



Kolegji AAB
CILËSI. LEADERSHIP. SUKSESI

REGULATION ON THE REPORT OF THE EXAMINATION RESULTS

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Approved by:	Board of Directors of AAB College Chairman of the board _____
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Date of Approval:	20.05.2021
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Ref. Nr.	282/2021
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Pursuant to Article 33 of the Statute of AAB College (hereinafter AAB), the Board of Directors approves this regulation.

REGULATION ON THE REPORT OF THE EXAMINATION RESULTS

Article 1

The purpose of this Regulation is to determine the format and procedure for verifying the report on the results of the examination.

Article 2

The report on the results of the exam consists of two parts:

1. Report on student evaluation results and
2. List of students registered for the exam

Article 3

1. The report on student evaluation results contains notes about the subject and statistical data about the evaluation results and should be in line with the list of students registered for the exam.
2. The report on the results of student evaluation is completed by the professor of the subject and submitted to the administration of the faculty and must be signed by the:
 - a) Professor of the course
 - b) Administrative assistant of the faculty and
 - c) Faculty's dean
3. The report on student evaluation results should contain the following notes:
 - a) Faculty
 - b) Study program
 - c) Exam session
 - d) Academic year
 - e) Exam date
 - f) Course name
 - g) Name and surname of the professor
 - h) Course credits (ECTS)
 - i) The total number of students registered
 - j) Evaluation results
 - k) The time of the report submitted and
 - l) Signatures of competent officials

4. The report is printed in two copies, one is kept by the professor of the course and the other is submitted to the administration. The report submitted to the administration must be signed by the people provided in paragraph 2 of this article.
5. The report is considered valid only if it contains all the specified data and is signed by all competent people.

Article 4

1. The list of students registered for the exam contains notes mainly about the students' results achieved in the exam and in the preliminary assessments.
2. The list of students registered for the exams must contain the following notes:
 - a) Faculty
 - b) Name of the course
 - c) Course Status (compulsory, elective, optional)
 - d) Exam session
 - e) Name and surname of the professor
 - f) Exam date
 - g) Student enrollment generation
 - h) Name and surname of the student
 - i) Identification number (file or index)
 - j) Status
 - k) Intermediate evaluations
 - l) The number of points achieved in the final test and
 - m) Final grade
3. The list of students registered for the exam is printed in two copies and attached to the Report on the results of student evaluation.
4. The list of students registered in the exam is signed only by the professor of the course and the professor is obliged to sign on each page.

Article 5

The administrative assistant of the faculty is obliged not to accept the Report on the results of the student evaluation if it is not completed according to the requirements and the List of students registered in the exam if it does not contain the required notes and if it is not signed on each page.

Article 6

Both reports are generated by the student data management system and no intervention is allowed without the permission of the Dean of the Faculty and the consent of the Vice-Rector for teaching and academic affairs.



Article 7

In case the printed report is not identical with the data in the system, then the valid report is the one submitted to the administration and signed by all competent people.

Article 8

Other issues related to deadlines, evaluation forms, etc., are regulated by special regulations.

Article 9

With the signing of this regulation, the 2007 Regulation on the Report on Exam Results is repealed.

Article 10

An integral part of this regulation is also Annex I, which will also serve as a sample of the Report on the results of student evaluation and the List of students registered for the exam.

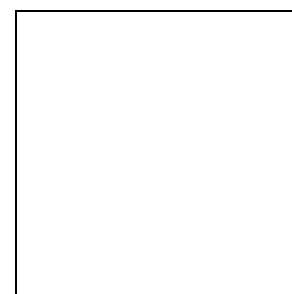
Prof. dr. Lulzim Tafa,
Chairman of the Board of Directors

Report on student evaluation results

The faculty:	
Program:	
Exam session:	
Academic year:	
Date of exams:	
Course:	
Professor:	
Year of study/semester:	
ECTS:	

Evaluation										
Generation	Total Registered	Abstention	5	6	7	8	9	10	Passed %	Haven't Passed

Date of submission of the report:	
Course professor:	
Faculty Dean:	
Faculty Administrative Assistant:	



Sealed by administration



LIST OF STUDENTS REGISTERED FOR THE EXAM

The faculty:	
Course:	
Status: Compulsory, Elective, Optional	
Exam session:	
Professor:	
Exam date:	

Nr.	Student	Generation	Nr. of file	Status	Attendance %	Evaluations	Final Test	Final Grade
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								

The report must be signed on each page by the course professor and must be submitted to the administration





Ref. nr. 281/2021 Prishtine, 20.05.2021

The Board of Directors of AAB College took this:

DECISION

1. The Regulation on the report on the exam results is **APPROVED**
2. The format of the report on the results of student evaluation is **APPROVED**
3. The format of the list of students submitted for the exam is **APPROVED**

The decision should be delivered to:

1. Vice-rectors
2. The Secretary
3. Deans

Dr.sc. Lulzim Tafa

Chairman of the Board of Directors