



Kolegji AAB
CILËSI. LIDERSHIP. SUKSESI!

REGULATIONS FOR BACHELOR'S STUDIES

Persuant to Law Nr. 04/L_037 On Higher Education in the Republic of Kosovo and the Statute of the AAB College, the Senate, in the meeting held on 17/12/2021 approves this:

Regulations for Bachelor's Studies

General provisions

Article 1

The Regulation for Bachelor's Studies is based on the statute of AAB College and complements its provisions.

Article 2

This Regulation applies to all Faculties and obliges students and academic and non-academic staff in its application.

Article 3

The purpose of issuing this Regulation is to:

- determine the form of teaching and the scientific and artistic work;
- define the form of teaching and learning;
- determine the form of students' assessment;
- determine the form of holding and organizing exams;
- determine the conditions for enrollment for the academic year;
- adjust the retest garment; and to;
- define other rules related to students.

Article 4

Admission and enrollment of students

1. Admission to bachelor studies is based on public competition and based on the selection procedure and evaluation criteria set by the Senate.
2. A registered student is considered a student who has met the conditions for registration and is registered in the information management system in the higher education of the ministry.
3. The decision for announcing the vacancy is taken by the Steering Council

Article 5

Admission Criteria

1. The conditions for admission to bachelor studies are:
 - 1.1 Successful completion of high school as witnessed by a certified diploma;
 - 1.2 Successful completion of primary and secondary school with at least 12 years of schooling certified by the relevant diploma;



- 1.3 Special authorization issued by the Ministry;
 - 1.4 Successful completion of the National Matura Test according to the criteria set by the Ministry of Education, Science and Technology, which is confirmed by relevant evidence;
 - 1.5 Successful completion of the entrance exam;
 - 1.6 Completion of the file with the formal documentation as determined by MASHT;
 - 1.7 Additional admission requirements may be set for specific study programs.
2. The areas in which the entrance exam is organized are determined by the Teaching Council of the Faculty.
 3. The Dean of the Faculty forms a three-member commission which is responsible for the administration of the entire student admission process, including the compilation of the entrance test, the control of the tests and the announcement of the results of the candidates, etc.
 4. The final result for enrollment in studies should include at least: the points of the Matura test, the success achieved during the previous education and the result of the entrance exam.
 5. Candidates from other countries who meet the admission criteria set out in point 1.1, also have the right to compete.
 6. In case of organizing studies in English, international students have the right to compete as well.
 7. Candidates who have completed secondary education outside of Kosovo, must possess a decision issued by MASHT for recognition and equivalence of their diploma.
 8. Candidates who have failed to be accepted, can complain to the dean of the respective faculty within a period of three (3) days.
 9. The final decision on the admission appeal is made by the Commission of Studies.
 10. The administrative process of student registration is administered by the Central Administration.

Article 6

Transfer

1. Transfer of studies implies that new students are registered on the basis of the European Credit Transfer System (ECTS).
2. All students from the Republic of Kosovo and abroad, who have studied in a higher education institution licensed and accredited by the competent body, have the right to transfer.
3. Transfer studies from one program to another is also possible either within AAB College or from other institutions of higher education.
4. Transfer of studies is allowed only in those cases when the programs have similarities between them at 70%.
5. The transfer can be done twice a year before the beginning of the semesters and the transfer is allowed at least in the second semester and at the latest in the penultimate semester.
6. Transfer in the first and last semester is not allowed.
7. Upon completion of the transfer procedure, students are not allowed to transfer their grades and/or ECTS from their previous program.
8. The transfer procedure is managed by the Transfer Office.
9. All transfers are registered in the transfer list which is submitted to the ministry according to the set deadlines.

The Transfer Procedure

Article 7

1. Students apply for a transfer to the Transfer Office.
2. Upon application, students must provide the following documentation:
 - 2.1 the form (transfer request);
 - 2.2 birth certificate;
 - 2.3 a copy of their identity card;
 - 2.4 diploma of successful completion of high school;
 - 2.5 the certificate of grades with the specified number of credits – ECTS, obtained during the study in the accompanying institution;
 - 2.6 the curriculum of the accompanying institution with a brief description of the subjects and learning outcomes;
 - 2.7 student index issued by the accompanying institution (if applicable);
 - 2.8 proof of accreditation of the study program;
 - 2.9 in case of uncertainties, the evidence from the ministry for the inclusion of the name in the electronic student management register of the ministry;

Article 8

1. After completing the documentation, the Transfer Office processes the case to the Dean's Office for case review and program evaluation.
2. The decision for the recognition and equivalence of the program is taken by the Dean of Faculty;
3. The Dean might consider the teacher's professional opinion is necessary for the recognition a certain subject she covers. In such cases, the subject teacher is required to compile a report on the curriculum and write a proposal as to whether the subject should be recognized or not.
4. In special cases, depending on how similar the courses are, a partial recognition of the course can be made, i.e ECTS. In such cases, students are obliged to take an exam for the remaining ECTS.
5. The exams evaluated in the accompanying institution, which are not included in the curriculum, can be accepted as elective course (credit transfer) if the connection with the study program is assessed.
6. In cases where the study program is profiled in later semesters, the candidate may request to be transferred to another program within the same faculty.
7. Student transfer is based on the ECTS defined in the admission to the study program.
8. The decision for the recognition of grades and the curriculum, must at least contain:
 - 8.1 student's information;
 - 8.2 information of the study program;
 - 8.3 exams and the obtained ECTS;
 - 8.4 exams and the equivalent ECTS;
 - 8.5 exams and the remained ECTS to be obtained, and
 - 8.6 other formal aspects of the decision.
9. The exams evaluated according to the decision of the Faculty, are described in the electronic system of management of the teaching process by the Administrative Officer of the Faculty.

10. The student is transferred to the respective semester or academic year according to the rules of student academic progress, depending on the number of ECTS completed.
11. After the completion of the transfer procedure, the candidate signs the contract for studies in the Transfer Office, obtains an account in the electronic system and gets equipped with a student's card. In such a case, the candidate acquires the status of student with full rights and obligations.
12. Financial obligations for the student start from the semester in which the student begins her studies.
13. The student transfer procedure, if necessary, can be completed with a special guide.

Article 9

Mobility

1. Academic mobility means the movement of students for certain periods of study in higher education institutions abroad.
2. Every enrolled student has the right to attend a certain semester or subject in any other accredited institution of higher education abroad.
3. International student mobility is based on an enrollment agreement which is signed between the student, AAB College and the host institution abroad.
4. Only courses that are part of the tuition agreement can be recognized by AAB College and/or by the host institution abroad.
5. Procedures and conditions of international mobility are defined in the Regulation on Student Academic Mobility.

Student's rights and obligations

Article 10

1. The enrolled student has the following rights:
 - 1.1. to participate in lectures, seminars and other activities organized in accordance with the curriculum;
 - 1.2. to express their free opinion and engage in debates within the learning process and outside it;
 - 1.3. to use library facilities, internet and other services for students;
 - 1.4. to be represented in decision-making and political interests of the institution;
 - 1.5. to participate in internal quality evaluation processes;
 - 1.6. to be informed correctly and in a timely manner about the issues of interest for their studies;
 - 1.7. to participate in the elections for the positions of students in the bodies of the institution;
 - 1.8. to organize in student organizations and to organize free and independent elections;
 - 1.9. to file a complaint for academic issues related to the lecture, evaluation as well as administrative and technical issues, as well as to be treated fairly and without discrimination in case of any complaint and/or procedural procedure initiated against him;
 - 1.10. to be protected from any form of discrimination as defined by this Statute and the relevant law in force;



- 1.11. to be provided with grade certificates, proof of student status, graduation certificates and other necessary documents for the student;
- 1.12. to be provided with diplomas and the diploma supplement with the regular completion of studies

Article 11

1. The student is obliged:
 - 1.1. to be informed and to implement the regulations approved by the institution;
 - 1.2. to respect the free opinion of other students;
 - 1.3. to respect academic and non-academic staff;
 - 1.4. to fulfill their obligations defined according to the curriculum, including lectures, assessment and practical work;
 - 1.5. to behave well inside and outside the premises of the institution so as not to discredit the institution;
 - 1.6. not to damage the inventory of the institution.

Article 12

1. violations of the rules are considered all actions performed by the student that violate the personality of the teacher and any other employee, ethical-moral norms, such as: cheating in exams, falsification of various documents, immoral acts, theft, etc.
2. disciplinary proceedings are initiated against the student who commits these actions based on a special regulation.

The electronic system and the student's card

Article 13

1. The management and processing of student's data is done through the electronic system for the management of student's data.
2. Upon enrollment in the study program, each student created a personal account in the electronic system which is called E-Student.
3. Access to the electronic system is done through the student's identification number and password.
4. The e-student is an internal electronic platform which enables the student to access all academic and administrative services, including:
 - 4.1. access to academic materials;
 - 4.2. receiving and submitting assignments and seminar papers;
 - 4.3. access to the electronic resources of the Library;
 - 4.4. receiving notifications;
 - 4.5. document generation;
 - 4.6. registration of exams;
 - 4.7. acceptance of exam results;
 - 4.8. consultations with the professor of the subject;
 - 4.9. collecting and storing ratings;
 - 4.10. data on participation in the lesson;
 - 4.11. access to legal acts and internal regulations;
 - 4.12. school fees;



- 4.13. participation in online teaching;
 - 4.14. processing of personal data and information;
 - 4.15. participation in discussion groups, etc.
5. Upon enrollment in studies, students are provided with a card which enables them
 - 5.1.evidence of participation in lectures and exercises;
 - 5.2.utilization of resources in the library;
 - 5.3.utilization of support and administrative services;
 - 5.4.other benefits with the institution's partners.
 6. The student card contains at least the following data: student's photo, identification number, unique card number, Faculty, study program, year of registration.
 7. The student card is the property of AAB College and in case of loss, the student must demand a new card.

Article 14

1. The management and the processing of data of the academic staff is done through the electronic system for the management of the staff data.
2. With the establishment of the employment relationship, each teacher creates a personal account in the electronic system which is called E-Professor.
3. Access to the electronic system is done through the username and password.
4. The e-professor is an internal electronic platform which enables the teacher to access all academic and administrative services, including:
 - 4.1.uploading and publishing syllabi and teaching materials;
 - 4.2.uploading their CVs and a list of representative publications;
 - 4.3.access to legal acts and internal regulations;
 - 4.4.setting the evaluation points;
 - 4.5.grading;
 - 4.6.placing notices and announcement for the students;
 - 4.7.distribution of homework assignments;
 - 4.8.access to electronic resources of the Library;
 - 4.9.generation of the exam reports;
 - 4.10. generation of personal data and information;
 - 4.11. online teaching;
 - 4.12. students' online consultations;
 - 4.13. participation in discussion groups with the students, etc.
5. By establishing an employment relationship, the instructor is provided an identification card which enables:
 - 5.1.evidence lectures and exercises have been delivered;
 - 5.2.access to resources of the library;
 - 5.3.use of support and administrative services;
 - 5.4.other benefits with the institution's partners.
 - 5.5.
6. The academic staff card contains at least the following data: the instructor's photograph, the identification number and the unique card number.
7. The card of the academic staff is the property of AAB College and in case of loss, the instructor is obliged to demand a new card.

Teaching and Learning

Article 15

1. Teaching and learning at the Bachelor level implies that all systematic actions between the instructor and the student in order to gain knowledge and skills, the elimination of responsibilities and autonomy of the student; is provided by the National Qualifications Framework for this level.
2. Teaching and learning are guided by the principles of inclusion, active student engagement in designing and delivering the learning process, and respecting the diversity and needs of students during the learning process.
3. Teaching is realized through: lectures, exercises, seminars, research projects, colloquia, professional practices, laboratory exercises, independent student work, assignments, field work, etc.
4. Departments can also define other forms of teaching work, depending on the specifics of the study program.

Article 16

1. Lectures as a form of teaching work are with mandatory participation.
2. Each instructor determines in the syllabus students' mandatory of participation.
3. The instructor is obliged to upload the syllabus in the electronic system before the beginning of each semester and to discuss the it with students at the very first lecture.
4. Students have the opportunity to propose changes in the syllabus, including teaching and assessment methods.

Article 17

Online Teaching

1. Online teaching and learning imply that all systematic actions between the instructor and the student are realized through electronic platforms at a distance or in a combined form.
2. Online learning is provided through synchronous and/or asynchronous learning and is implemented through electronic platforms.
3. Synchronous learning means the engagement and interaction of students and instructors in real time, which asynchronous learning means the engagement and interaction of students and instructors without their involvement at the same time.
4. The teaching load and the assessment methods, the duration of the academic hour and other important issues of online learning are determined by the relevant lesson plan and syllabi.
5. The organization of online learning is defined by separate guidelines.

Evaluation

Article 18

1. The purpose of the assessment is to measure the fulfillment of the learning outcomes by the students as defined in the syllabus of the course and the curriculum.



2. The measurement of the achievement of the learning outcomes is realized through continuous evaluation and summative evaluation.
3. During the continuous evaluation, the instructor evaluates the participation and engagement in lectures, seminar papers, assignments, laboratory exercises, presentations, reports, colloquia, field work, engagement in research work, etc.
4. The instructor defines the forms of assessment in the respective syllabus which are in harmony with the teaching methodology.
5. Grade calculation can be done only in continuous evaluation or by combining continuous evaluation with a final evaluation.
6. In each case, students must register for an exam through the electronic system in the relevant exam deadline.

Article 19

1. Based on course policies set out in the syllabus, student's success can only be measured by continuous evaluation.
2. Student assessment is done by collecting continuous assessments and the result of the student's final assessment.
3. For specific course, the evaluation of laboratory work, student's performance in practical work, artistic creation, etc. are all taken into account.
4. In the written evaluation formats, the system of evaluation based on points or percentages is used enables to calculate the grade.
5. The student's success is evaluated with grades as follows:
 - 5.1.10 (A) – (excellent, 91 to 100 points);
 - 5.2.9 (B) – (very good, with minor mistakes, 81 to 90 points);
 - 5.3.8 (C) – (good, with a few mistakes, 71 to 80 points);
 - 5.4.7 (D) – (satisfactory, with remarkable mistakes, 61-70 points);
 - 5.5.6 (E) – (enough, minimal criteria met, 51 to 60 points);
 - 5.6.5 (F, FX) – (incompletion of minimal criteria, under 51 points).
6. In all cases when students do not sit for an exam or perhaps cancel an exam, it is considered that she failed and is graded with 5.
7. Grades from 6 to 10, indicate that students have successfully passed the course. While grade 5 shows that students have failed to pass the exam and must re-register for the exam according to the deadlines provided by this regulation.

Exam Deadlines

Article 20

1. Students can sit for an exam on a regular basis which are:
 - 1.1.the January term, which begins no later than ten (10) days after the end of the winter semester and lasts up to thirty (30) days;
 - 1.2.the June term, which begins no later than ten (10) days after the end of the summer semester and lasts up to thirty (30) days;
 - 1.3.September term, which starts on September 1 of the respective year and lasts up to thirty (30) days;



2. Depending on the circumstance presented and specifics of the study programs, the Rector may decide to organize two additional (irregular) deadlines:
 - 2.1.The April term, which can last up to 15 days;
 - 2.2.The November term, which can last up to 15 days;
3. Students can take at most two (2) exams during the aforementioned irregular terms.

Article 21

1. The schedule of regular exams is published at the beginning of the academic year in the electronic system and on the website of the institution.
2. Depending on students'/instructors' requirements, the schedule can be updated no later than two weeks before the beginning of the exam period.
3. The schedule of irregular deadline exams is compiled by the administration and published at least two weeks before the beginning of the deadline.
4. To take the exams in any term, students are obliged to register the exam through the electronic system with the published deadline.
5. Students can register an exam from the moment of announcing the registration notice until one day before the exam.
6. Registration of exams through the electronic system can be done only by students who have completed their obligations to the institution.
7. Each student is shown the exam schedule in the electronic system for the respective term.
8. The list of students who will sit in the exams is made available to the instructor through the electronic system after the end of the exam registration deadline.
9. If the exam is organized by a commission, the commission is formed by the Dean with a special decision.
10. Those cases when the exam is organized by a commission are:
 - 10.1.when the student complains about the instructor's assessment;
 - 10.2.in case the instructor was absent;
 - 10.3.in case a student sits in the same exam for the fifth time.

The exam rules

Article 22

1. Exams are held according to the announced schedule. In case of impossibility to hold an exam on the appointed day, the Dean may set a later date for examination or may appoint a Commission for the administration of the examination.
2. The exam is held by the instructor or by a committee.
3. Students are required to appear on time for the exam. In case of appearing in a van, it is up to the teacher to decide whether or not to allow the student to take the exam.
4. The student appears in the exam with an identification document with photos (student card).
5. The duration of the exam is determined by the instructor and communicated to the student before the start of the exam.
6. Students, during the exam, must:
 - 6.1.respect the instructor's instructions;
 - 6.2.submit the paper within the time limit;
 - 6.3.respect the others in class;



- 6.4. not communicate with the classmates;
- 6.5. not use cellphones and other electronic devices;
- 6.6. not cheat in the exam;
- 7. Exams are not public and public participation is allowed only in MA theses defence.
- 8. Students are not allowed to sit in an exam more than once within the same term.
- 9. Other exam rules can be determined in syllabus, within the framework of academic policies.

Article 23

1. Instructors notify students about the rules of the exam, before the beginning of the exam.
2. If students do not follow the aforementioned examination rules, the instructor can warn students that their exam might be cancelled. In case of repetition of the violation, the instructor has the right to cancel the exam.
3. If the instructor, while checking the students' test, notices that they have provided identical answers, she has the right to cancel the exam and score them with zero points.

Article 24

Result Communication

1. Communication of the exam result is made no later than seven (7) days after the exam.
2. Communication of exam results is done through the electronic system individually, maintaining the confidentiality of the result of each student.
3. The rejection of the grade is done through the electronic system after the date of the consultations until the day of closing the exam report.
4. The final grade registered in the exam report submitted to the administration, cannot be rejected.
5. In case of any technical error by the instructor, after closing the exam report, the report can be improved upon special request by the instructor and approval by the Dean.
6. After the approval of the request, the instructor is enabled access to the electronic system for correction of errors in the report.

Students' complaints

Article 25

1. In case of written exams, students dissatisfied with the evaluation of the instructor, within three (3) days from the communication of the grade and after consultation with the instructor of the course, can file a written complaint to the Dean of the Faculty to review the evaluation of the test in a written form.
2. In case of a combined exam and an oral exam, students who are dissatisfied with the evaluation of the instructor, within (3) three days from the communication of the grade and after consultation with the instructor, can file a written complaint to the Dean of the Faculty for a pre-evaluation Commission.



3. Based on the reasonability of the complaint, the Dean within 3 (three) days, decides on the constitution of a Commission with three members and the instructor of the course cannot be part of the Commission.
4. The Dean sets the time for review and evaluation and the Commission within 3 (three) days decides on the review of the test and/or the evaluation of the student.
5. The commission takes a decision based on the majority of votes and sets a date for review. The decision of the commission is a final act against which no appeal can be filed.
6. The result of the exam is written in a special report of the Commission, signed by the three members, whose report must be attached to the report of the exam from the same subject within the respective term of the exam.

Article 26

1. Students have the right to appeal to the Dean of the Faculty for the continuous evaluation of their respective professors, for the points obtained in the semester test, the calculation of continuous evaluation points or for the evaluation method determined by the professor in the syllabus of the course.
2. The Dean, based on how meaningful is the student's complaint and in consultation with the coordinator, who, as a faculty member, decides on the student's complaint.

Article 27

The exam reports

1. The professor submits to the administration of the Faculty the original report of the exam, certified with her signature. A copy of the report is sent to the professor.
2. The professor of the course, after communicating the results, completing the consultations, within ten (10) days concludes the report in the electronic system and the final report printed and signed, submits it to the administration no later than fifteen (15) days from the day of the exam.
3. The form of the exam report is determined by special regulations.
4. The professor is obliged to keep the exam tests and assignments for at least one year from the day of submitting the final exam report.

Student's progress

Article 28

1. Students acquire their right to enroll in the following year:
 - 1.1. to gain the right to enroll in the second year if from the first year has obtained over 30 ECTS;
 - 1.2. to acquire the right to enroll in the third year if she has completed all obligations from the first year and has secured a minimum of 30 ECTS from the second year;
 - 1.3. to reserve the right to register for the fourth year if she has completed all the obligations from the first and second year and has obtained a minimum of 30 ECTS from the third year.



2. In case of offering integrated programs, students acquire the right to enroll in the fifth and sixth year, according to the rule provided in point 1.3 of this article.

Article 29

1. The maximum deadline for completion of studies is up to double the duration of studies.
2. Students who fail to complete their studies within this deadline, lose the right to continue their studies.
3. The right to continue their studies is lost in case students repeat their academic year for a second time.
4. The exam from the same course can be repeated at most 5 (five) times. Students who do not pass the exam for the 5th time (fifth), must take the exam before the commission established by the Dean of the faculty.
5. If students do not their exam for the 5th (fifth) time and also fail before the commission, the student is forced to repeat the course.
6. If students, even after repeating the course, do not pass the exam in the way specified in the aforementioned paragraph, she loses the right to studies.

Article 30

1. A student who successfully complete the academic year in the June term and achieves a grade point average of 9.5 or higher, may be allowed to enter the following year's exams in the September term without even attending the lectures.
2. Students who want to use the right mentioned in the above paragraph, must submit a request to the Dean of the Faculty and provide her with the grade certificates, as evidence of completed exams and the required average.
3. The Teaching Council of the Faculty decides on the basis of the request for a positive or negative answer.

Article 31

Regular and Part Time Studies

1. Students at the time of registration must determine whether they want to regular or part-time students.
2. Regular studies mean direct and regular participation in the learning process including attending lectures, exercises, completing tasks on time and completing the workload (ECTS) according to the fund of hours defined in the curriculum.
3. Each semester lasts for 15 weeks.
4. Part-time studies mean the student's participation in the learning process over long periods of time. The time frame of the implementation of the study program is done for a period of time defects from that foreseen for regular studies and is determined by the curriculum. The duration of the implementation of the part-time study program includes at least one additional academic year of full-time study.
5. Students have the right to change the form of studies, based on a decision of the Faculty Teaching Council.

Article 32

Interruption of Studies

1. Students may terminate their studies at any time, for a period not exceeding three (3) years due to health, economic or social circumstance.
2. Students submit their request for termination or continuation of studies to the Central Administration together with other documents that support students' request.
3. Termination of studies is considered only when the Dean of the Faculty approves the request.
4. Interruption of studies with the approval of the Dean is not counted in the repeated years, otherwise any interruption of studies is the same as non-appearance in the teaching process and is counted as a repeated year.
5. Interruption of studies means the suspension of any academic or administrative services for the student.
6. Students have the right to return or continue their studies at the beginning of each semester and no later than two weeks from the beginning.
7. Students address to the Dean of the Faculty their requests for return or continuation of studies, which will in turn either be approved or rejected.
8. With the approval of student's request for return, the latter is restored access to the electronic system of management of the teaching process with all the exams and credits realized, as well as access to academic and administrative services.
9. Termination and reinstatement procedure is administered by the Central Administration.

Article 33

Withdrawal from Studies

1. Students can withdraw from studies at any time. However, they must have paid all the remaining financial obligations, including material returning to the library.
2. Students must submit a withdrawal form to the Central Administration.
3. The withdrawal form of studies should wait for approval by the Central Administration.
4. Withdrawal from studies means closure of the electronic account, submission of the student card and termination of any academic or administrative service and loss of student status.
5. Students have the right to withdraw only after approval of their request.
6. In case of withdrawal, students are provided with the transcript of grades and credits obtained until the moment of withdrawal.

Graduation

Article 34

1. A student can graduate when she will have passed all the exams listed in the curriculum and when she has obtained 180 ECTS, respectively 240 ECTS or 300 and 360 ECTS in the integrated programs.
2. A student can graduate only when she will have passed a final exam or defended a diploma thesis in accordance with the study program curriculum.
3. The date of the final exam is considered as the date of graduation.
4. The date of the diploma thesis defence is considered as the date of graduation.



5. Writing a thesis is considered an individual work, proving that the theoretical skills achieved during their studies can be successfully used to solve practical problems in certain scientific fields.
6. Writing a thesis is also possible for two or three students (research group). In such cases, they should provide a detailed description of their individual contribution to the overall thesis writing.
7. Upon completion of academic and graduation obligations, students earn the title Bachelor of Science, Arts or Professional or Doctor of Medicine.
8. In study program in which the thesis is applied, the procedure is regulated by special guidelines.

Article 35

1. By fulfilling the obligations mentioned in the previous article, students gain the right to apply for a diploma.
2. An application for printing the diploma is made in the Central Administration.
3. The Central Administration performs a formal check of the student file to ensure that the latter is complete and the student has met all graduation requirements.
4. The diploma is completed and signed by the Rector and the Dean. Each of them must have their name, surname, degree and scientific title mentioned on the diploma. Their signatures are certified with the dry seal of the institution.
5. Upon withdrawal of their diplomas, students must sign and record their files in the relevant register.
6. In case students cannot withdraw their diplomas themselves, a family member is instead authorized to do so.

Article 36

1. If the diploma is not completed properly, students should not withdraw them but instead request a provision.
2. In case the original diploma is lost or damaged, a duplicate diploma can be issued.
3. The duplicate diploma is issued according to the following conditions and procedures:
 - 3.1. Students must declare loss of diploma in one of the daily newspapers.
 - 3.2. An extract from a daily newspaper must be archived in the student's file;
 - 3.3. The new diploma is issued with the same data as the previous one;
 - 3.4. In the upper right corner is the sign "DUPLICATE", the protocol number and the date of issue (this may also be a stamp containing this information);
 - 3.5. The data in the diploma are the same as in the previous one, except for the addition of data mentioned in the previous point;
 - 3.6. Other procedures and details concerning the issuance of the diploma can be regulated with special guidelines.

Article 37

1. The awarding of diplomas can also be done in an organized form in the form of graduation ceremonies for groups of students.
2. The graduation ceremony is organized once a year.



Article 38

1. Students – upon completion of their studies – have the right to improve at most two grades.
2. Students must submit a request to the Dean of the Faculty for improvement of the grade and the request must be justified.
3. After approval of the application, students in the regular term, can be subject to the exam from their respective courses.
4. For grade improvement, students are evaluated only once and the grade with which the student is evaluated at the end remains in force.

Article 39

Tuition fees

1. Students who attend the bachelor studies, are obliged to fulfill the financial obligations according to the fees approved by the Board of Directors.
2. The tuition fee is predetermined in the study contract and in the financial statements, which the student signs and accepts upon registration.
3. In special cases, students are exempted from paying fees according to the conditions and criteria set by the Governing Council.
4. Exemption of students from fees is done in the form of benefit of academic scholarships, and exemptions from payment of fees according to the categories defined by the Board.
5. For full-time and part-time studies, the Governing Council may set different tuition fees.
6. The dynamics of the settlement of financial obligations of tuition is defined in the student's contract.

The final provisions

Article 40

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

Article 41

The Regulation of Bachelor Studies can be amended according to the procedure of its approval.

Article 42

With the entry into force of this Regulation, Rule 101 on Studies nr. 3391/2010 dated 31.03.2010 and the Regulation on student transfer of 2009.

Article 43

This Regulation enters into force on the date of approval by the Senate and signature by the Rector.

Dr.Sc. Bujar Demjaha, Rector



The Senate of AAB College, in the meeting held on 17.12.2021, took this:

DECISION

The Regulation of Bachelor's Studies is APPROVED

The decision is to be delivered to:

1. The vice rectors
2. The Secretary
3. The Deans

Dr.Sc. Bujar Demjaha, Rector

