



**Kolegji AAB**  
CILËSI. LIDERSHIP. SUKSESI!

# STUDY REGULATION

Provisional Commission for drafting the Study Regulation draft:

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- Shemsedin Vehapi, chairman of the commission
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Consultants:

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- Zija Rexhepi, Vice Rector for administration
- Bardha Qirezi, Head of the quality assurance office at the Faculty of Economics
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Approved by:	Senate of BprAL AAB  The rector
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In accordance with the BprAL AAB Statute (hereinafter referred to as AAB) and based on it, the Senate of the University in its meeting held on 31.03.2010 approves:

## STUDY REGULATION

### I. General Provisions

#### Section 1

The study regulation is based on the AAB statute and meets its provisions.

#### Section 2

This Regulation applies to all academic units of AAB and obliges both academic and administrative staff in its application.

#### Section 3

The aim of issuing this Regulation is:

- a) To determine the form of teaching, scientific and artistic work;
- b) To determine the form of student assessment;
- c) To determine the conditions to be met by the student to take the exam;
- d) To determine the conditions for the year registration;
- e) To regulate the re-examination issue;
- f) And define other rules pertaining to students.

#### Section 4

- i. At the University, the main forms of teaching are: lectures, special individual and collective lessons, seminars, exercises, mid-terms, professional practice, course assignments, final exams.
- ii. Academic units, with the approval of the Rectorate and the Office for the Programs and Teaching Quality, may also define other forms of teaching, especially for verifying the acquired knowledge.

## Section 5

- i. Lectures as a form of teaching are, as a rule, are of compulsory participation. Lecture specifications determine the degree of compulsory attendance.
- ii. Teaching staff in their syllabuses determine the compulsory attendance.

## Section 6

- i. The student may attend exams in these deadlines:
  - a. January deadline,
  - b. April deadline; (April deadline lasts a maximum of 15 days, except for graduates).
  - c. June deadline,
  - d. September deadline and
  - e. October deadline.

## Section 7

The student's success on the exam or other knowledge assessment is evaluated with the following grades:

- a. 10 (A) - (Excellent, 91 to 100 points);
- b. 9 (B) - (Very good, with some errors, from 81 to 90 points);
- c. 8 (C) - (Good, with some errors, from 71 to 80 points);
- d. 7 (D) - (Average, with significant errors, from 61 to 70 points);
- e. 6 (E) - (Poor, meeting the minimum criteria, from 51 to 60 points);
- f. 5 (F, FX) - (failure to meet the minimum criteria, below 51 points)

In the form of written verification, a point evaluation system is used, the result of which is necessarily turned into a grade.

## Section 8

- i. To attend the exams at any deadline of the exam, the student is obliged to submit the exams;

- ii. Only students who are on the list of students who have no obligations to the University can attend the exam;
- iii. The announced list of students who have the right to take the exam must contain the necessary information about the exam, teaching staff and students;
- iv. Lists of students who are attending the exams are published at least 3 days before the start of the exam period;
- v. List of students can be completed and generated at least 1 day before the exam is held (this is done with an additional list);

#### Section 9

- i. The communication of the exam result is announced no later than seven (7) days after the exam is held;
- ii. The communication of the exam results is done through the list that is announced and includes only student identification number (index number) and exam results;
- iii. The refusal of a grade can be done within a period of 3 days from the date of the results' communication;
- iv. The student is obliged to make the refusal of the grade to the respective referent within the deadline set forth in the above paragraph.
- v. The grade in the final report submitted to the administration can not be refused and represents the final grade.

#### Section 10

The professor is obliged to submit to the administration the original certified report with his signature, and a copy remains to his/her side.

The deadline for submission of the final report is maximum 10 days from the day of the exam.

#### Section 11

- i. The dissatisfied student with the evaluation of the professor, within 3 days from the notice of the grade and after consultation with the subject professor may file a written complaint to the dean of the faculty concerned through the head of student service. The complaint must be reasoned.
- ii. Based on the reasonableness of the complaint, the dean decides on the appointment of three members of commission for the student assessment.
- iii. The chairman and two members of the commission are appointed by the dean within 48 hours of receiving the complaint.

iv. One of the members of the Commission should be from the other similar subject, while the professor, by which the student was not satisfied for the grade taken, can not be the chair of the commission and it is not mandatory for him to be a member of the commission.

v. The dean determines the time of the exam within three days from the submission of the student's request.

vi. The commission takes a decision by a majority of votes. The decision of the commission is a final act against which no means can interfere.

vii. The exam result is written in a separate commission decision, signed by all three members, which decision must be attached to the examination report from the same subject.

## Section 12

i. The exam from the same subject can be taken at most 5 times. The student who does not complete the exam at the 5<sup>th</sup> time may, at his/her request, be subject to a commission established by the dean of the faculty concerned.

ii. If the student does not pass the exam even on the 5<sup>th</sup> time, as well as before the commission, that student is obliged to attend the lectures and exercises of the respective subject again.

iii. If the student, even after the re-enrollment of the subject, does not complete the exam in the manner set out in the preceding paragraph, he/she loses the right to study.

## Section 13

The student earns the right for the following year registration as follows:

i. Earns the right to enroll for the second (II) year if from the first year he/she has secured over 30 ECTS.

ii. Earns the right to register for the third year if he/she has completed all obligations from I (first) year and has secured minimum 24 ECTS from II year.

iii. Earns the right to register for IV (fourth) year if he/she has completed all obligations from I (first) and II (second) year and has secured minimum 24 ECTS from III year.

## Section 14

a) The assessment of the professional subjects (exam or semester assessment) is done in specific forms.

b) The assessment of a subject's knowledge (exam) can be done:

- Written or

- Oral

- Combined, written and oral;

c) Ways of the knowledge assessment are determined by the respective department, based on the curriculum.

d) The exam theses, in all assessment cases, are drawn up by the head of the subject together with his/her assistant (where applicable) and is approved and signed by the head of the department.

## II. Knowledge assessment

### Section 15

a) The student earns the right to enter a subject examination when paying for the yearly obligations related to that subject, as foreseen in the curriculum.

b) The names of students who have earned the right to enter the subject examination are included in the exam list. It is signed by the assistant administrator of the relevant faculty or head of the student service and holds the seal of the faculty. Upon completion of the exam, the same is delivered to the secretary.

c) In no case shall the examination sheet be corrected and no one has the right to add names to it.

d) Receipt of the withdraw is done by signature.

### Section 16

Exams and re-exams are conducted within the deadline set in the structure of the academic year, approved by the dean of the respective faculty. Their dates are proposed by the faculty - department and are announced no later than two weeks before the beginning of the semester.

### Section 17

Exams are not public and public participation is not allowed. The public can only participate in the public defense of the thesis (BSc and MSc).

### Section 18

Exams take place at the appointed time and date. In case of impossibility of conducting the exam on a certain day, the dean, by written order, annuls it and assigns a later date, which is conveyed to the students.

### Section 19

i. The student, who in the system is employed, is not allowed to enter the second time on a subject's exam within one semester.

ii. The student attends the exam with a photograph identification document (index or university identification card).

## Section 20

Students who transfer in the framework of international projects and programs in which the University participates do not need to prove participation in the learning process. If students have passed examinations abroad at universities from similar subjects, those exams are recognized and students do not need to attend in those exams.

## III. Graduation

### Section 21

- i. At the end of the studies, the graduating students earn the relevant professional title from the subject they have studied;
- ii. A candidate who fails to graduate in the first diploma thesis defense has the right to represent the diploma defense at the next semester;
- iii. The student who has completed all the requirements of the curriculum and has defended the diploma (with a diploma thesis or examination) is provided with a corresponding diploma;
- iv. The diploma is completed and signed by the Rector and the Dean. Each of their name, surname, rank and title of the scientific is written. Their signatures are certified by the seal of the Institution.

### Section 22

- i. Diploma withdraw is done personally by the graduate, signed and evidenced in the respective register.
- ii. If the presence of a graduate is impossible, the diploma withdraw can be done by one of the family members, showing the identification document or any authorized person in writing.

### Section 23

- i. If the diploma is not completed correctly, the person concerned should not withdraw it and can require the withdraw of a regular diploma.
- ii. If the person concerned withdraws an irregular diploma, if the original is lost or damaged, then the University may issue a duplicate diploma. The duplicate diploma is issued in accordance with the following terms and conditions:
  - a. The student must declare the missing diploma invalid in one of the daily newspapers;
  - b. The extract from the daily newspaper should be archived in the student's file;

- c. The diploma is issued with the same data as the previous diploma;
- d. In the top right corner is marked "DUPLICATE", the number of the protocol and the release date (this may be a seal that contains this data);
- e. The diploma data is described and are the same as the previous one except the addition of data from the above section.
- f. The procedure and other details for issuing the diploma may be regulated by a separate regulation.

#### Section 24

The ceremony for the diploma submission is organized once a year. Students who can not attend the ceremony, can later withdraw the diploma personally.

#### IV. Rights and obligations of the student and the teaching staff

#### Section 25

The student has the right to:

- a) Participate in lectures, seminars and other teaching activities;
- b) Use all the installations and equipment of the University, according to the respective rules, to carry out the curriculum;
- c) Use the library, criminology laboratory and arts and sports equipment of the University;
- d) Be represented at the University Senate in accordance with the Statute and relevant regulations;
- e) Be part of different non-political associations in accordance with respective legal and sub-legal acts;
- f) Complaint regarding the teaching process or the premises where the lesson is held.

#### Section 26

- i. The student completing their studies has the right to improve at most two grades.
- ii. The student must submit a request to the dean of the respective faculty for grade improvement, the request must be justified.
- iii. After the approval of the request, the student may attend the exam.
- iv. For grade improvement, the student is only tested once and the grade taken in the end remains.

## Section 27

- i. The student who successfully completes the academic year in the June deadline and reaches an average grade of 9.5 and above can be allowed to attend the following year's exams in September deadline even without attending to the lectures.
- ii. The student who wishes to use the right under paragraph 1 of this section must submit a request to the dean of the respective faculty and attach the certificate of grades as proof of the completed exams and for the required average.
- iii. The academic council of the faculty decides on the basis of the request for positive or negative response.

## Section 28

- i. The student or students have the right to complain about rules violations of the exam development. The complaint is submitted to the dean within 48 hours of the exam completion.
- ii. The dean of the faculty, after verifying the violations with the department's head and the examination commission, makes a final decision.
- iii. In case the complaint is fair, the dean decides to cancel the examination within three days from the day of the complaint and orders its repetition on a particular date within that examination period.

## Section 29

The student is obliged:

- a) To know in detail the rules of the University - faculty and its obligations and to be aware of their respect, otherwise the University is not responsible for the possible consequences as a result of their failure to recognize;
- b) To know and apply strictly the teaching rules and its obligations;
- c) To pay all the obligations set out in the curriculum and course programs;
- d) To respect the rights of the University staff and other students;
- e) To maintain the prestige and dignity of the University.

## Section 30

- a) Violation of University rules shall be considered as all actions taken by the student affecting the personality of the teaching staff and any other employee of the University, ethical and moral norms such as: duplication of exams, falsification of various documents, non-moral acts, theft etc. When these actions do not carry elements of the offense.

b) A disciplinary procedure shall be initiated to the student who commits these actions based on the disciplinary procedure regulation.

c) The lightest disciplinary measure is warning, and the most serious measure is the permanent exclusion from the University.

#### Section 31

The rights and obligations of the teaching staff are determined by the employment contract and the acts of the University.

#### Section 32

a) The maximum deadline of completion of full university studies is up to twice the regular term.

b) Students who fail to complete their studies within this deadline lose the right to continue their studies.

c) Students who are recruited twice a year in the same academic year lose the right to continue their studies.

d) The maximum deadline for the diploma defense is up to three years from the completion of the studies.

### V. Transitional provisions

#### Section 33

If the provisions of this Regulation are in contravention of the provisions set by the AAB Statute, the provisions of the Statute are of priority.

#### Section 34

The University Regulations may be amended as its approval procedure.

#### Section 35

This Regulation comes into force on the date of its approval by the University Senate but is applied retroactively from the beginning of the academic year 2009/2010.

Previous generations complete studies according to the old regulation.

The rector

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