



Private Provider of Higher Education  
UBT COLLEGE

41-9/V2  
Regulation on student registration

**REGULATION**  
**FOR STUDENT REGISTRATION**

Pristina, 30/03/2020

Based on the respective provisions of LAW no. 04 / L-037 ON HIGHER EDUCATION IN THE REPUBLIC OF KOSOVO, as well as in the provision of article 88 of the Statute of PBHE UBT College, the President approved this:

## **REGULATION FOR STUDENT REGISTRATION**

### **General provisions**

#### Article 1

1. This regulation defines the basic academic and administrative criteria in the process of enrolling students in UBT College.

UBT College registers students in accordance with the decision of accreditation and licensing of programs.

1. The registration of students is done based on the public competition published through the means of information as well as on the electronic platforms of UBT (website, social media, brochures, bulletin board, etc.) in accordance with the criteria and conditions determined by the competition.
2. The registration of students is done on the basis of signing a contract or an agreement between UBT College and the student through which the obligations of both contracting parties are determined, accepting and including the obligations arising from the internal acts of UBT as and legal obligations in the Republic of Kosovo.

### **Planning**

#### Article 2

1. Student enrollment is preceded by a thorough and accurate planning process, which is based on academic, physical, administrative, financial capacities as well as in accordance with the law and requirements of the market economy.
2. Planning includes the total number of students who can enroll in each study program licensed by the Ministry of Education, Science and Technology (MEST), and Accredited by the Kosovo Accreditation Agency.
3. The Academic Council based on the decision for accreditation and licensing announces the public competition for the registration of new students in accordance with the quotas set by these decisions

## **Competition**

### Article 3

1. The competition for the registration of students in the new academic year is announced by the Academic Council in accordance with the deadlines set by the administrative instruction of MEST and determines the conditions and criteria for registration
2. The rights of the candidates for competition, the criteria and conditions of registration are announced in the competition. Candidates are informed through the competition about the necessary documents, the competition procedure and the place of competition.
3. The competition is open until the filling of vacancies announced by competition and in accordance with the deadlines according to the administrative instruction of MEST.
4. For certain programs, the faculty council may set special additional criteria for enrollment in studies.

## **Competition procedure**

### Article 4

1. The Student Admissions Office in cooperation with the Information and Promotion Office is responsible for the full and fair information of the candidates regarding all the procedures and supports the candidate during the registration process. During the registration, the candidate is informed about all the opportunities that the college offers to them during their studies, by providing them with relevant information material for the field and level of studies.)
2. Candidates can apply:
  - Online on the UBT website at the email address [www.ubt-uni.net](http://www.ubt-uni.net);
  - With physical presence of the applicant in the registration centers practiced by UBT.

After the application, the candidate is obliged to meet the conditions set for registration in order to complete the registration.

3. Candidates are obliged to within the deadline announced by the competition and the completion of the online application to appear at the Office for Student Affairs (CSO) and complete the registration procedures, in this case must

bring the necessary documents required by the competition promulgated and the regulation for Basic and second level studies.

4. Candidates who wish to enroll in studies must possess valid administrative documents, original pedagogical documents from previous education according to the administrative instruction from MEST.
5. The candidate can optionally provide notarized registration documents.
6. If the college official doubts the authenticity of the relevant document, he should seek the assistance of the official educational bodies for their verification. If the candidate for registration has pedagogical documentation issued by official educational institutions abroad, then the official responsible for receiving documents in college must instruct the candidate for their nostrification at MEST. The official can start the registration procedure while the candidate is obliged to bring the relevant documentation nostrified by MEST and only then can the relevant pedagogical documents be considered legal.

## Article 5

### **Registration**

1. The candidate who has met all the conditions and administrative and pedagogical criteria, is considered registered only when he signs the contract or agreement for study with the college.
2. The contract defines the general provisions, the obligations of both parties, the financial obligations for studies, the manner of termination of the contract, the rights of the contracting parties and the right to appeal in case of dispute. An annex to the contract or an annex to the contract may be attached to the contract to specify the specific study conditions and obligations for the respective students.
3. The contract takes legal effect when both parties agree to the terms and obligations arising from the contract and is signed by both parties. The contract is valid until the end of the studies.
  - The student is obliged to register for the semester to prove the continuity of studies,
  - Failure to register for the semester does not release the student from contractual obligations

4. On the occasion of registration, the student opens his personal file and is provided with the relevant identification document, the student identification card. The student is obliged to carry the identification card with him / her on the premises of the institution and to show it whenever the college officials request it for official identification needs. Each student enrolls in the electronic platform of UBT (SMIS) and the electronic platform of MES (SMIAL) at the beginning of the first year of basic studies, master studies and doctoral studies and is followed until his graduation with the relevant notes.
5. When the candidate is registered, he / she receives the status of a college student and is its user and contributor with all the rights defined by this regulation and other legal and pedagogical acts of UBT.

### **Entry into force**

#### Article 6

1. This Regulation enters into force eight (8) days after its signing, as well as its publication in the UBT Notice Board.
2. With the entry into force of this Regulation, the regulation for registration 41-9 / V1 is abrogated.

PRISTINA,  
Date, 30.03.2020

PBHE UBT College  
President  
Prof. Dr. Edmond HAJRIZI

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