



Kolegji AAB
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REGULATIONS ON STUDENT ACADEMIC MOBILITY

Pursuant to Law no. 04 / L-037 On Higher Education in the Republic of Kosovo and the Statute of AAB College, the Senate in the meeting held on: 17.05.2019 approves the following:

REGULATIONS ON STUDENT ACADEMIC MOBILITY

General Provisions

Article 1

The Regulation on Academic Student Mobility of AAB College (hereinafter - the Regulation), is based on the Statute of AAB College, the Administrative Instructions of the MEST, the principles of the Bologna Process, and the guidelines of the European Higher Education Area.

Article 2

Through this regulation, AAB College regulates and defines the conditions and procedures of student academic mobility from licensed and accredited Universities or Higher Education Institutions, local and international, to AAB College, and vice versa.

Types and forms of mobility

Article 3

1. Academic mobility at AAB College is realized as follows:
 - 1.1. mobility realized by students of foreign universities in AAB College;
 - 1.2. mobility realized by AAB College students in any foreign university.
2. Forms of realization of academic mobility of students are through:
 - 2.1. inter-institutional cooperation agreement with the respective institution;
 - 2.2. cooperation agreement through ERASMUS, or
 - 2.3. in individual form with institutions with which AAB College does not have inter-institutional cooperation agreements.
3. Credit calculation (ECTS) is done in accordance with the European Guide for the Calculation of ECTS (ECTS Users Guide) and the Regulation of Studies of AAB College.

Obligations of AAB College

Article 4

1. Pursuant to this regulation, AAB College is obliged to:
 - 1.1.to support students and to provide them with all the necessary information and documents that enable the successful realization of the academic mobility of students in AAB College or vice versa;
 - 1.2.to review the documentation of students who have applied for academic mobility and to respond to them according to the deadlines provided in this regulation;
 - 1.3.to recognize the credits (ECTS) of students who have realized the academic mobility in a foreign university and to transfer those credits/courses in the respective program of the student;
 - 1.4.to issue the transcript of credits (ECTS) and other necessary confirmations for foreign students who have realized academic mobility in AAB College in order to transfer those credits/courses in the respective student program in his/her university of origin.

Basic mobility conditions

Article 5

1. The right to academic mobility in AAB College is given to all students from Kosovo and abroad, who are full-time students in a University or institution of higher education licensed and accredited by the competent body, and vice versa.
2. Academic mobility of students from an institution at AAB College and vice versa can be done from the second semester to the fifth semester.
3. Exams passed at the receiving university are recognized directly at AAB College if they are in accordance with the active curriculum up to 70%. Exams passed at the receiving university, which are not included in the curriculum of AAB College, can be accepted as electives if the relevance to the study program is assessed, or can only be included in the Student Diploma Supplement.
4. The grades of the exams passed in the foreign university are described in the electronic system of the students by the respective Dean's Office with the correct note of the decision on the acceptance of the passed exams.
5. In case of uncertainties, clarification may be requested from the Quality Assurance Office.

Mobility procedure for foreign students

Article 6

Application

1. Candidates who wish to realize academic mobility in AAB College from a foreign university with which AAB does not have a cooperation agreement should do so through the online application on the College website.
2. In addition to completing the online application, students must also submit the following documents:
 - 2.1. A copy of the identification document (Passport or ID card);
 - 2.2. A certificate from the sending university that confirms that the student is allowed to transfer to the host institution (AAB College);



- 2.3. The final transcript of the grades or the certificate for the status of the student from the sending University;
 - 2.4. Other supporting documents according to the specific needs or requirements of the student.
3. The above conditions may not apply to students of foreign universities who realize academic mobility in AAB College based on inter-institutional cooperation agreements, or the specifics of ERASMUS cooperation agreements.

Article 7

Timelines

1. Students who wish to realize academic mobility in the winter semester must submit their application no later than 15/09 of the respective year;
2. Students who want to realize academic mobility in the summer semester, must submit their application no later than 15/02 of the respective year.
3. The process of reviewing the student application must be completed within 15 calendar days from the date when the student has submitted the application for academic mobility at AAB College.

Article 8

Application review

1. The student's application and supporting documentation are sent to the dean's office.
2. The dean's office reviews the documentation and ascertains whether the student has brought the necessary documents and whether he/she has met the formal criteria for academic mobility.
3. After ascertaining that the student has met the format requirements, the dean of the faculty is obliged to issue the decision to allow student mobility at AAB College.
4. Academic mobility of students from a foreign institution in AAB College can be done only for the courses offered in the semester of the respective year in which the student applies. In case the student requests additional courses or courses of other years/levels, then a special request must be made which must be approved by the Vice-Rector for teaching and academic issues.
5. At the moment of the Dean's office of the respective Faculty issues a decision, the administration is obliged to notify the student via e-mail of his/her acceptance.
6. After receiving the e-mail, the student is obliged to make the transfer payment of the semester in the respective value for that study program. Payment must be made through the banking transaction on the details which are given in the e-mail sent to the student.
7. After receiving the student payment, the administration is obliged to provide online access to the student in all academic and teaching services, including access to literature, curriculum, lecture schedules, etc.
8. On the occasion of the physical appearance of the student at AAB College, the relevant Dean signs a tuition agreement with the student in which the rights and obligations of both parties are provided.



Article 9

The rights of foreign students

1. In accordance with this regulation, foreign students have the right to request the necessary support, information, and documentation so their academic mobility at AAB College can be successful.
2. AAB College is obliged to issue the transcript of credits (ECTS) and other necessary confirmations for students who have realized academic mobility in AAB College in order to transfer those credits/courses in the respective student program at his/her university of origin.
3. International students enjoy all other rights provided in the Regulation for Studies of AAB College.

Article 10

Obligations of foreign students

1. In accordance with this regulation and other legal acts of AAB, foreign students are obliged:
 - 1.1. to attend all the lectures foreseen according to the teaching agreement;
 - 1.2. to register for the exams and to successfully complete all the exams foreseen in the tuition agreement;
 - 1.3. to comply with the AAB College Code of Conduct;
 - 1.4. to comply, where applicable, with other obligations which are provided in the Regulation for Studies of AAB College.
2. Only if all the conditions of the tuition agreement are met by the foreign student, AAB College will issue the transcript of the grades provided in Article 9, paragraph 2.

Mobility procedure for students of AAB College

Article 11

Application

1. The candidate who wants to realize academic mobility in a foreign university with which AAB College does not have a cooperation agreement must submit to the dean's office the documentation for review, which must contain:
 - 1.1. a completed application that has been accepted by the foreign university;
 - 1.2. the list of courses they plan to attend at the foreign university, including the number of their credits (ECTS) and the learning outcomes of those courses;
2. The above conditions may not apply to AAB College students who realize academic mobility in foreign universities on the basis of inter-institutional cooperation agreements, or the specifics of ERASMUS cooperation agreements.



Article 12

Timelines

1. Candidates from AAB College who wish to realize mobility in a foreign university must notify the administration, respectively the Dean's Office at least one month in advance.
2. The student application review process must be completed within 15 calendar days from the date the student submitted the application for academic mobility.
3. The above conditions do not apply if the provisions of the inter-institutional cooperation agreements, or the specifics of the ERASMUS cooperation agreements, provide for other requirements.

Article 13

Application review

1. The student should carefully choose the list of subjects that are comparable to the curriculum of AAB College.
2. The student cannot submit an application for academic mobility in any foreign university for the courses which he/she has already done in AAB College.
3. The Dean's Office reviews the application submitted by the student and compares the selected subjects and ascertains whether the subjects chosen by the student are in accordance with the curriculum of the study program.
4. In case the courses selected by the student match up to 70% with the courses of the curriculum of the respective program (name, number of ECTS, learning outcomes) then the student's request is considered accepted.
5. In case the name of the courses chosen by the student does not correspond to the name of the courses according to the AAB curriculum, but the number of ECTS and the learning outcomes are comparable up to 70%, then the student's request must be accepted.
6. In case the learning outcomes of the courses selected by the student do not correspond to those of the courses according to the curriculum of AAB, the dean's office suggests to the student to change the courses. Otherwise, those courses can be accepted only as elective subjects or placed in the Student Diploma Supplement.
7. In case of ambiguities, the Dean of the Faculty consults with the Vice-Rector for teaching and academic issues.

Article 14

Recognition of academic mobility

1. After receiving the application, the Dean of the faculty is obliged to issue a decision/certification which confirms that the selected student courses will be accepted upon his/her return to AAB College.
2. The Dean of the respective Faculty and the student sign the tuition agreement in which the rights and obligations of both parties are foreseen.
3. In case the student in the meantime receives additional courses, which exceed the number of credits according to the tuition agreement, or courses that do not comply with the AAB curriculum, those courses will be accepted by the student only in the diploma supplement.



4. After the realization of the academic mobility in the foreign university, the student is obliged to bring the transcript of the grades which proves that the student has successfully passed the exams in the selected subjects according to the application.
5. The Dean of the respective Faculty is obliged to notify the administration within 15 calendar days for the recognition of the student's academic mobility in order to transfer the student grades to the electronic system of AAB College.
6. In case the student has not managed to successfully pass the exams in the selected subjects according to the application, then he/she is obliged to enter the exams at AAB College in accordance with the time limits provided in the Regulation of Studies.

Article 15

Obligations of AAB College students

1. Students who realize academic mobility in a foreign university are obliged to:
 - 1.1. attend the courses offered at the host university;
 - 1.2. accumulate credits according to the tuition agreement;
 - 1.3. take exams according to the learning agreement;
 - 1.4. abide by the rules of the host university.

Article 16

The rights of AAB College students

1. In accordance with this regulation, AAB College students have the right to:
 - 1.1. seek the necessary support, information, and documentation so their academic mobility at the foreign university can be successful;
 - 1.2. receive all necessary confirmations in order to facilitate the process of academic mobility of students.
2. Students who realize academic mobility outside AAB College, are exempted from paying the respective semester at AAB.

Transitional Provisions

Article 17

The whole process of academic mobility of students is supervised by the Office for International Cooperation and in coordination with the faculties.

Article 18

This Regulation may be edited according to the procedure of its approval.

Article 19

In case the provisions of this Regulation are in conflict with the provisions of the Statute, the provisions of the Statute shall prevail.



Article 20

This regulation repeals any provision of other regulations related to the academic mobility of students that is in conflict with it.

Article 21

This regulation is effective from the date of its approval by the Senate of the College.

Rector of AAB College

Prof.ass.dr. Lulzim Tafa





The Senate of AAB College, in the meeting held on 17.05.2019 took this:

DECISION

1. The Regulation on academic mobility of students is APPROVED

The decision should be delivered to:

1. Vice-rectors
2. The Secretary
3. Deans
4. Members of the Ethics Commission

Dr.sc. Lulzim Tafa

