the staff must be careful while working to keep the business and intellectual confidentiality of UBT, according to the policies of UBT for intellectual property and authorship.

## **VII. STUDENT STATUS**

### **Gaining student status**

#### **Article 34.**

The student obtains the statute by registering at UBT and the same is proved by a student document. The conditions for registration are determined by the decision (see Article 5).

### **Full-time students and part-time students**

#### **Article 35.**

1. The student can be full-time student and part-time student.
2. The type of studies is determined in the study program. Not all study programs offer two types of studies.
3. A full-time student is a student who studies according to curricula based on attending lectures, exercises and other full-time activities.
4. Part-time student is the student who attends the lectures according to the curriculum at the appropriate time and date in accordance with the study plan and program.
5. The student can change his status from a full-time student to a part-time student and vice versa, upon submission of the application to the Student Service of the academic unit and after its approval by the dean.
6. Studies can be offered by physical presence or even by online methods (distance) provided by the integrated platforms of UBT and other systems defined and approved in advance by the Faculty Council, and in special cases by the Academic. Council of UBT

### **Extension of student status**

#### **Article 36.**

1. Student status lasts at most twice the time provided for the duration of studies. For example, if the studies last 3 years, then the student can study for another 3 years. Instead, the student must apply for a return to studies by joining the current study curriculum.
2. At the time of extension of studies, the time of frozen status of studies is not calculated.
3. In exceptional cases, the UBT administration may allow certain students a longer term to complete their studies, but the same must submit a reasoned request.

### **Termination of student status**

#### **Article 37.**

The person loses student status:

1. When he finishes his studies.
2. When deregistered by UBT.
3. When the studies are not completed in the foreseen term of the studies according to the study plan and program and this regulation.
4. When he fails to fulfill the contractual obligations of studies.
5. When leaving the studies for reasons provided by law and normative acts of UBT.

## **Deregistration from UBT**

### **Article 38.**

1. The student has the right to deregister from UBT based on the request submitted in written form, which is submitted to the Student Affairs Service. A special decision is issued on the deregistration of the student by the person authorized by the Rector.
2. A special note is kept on the deregistration of the student, signing and stamping the same, as well as the submission of the act on the deregistration of the student deregistered by UBT.
3. The student can not be deregistered from UBT until he fulfills all obligations towards UBT, respectively until the Student Affairs Service provides adequate proof of deregistration in the relevant book.
4. In case the student wants to withdraw from studies at UBT, he will first need:
  - 4.1 To fulfil all the financial obligations in accordance with the obligations deriving from the study contract;
  - 4.2 Check with the librarian if there are any books to return;
  - 4.3 Fill in the form received from the Registration Office with a statement that he wants to withdraw from UBT;
  - 4.4 Collect the documents and submit the identification card.

### **Article 39**

#### **Re-registration is done according to the following procedure:**

1. The student has the right to re-enroll in studies in previously discontinued studies (continuation of studies).
2. The student from the previous paragraph of this article registers the continuation of studies according to the criteria in force of the study program for the academic calendar year that registers the continuation, under the possibility of accepting the previous exams.
3. The request for continuation of studies is made no later than September 30 (determined by MEST) for the following academic year.
4. For specific and joint programs with other institutions of Higher Education, this date may be changed by the UBT administration.
5. UBT will determine the conditions for continuing studies with a special act.

6. The decision regarding the REQUEST of the student for continuation of discontinued studies is issued by the person authorized by the administration, according to the procedure listed below:
  - 6.1 The request for re-registration is completed (taken at the Office for Student Affairs) and the same is submitted to the Student Service. The student must also attach a transcript of grades to the application;
  - 6.2 The student is notified of the re-registration conditions and obligations according to the plan and program of studies by the vice dean / responsible person of the faculty;
  - 6.3 The Student Service, in accordance with the Finance Office, notifies the student of financial obligations that the student must fulfill.
  - 6.4 Completed documentation is archived in the student file.

## **VIII. STUDENT RIGHTS AND OBLIGATIONS**

### **Article 40.**

- 1.1 The student has the right of:**
  - 1.2 Attending lectures defined by the study program.
  - 1.3 Passing exams in the manner and within the deadlines set by UBT, according to the study program.
  - 1.4 Enrollment in the highest year on the basis of meeting the conditions and criteria specified in the study program.
  - 1.5 Completion of studies according to the study program in accordance with the Law, the Statute and this regulation.
  - 1.6 Participation in the work of student gatherings and other study organizations.
  - 1.7 Participation in the work and decision-making in the bodies of UBT, councils and other scientific, research, cultural and sports bodies, etc., in accordance with the Law, Statute and other normative acts of UBT.
  - 1.8 Qualitative studies and educational process in accordance with educational programs, as well as the right to declare against the quality of lectures.
  - 1.9 Complaint in case of violation of any of his rights as provided by Law, Statute and normative acts of UBT.
  - 1.10 Other rights provided by Law, Statute and other normative acts of UBT.

2. The student is obliged to honor, respect and behave in accordance with student regulations and general normative acts of UBT, as well as other obligations at UBT.
3. The mutual rights and obligations of the student and UBT are determined by a CONTRACT ON STUDIES, which is concluded and signed upon enrollment in the first year of studies.
4. The responsibilities, as well as the rights and obligations of the student, are regulated in more detail by a special normative act of UBT. However, during work and study time:
  - a. The student must maintain the business and intellectual confidentiality of UBT, in accordance with UBT's policies on intellectual property and authorship.
  - b. Students do not have the right to speak and act on behalf of UBT without the prior written approval of UBT.
  - c. The student must preserve the property of UBT.
  - d. The student is not allowed to use UBT (students, staff, facility) to achieve their business goals without authorization.

### **Study leave**

#### **Article 41.**

**1. The student has the right to leave during studies in the following cases:**

- 1.1 during the duration of pregnancy,
  - 1.2 during the duration of parental leave until the child turns one year old, respectively until the end of one (1) academic year until the child turns 1 year old,
  - 1.3 during the duration of the longest medical leave,
  - 1.4 in other reasonable cases of discontinued studies.
2. In case of obstruction and non-fulfillment of student obligations due to illness, justified by adequate medical documentation, the student will be approved the request study leave for an adequate calendar year, specifically until the elimination of circumstances which have hindered the continuation of studies.
  3. Upon a well-reasoned and well-argued request - as well as with the necessary material evidence attached to the request, the student's request for study leave for other reasons may be approved by the responsible person of UBT.



4. The request must be submitted within 30 days from the day of becoming aware of the reasons based for permission to leave studies, while the person in charge must decide the case by issuing a special decision within 15 days from the date of submission of the request.
5. During the break time of studies, the student does not have the right to take the exams, as well as to benefit from the services of UBT.
6. The time off of studies is not calculated in the time provided for studies.

### **Study costs**

#### **Article 42.**

The costs of studies are borne by the student, in accordance with the normative acts of UBT.

### **Academic progress**

#### **Article 43.**

1. A student during an academic year can earn a maximum of 60 ECTS, while the part-time student can earn a maximum of 40 ECTS. This is also determined by the administrative instruction of MESTI.
2. The student during the academic year is called an active student, if he / she has a regular / valid contract with UBT and has at least successfully earned within the academic year 10 ECTS. A student who fails to accumulate at least 10 ECTS within the academic year is considered a passive student.
3. The student can not take the exams which are a prerequisite for passing certain subjects in the study program (eg to take the exam in Mathematics 2 without completing Mathematics 1, etc.).
4. Students who do not meet the above criteria will have to re-enroll the same year in the next academic year, subject to the new contractual rules.

### **Tuition fees**

#### **Article 44.**

1. Students pay the compensation for studies in a certain amount for the respective study program and for the respective year of studies. The amounts are determined by the UBT bodies in the competition for student registration.

2. Students are required to liquidate the relevant fees in accordance with the study contract on the basis of the academic year.
3. Students are obliged to make the relevant payment for enrollment in the studies of the academic year, while in the case of enrollment in studies to make the payment of the first installments, while the other months are divided into equal installments of payments, deducting the payments of two installments in the last two months of the respective academic year.
4. The student is obliged to make the payment in the UBT account, no later than the 5th of the following month.
5. Students are obliged to pay the amount of the contract payment in full even if they voluntarily leave UBT before the end of the academic year.
6. Students are exempted from payment in exceptional cases (force majeure), for which the competent body of UBT may exempt them from payment for the remainder.
7. For the material services provided, the costs should be covered by the student, as well as the costs of participating in an excursion, evening, stay abroad, etc., only if something similar is provided free of charge by UBT.
8. In all cases when the student does not liquidate the obligation within the set deadline, the sanction for delays follows, provided in the Regulation for Financing of Studies.
9. If the student does not make the payment, his / her student status is frozen (blocked). Freezing the status means blocking the recording of grades, blocking certificates-transcripts, diplomas, and other services within UBT.
10. In exceptional cases, for objective reasons, the student addresses the relevant commission formed by the Rectorate, specifically for the implementation of this regulation, with a request for relief in eventual delays. The objective material and financial situation of the student is not considered an objective reason.
11. In case of re-enrollment of the course, the student must pay for the course credit for the respective level.
12. In case the student does not pay within the month and the same issue is repeated in the next month, UBT has the right to terminate the contract and provide services, concretized with the student contract.

13. If the student retakes the course, then the payment is made in proportion to the number of credits and the amount per academic year.

#### Reimbursement of student tuition fees

##### Article 45.

1. Students do not get back the payments made for studies at UBT.
2. If the student who makes the payment requests that the same funds be transferred to a close family member (brother or sister), this is not allowed.

#### Enforcement of rules

##### Article 46

The Finance Service at UBT, the Student Service, the administration, the faculties are responsible for the strict implementation of the rules and procedures for monitoring the timely performance of the student's contractual obligations, as well as taking all necessary actions for their collection.

### **Student scholarships**

#### **Article 47.**

1. Depending on the financial possibilities and annual plans, UBT allocates scholarships for results achieved in studies, social needs or other types determined by decisions and special criteria by the Rector.
2. Scholarships are awarded at the beginning of the academic year or in a special ceremony, organized for this occasion at UBT.
3. Scholarships for achieving excellent results in studies are awarded to students who have the status of full-time students, complete exams on a regular basis, have achieved a sufficient number of credits at the level of studies.

### **Mobility**

#### **Article 48.**

1. UBT students can complete one or more semesters or study visits to partner universities with UBT or in various industries, with scholarships, with a grant won by various support programs and projects in the country and abroad or even self-financing.

2. This mobility is based on the study plan that the student will carry out at the partner university and with the approval of UBT (the so-called Learning Agreement, ERASMUS).
3. In accordance with the credit transfer criteria, the student can then make the transfer from another study program, from study visits or professional internships to his / her own study program at UBT.
4. The transfer of students is realized in the deadlines set by the Ministry of Education, Science, Technology and Innovation. While the transfer request can be realized throughout the academic year.
5. The acceptance of the transfer within UBT is realized by the Transfer Commission, established by the dean.
6. The commission submits the transfer report, as well as signs it.
7. The Student Service, in accordance with the transfer decision, registers the student.
8. A special decision determines the way of calculating the ECTS that the student must realize inside or outside UBT.
9. The ECTS points are accepted as if they were given within the main study program, while the value of the course points corresponds to the study program within UBT where the student continues his studies.
10. During the mobility period, the student continues financial obligations to UBT in accordance with the study contract.

## **IX. SPECIAL CATEGORIZATION OF STUDENTS**

### **Categorization of athletes**

#### **Article 49.**

1. Athletic students are categorized students who have achieved significant sports results and achievement of ranking in competitions that are organized or that are under the jurisdiction of national sports federations and committees, respectively competitions that are organized and held under the patronage and jurisdiction of international sports federations and committees that are accepted by the International Olympic Committee.
2. All necessary elements for the categorization of athletes are sanctioned with special norms, approved by the Council of the Olympic Committee of the Republic of Kosovo.
3. Students can apply to obtain the athlete student status.

4. UBT with normative personal acts will sanction suitable study conditions for regular sports students, as follows:

4. a. assessment of the status of the athlete categorized in the case of enrollment in studies,
5. b. adapting the conditions related to the obligation to attend lectures,
6. c. the need to appoint a mentor or leader,
7. d. allocation of full student status rights,
8. e. the realization of the right to use the opportunity to leave studies,
9. f. allowing distance learning,
- g. description of the manner and form of further continuation of studies in case of termination of the studies status of the categorized athlete.

The status of categorization of athletes is determined at the request of the student at the beginning of the academic year, by issuing a decision on categorization or other necessary document. The administration of UBT, in cooperation with the dean of the faculty, in accordance with paragraph 3 of this article, allows the teaching of the study program under adapted conditions until the student achieves the necessary results of success in lessons.

Special conditions can be provided in accordance with the specifics of special studies, as well as the level of athlete categorization of the student.

### **Distinguished student**

#### **Article 50.**

1. A distinguished student is considered a student who:

1.1 Finishes the exams of the respective academic year on a regular basis (January / February and June / July) within the same academic year;

1.2 Average grade 9.0 or higher overall, but not with rejected or retested grades;

1.3 To have properly completed the financial payments of the studies;

1.4 Not to be punished within the institution;

1.5 To have shown active participation in extracurricular activities and events organized by UBT.

2. The conditions for accelerating the advancement during the studies are determined by the Faculty Council with a special act.

## **Guest students**

### **Article 51.**

1. A guest student is considered a full-time or part-time student, who comes from higher education institutions from the country or from abroad, and who enrolls part of the study program in studies that are implemented at UBT.
2. The rights, obligations and responsibilities of the guest student, the manner of fulfilling the financial obligations and other issues related to the status of the guest student are regulated by SPECIAL CONTRACTS and according to the rules in force in the country and the acts of UBT.

## **X. COMPLETION OF STUDIES**

### **Article 52**

The manner of completion of studies is determined by law and study programs, as well as by normative acts of UBT.

### **Achieving professional and academic title, as well as academic level**

#### **Article 53.**

Upon completion of studies in accordance with this regulation, professional designation or academic designation or academic level is achieved, as well as other rights in accordance with certain norms.

### **Documents on studies**

#### **Article 54.**

1. After the completion of the studies, a document (diploma or certificate) is issued, which confirms the completion of the studies, as well as the achievement of the professional or academic title, respectively the adequate professional or academic level.
2. The document from the previous paragraph is treated as a PUBLIC DOCUMENT and is written in Albanian and English.
3. In addition to the document from paragraph 1 of this article, an additional document on studies is issued, which certifies the passing of exams, as well as other necessary notes for understanding

the achievement of the respective professional or academic qualification, as well as the adequate level.

4. The form of the diploma, certificate or other additional documents on the studies, their content as well as other relevant information for the transfer of ECTS points, are sanctioned by law and internal normative acts of UBT.

## **XI. QUALITY OF STUDIES**

### **ASSESSMENT**

#### **Article 55**

1. The evaluation of study programs is provided in the evaluation procedure in accordance with the law, as well as other legal norms which regulate the quality and qualitative composition and knowledge of higher education.
2. UBT with special acts regulates the evaluation of academic study programs within the internal norms of insurance and quality improvement of UBT.
3. The evaluation of the study program is carried out periodically by the staff, students and other interest groups, such as alumni, industry, etc.
4. The evaluation of the staff by the students is done periodically.
5. The system is periodically evaluated by external evaluation and certification bodies according to standards and best practices.
6. The evaluation of the coordinators and the dean by the academic director is done periodically, the evaluation of the staff by the dean and the coordinators, as well as the evaluation of the staff among themselves within the department for the contribution and cooperation during different academic processes.
7. Periodically the coordinators and the dean are evaluated by the academic staff within the department for organization and cooperation during various academic processes.

## **XII. DISCIPLINARY RESPONSIBILITY**

#### **Article 56.**

UBT staff and students are especially obliged to respect the code of ethics and etiquette of UBT. Responsibilities for disciplinary offenses, procedures and punitive measures are regulated by a special act of UBT.

### **XIII. FINAL AND TRANSITIONAL PROVISIONS**

#### **Article 57**

Amendments and supplements to this regulation are taken in the same procedure as the regulation itself.

#### **Article 58.**

1. This regulation enters into force eight (8) days after its signing, as well as after its publication on the notice board of UBT.
2. With the entry into force of this regulation, the regulation for the Second Cycle of Studies V2 is repealed.

**PRISTINE,**  
**Date, \_\_. \_\_ 2020**

**BPrAL UBT College**  
**President**  
**Prof. Dr. Edmond HAJRIZI**

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