



Student Handbook

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Dear students,

by choosing AAB College, you have made the right decision!

By joining our academic community, you have been involved in the projects of the development and improvement of this community.

At AAB College, the whole academic staff strives to bring the higher education process as close to you as possible and to offer you a secure future based on the knowledge and skills acquired.

Based on the experiences of the past years, the publication of this guide for students aims to facilitate the approach and provide more complete information on the forms and rules of study.

This brochure will acquaint you with the basic principles of the Bologna Process, provide you with information regarding assessment forms and exams as well as the conditions for passing to the next academic year and many other issues which are relevant to your status as a student of AAB College.

The contents of this guide will also provide you with information on student services but also of student organizations and clubs that are at your disposal and are there to help you solve problems that may arise during your studies.

Our goal is to provide you with the necessary information, to acquaint you with the places where accurate information can be obtained, as well as to inform you about your rights and obligations during your studies.

Therefore, study, learn and get educated in order to change the world in the best possible way!

We are confident that with your youth, energy, dedication and responsible attitude, you will contribute to the development of our academic community by studying.







Bologna Process

The Bologna Process is the name of the higher education reform in Europe that aims to promote the mobility of students and professors by creating the so-called European Higher Education Area.

With the Bologna Process, the teaching philosophy is based on the needs and requirements of the students, and the student is considered an active partner in designing and delivering the study programs. Student-centred learning is a concept widely applied in all European countries which have embraced the principles of the Bologna Process.

The Bologna Process officially began with the signing of the Bologna Declaration, a joint declaration of the European Ministers of Education, in Bologna on 19th of June 1999. The Declaration was signed by 29 countries, referring to the reform of the higher education system in Europe, which became known as the "Bologna Process".

This process is based on a series of documents and declarations, starting with the Magna Charta Universitatum (18 September 1988) which sets out the basic principles of the establishment, founding and operation of universities, followed by: Lisbon Convention (1997), Sorbonne Declaration (1998), the Bologna Declaration (1999), the Salamanca Convention (2001), the Communication Release of Prague (2002), of Berlin (2003), of Bergen (2005) and of London (2007), and the conferences of Leuven (2009), of Budapest and of Vienna (2010).

Kosovo's higher education system has been implementing the criteria and standards of the Bologna Process for years, although the country is not a member of this process yet.

Principles of the Bologna Declaration

A system of titles (easy to comprehend and compare)

Studies under the Bologna Process are based on two main study cycles:

- a. Basic studies (undergraduate, or first cycle), and
- b. Postgraduate studies (second cycle).

Entering the second cycle means the successful completion of the first cycle of studies (Bachelor), which lasts at least three years. The title given after the first cycle is important for the European labour market as an appropriate level of qualification. The second cycle secures you the title of Master.

Mobility

Mobility refers to the freedom of students to choose the institution where they will attend classes, temporarily or permanently. Mobility also applies to academic and scientific staff. Some advantages of mobility include more employment opportunities, development of scientific research, exchange and improvement of the teaching staff, the gain of new experiences, uniting people, etc.

ECTS (European Credit Transfer System)

The European Credit Transfer System is a unique system that makes it easier to identify and compare different educational programs at universities and other higher education institutions in European countries.

ECTS credits represent numerical values from 1 to 60. They are given to courses and provide information on student workload, necessary for successful mastery.

Recognition of qualifications

The recognition of qualifications enables students to use their qualifications in another education system or in another country, without losing the full value of those qualifications.

There are two basic types of qualifications recognition:

- a) academic recognition of the qualification when a student wishes to transfer to another institution of higher education, and
- b) professional recognition of the qualification enables the graduate student to use his / her title in the labour market using the Diploma Supplement.



The diploma supplement is a document issued to the student free of charge, together with the diploma of completed studies, which aims to increase international "transparency" and facilitate the procedures of academic and professional recognition of programs and titles.

Joint diplomas (titles)

Joint diplomas are implemented through joint study programs as a means of promoting academic mobility and cooperation between higher education institutions.



Quality assurance

Quality assurance means conducting regular assessments by AAB in order to identify potential deficiencies and make appropriate interventions to improve the quality of the learning process.

Students are involved in quality assurance processes by completing questionnaires for academic staff and administrative services, which are conducted twice within the academic year. Every student also has the right to engage in AAB policy-making and decision-making at the faculty or institutional level. Students are key contributors to the review / completion and improvement processes of the AAB curriculum or institutional processes.

Quality assurance processes are carried out by the Quality Assurance Office, together with the quality coordinator at the faculty level.

Lifelong learning

The Bologna process supports lifelong learning through the development of formal and non-formal education, creating more flexible ways of teaching and learning, e.g. combining study with work.

Employability

Employability is defined as the ability to find a job, maintain a job, and move within the job market. This has been one of the main goals of the Bologna Process from the beginning. Titles obtained in each cycle of higher education are important for the labour market.

Social dimension

Social dimension means equal opportunities in higher education in terms of access, participation and successful completion of studies, study and living conditions, guidance and counselling, financial support and student participation in decision-making in higher education.

Studies according to study cycles

First cycle studies, or undergraduate studies, are based on the European Credit Transfer System (ECTS) and last a minimum of three and a maximum of four years of study, while being assessed with a minimum of 180 and 240 ECTS credits. Exceptions are the studies integrated into the Dentistry program, which last 6 years and are evaluated with 360 ECTS.

The second cycle of studies lasts for 1 or 2 years of study, and is evaluated with a minimum of 60 and 120 ECTS credits.

The academic year is divided in two semesters (winter and summer), each of which consist of 15 teaching weeks. In addition to teaching, continuous assessment of knowledge is organized. Teachers are obliged to give students independent assignments during the semester and to assist students through consultations in preparing for knowledge assessment tests.



The general engagement of students consists of:

- · classes (lectures, listening and / or practical exercises, practice, seminar papers, etc.),
- · independent work (tests, colloquia, final exams),
- · Final work (if foreseen in the study program),
- · Student volunteer work in the local community and other types of student engagement.

Attendance at all types of classes is mandatory, as evidenced through the electronic system through the student ID card. Class attendance carries 10% of the student's final grade.

The student enrolls in the next year of studies based on ECTS credits achieved from the previous year of studies.

In first cycle studies at the end of the studies, in addition to the foreseen exams, the diploma thesis may also be expected.



Exam terms

The study regulation of AAB College provides these following regular exam terms:

- January term, which starts no later than ten (10) days after the winter semester and lasts up to thirty (30) days;
- June term, which starts no later than ten (10) days after the summer semester and lasts up to thirty (30) days;
- September term, which starts on September 1st of the respective year and lasts up to thirty (30) days;

Depending on the circumstances presented and the specifics of the study programs, the Rector may decide to organize two additional deadlines, as irregular deadlines.

These two irregular deadlines include the:

- April deadline, which lasts a maximum of 15 days;
- November deadline, which lasts a maximum of 15 days;

During irregular deadlines, the student cannot take an exam in more than two (2) subjects.

Ongoing assessment and exams

At AAB College, the student's success in mastering a certain subject is constantly monitored and evaluated throughout the semester and is expressed in points (percentage).

With the fulfilment of the obligations before the exam such as tests, colloquia, and assignments, as well as with the participation (attendance) and the activity in lectures and exercises, and with the final exam, the student can achieve a maximum of 100 points.

Therefore, the final grade for a certain subject is formed based on the sum of the points achieved in the activities during the lessons, the pre-examination checks and the final exam.

Pre-tests can be done in written, oral, or practical form.

The final test is implemented in written form, but can also be of oral or practical form, or in certain cases with a combination of the mentioned forms.

Written test or practical assessment of knowledge cannot be completed in less than one, or longer than three teaching hours. Within a day, the student can be assessed in only one subject.

The student's success in the exam or any other assessments is assessed with grades as follows:

- 10 (A) (excellent, from 91 to 100 points);
- 9 (B) (very good, with some errors, from 81 to 90 points);
- 8 (C) (well, with some noticeable errors, from 71 to 80 points);
- 7 (D) (satisfactory, with significant errors, from 61 to 70 points);
- 6 (E) (sufficient, fulfilment of minimum criteria, from 51 to 60 points);
- 5 (F, FX) (non-fulfilment of minimum criteria, below 51 points).



The results of the final exam, according to the Regulation of Studies of AAB College, must be communicated no later than 7 days from the date of the exam. Communication of exam results is done through the electronic system individually, maintaining the confidentiality of the result of each student.

Consultations for the exam results are organized no later than 72 hours (3 days) from the official communication of the results on the electronic platform.

The rejection of the grade is carried out through the electronic system after the date of the consultations until the day of the exam report closing.

The student's right to complain – students who are dissatisfied with the professor's evaluation, can file a written complaint to the Dean of the Faculty for the review of the evaluation within 3 (three) days from the communication of the grade and after consultation with the course professor. The Dean, based on the validity of the student's complaint and in consultation with the Quality Coordinator of the Faculty, makes a decision regarding the students' complaints.

Enrolling in the following year of studies

The student can enroll in the following year of studies even if he/she has not finished all the exams of the previous year.

The progress of studies in AAB College is provided by the Regulation of studies, while the criteria for enrollment in the following year are as follows:

- the student gains the right to enroll in the second year if from the first year he/she has accrued over 30 ECTS;
- the student gains the right to enroll in the third year if he/she has completed all obligations from the first year and has accrued a minimum of 30 ECTS from the second year;
- the student gains the right to enroll in the fourth year if he/she has completed all obligations from the first and second year and has accrued a minimum of 30 ECTS from the third year.



Student status

Upon enrollment in AAB College, candidates are, by default, placed in regular studies.

Regular studies refer to the direct and regular participation in the learning process, including attending lectures, exercises, completing tasks on time and the workload (ECTS) according to the fund of hours defined by the curriculum.



Transfer of studies

Transfer of studies means the registration of new students on the basis of the European Credit Transfer System (ECTS). 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.

The deadline for the transfer of studies is twice a year, before the beginning of the semesters, while the transfer is allowed at least in the second semester and at the latest in the penultimate semester.

Transfer of studies is allowed only in those cases when the programs have similarities between them at least 70%.

The Office responsible for the transfer of studies is the Office for the Transfer of Studies.

Student rights and obligations

The rights and obligations of the student at AAB College are provided in the Regulation of studies. According to this regulation, students admitted and enrolled in AAB College have the following rights:

- to participate in lectures, seminars and other activities organized in accordance with the study curriculum;
- to express their free opinion and engage in debates within and outside the learning process;

- to use library facilities, internet and other services for students;
- to be represented in decision-making and policy-making of the institution;
- · to participate in internal quality assessment processes;
- to be informed correctly and in a timely manner about issues of interest to their studies;
- to participate in the elections for the positions of students in the bodies of the institution;
- · to be part of student organizations and organize free and independent elections;
- to file a complaint on academic issues related to the lecture, assessment as well as administrative and technical issues, as well as to be treated fairly and without discrimination in case of any complaint and/ or procedure initiated against him/her;
- to be protected from any form of discrimination as defined in the Statute and relevant law in force;
- to be provided with grade certificates, proof of student status, graduation certificate and other necessary documents for the student;
- · to be provided with a diploma and diploma supplement with regular completion of studies.

Student obligations

Students are required to:

- · be informed and follow the regulations approved by the institution;
- · respect the free opinion of other students;
- · respect academic and non-academic staff;
- perform their obligations set out in the curriculum, including lectures, assessment and practical work;
- behave well inside and outside the premises of the institution so as not to discredit the institution;
- not damage the inventory of the institution.



Student services

For each faculty in its three branches, Prishtina, Ferizaj and Gjakova, AAB College has created the Student Service, which is available to them every working day from 07:30-19:00.

The Student Service performs the following administrative services:

- maintains the register and file of bachelor and master students;
- · issues certificates and student status verification certificates;
- registers semesters/academic years;
- prepares teaching schedules, colloquia and exams;
- organizes consultations with professors,
- · presents exams for students;
- · notifies students about various academic and administrative issues upon request;
- prepares statistical reports on the needs of the institution;
- · accepts students' petitions and complaints to the College authorities;
- follows the decisions of the dean's office, the rectory or other bodies related to the student's petitions or complaints;

- records the presentations of the dissertations of master studies and forwards the decisions of the commissions to the students;
- · organizes public defences of graduation dissertations for students, etc.

Scholarships

AAB offers a range of scholarships and financial support for students, which aim to stimulate as well as reward good student performance, and to support social category groups.

According to Article 120 of the Statute of AAB College, university scholarship means any financial assistant or exemption from the payment of the respective semesters. Scholarships are earned by students who meet the formal criteria and which are determined by the AAB Steering Council.



AAB College's scholarships and financial support are as follows:

- Scholarships for each academic year for all students who have grades 5 and 4 during high school.
- Scholarships and financial aid for each academic year for students who require social assistance.
- Scholarships and other financial assistance for each academic year for students from war victims' families and for students with disabilities.
- 30% Scholarship for each academic year for students with disabilities.
- Financial aid for each academic year for students who are family members.
- Scholarships and financial facilities for students residing outside Kosovo: Presevo Valley, Ulcini, etc.

In addition to the standard categories, AAB constantly introduces scholarship programs that aim to enable distinguished students to enroll in university studies.

Likewise, through cooperation agreements with the municipalities of the Republic of Kosovo, AAB enables that each academic year, 2 students selected from each municipality in Kosovo can study at AAB with a 100% scholarship.

Information Technology Services - Electronic Student System e-Student

Information technology and digitalization of services play a key role in shaping AAB College in one of the best institutions of higher education in the country and beyond.

Through a wide range of tools, services and resources provided by the department of information technology, students are offered numerous opportunities to use modern technology.

Identification card (ID card)

Each AAB student who at the time of registration is provided with an Identification Card, in which, through RFID code, the personal data of the student is summarized, such as:

Name and surname, birthday, file number, study program, academic year.

In addition to identification, this card also records lectures electronically through card readers placed on the premises of AAB College.



Official e-mail

Email is a mechanism for formal communication between the university and students. Each student at the moment of registration will have a personal account in the university domain, according to the principle name.surname@universitetiaab.com

Students are grouped into relevant study program mails through which they receive notices and information relevant to their studies. Students are required to check their email constantly so as to stay up to date with official communication.



Electronic student e-service platform (e-student)

AAB College is the first institution in the country that has started with the application of electronic recording in lectures. This has influenced the majority of administrative and academic processes to be digitized, enabling time saving and maximum efficiency in services.

An electronic platform (e-service) has been created for students and academic staff, divided into two parts: e-Student for students and e-Professor for academic staff.



E-student account

Each student at the time of enrollment, in addition to the ID card and the official email, is also provided with an e-Student account.

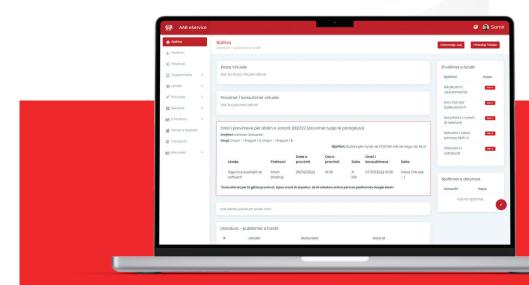
This account is valid until the moment of graduation of the student, and it is used to store the data of the progress of the student during their studies. The service is available 24/7 and access to it can be achieved from any environment with internet connection.

In addition to providing the web services, such as webmail and e-Student, AAB College continuously keeps the students informed via mobile phone student notification. Students are therefore constantly encouraged to update the data in order to be in touch with the College.



Opportunities and services provided through the e-Student platform:

- data on lecture attendance
- data on the student's financial statement
- selection of elective courses
- registration of exams
- results of exams and tests
- digital grade certificate
- syllabi of courses
- assignment of tasks and projects
- consultations with professors
- downloading lecture materials
- communication with the administrative staff
- access to online lectures through google meet, etc.





Career Center

The Career Center aims to help current and graduate students to prepare for the first steps of their career development, applying professional methods and techniques in the development of personal knowledge, skills, abilities and potentials.

The Career Center offers numerous opportunities for the professional development of students by organizing workshops, seminars, webinars, round tables, conferences, talks, in order for students to better understand the labour market and master the skills that are necessary for organizing and planning their professional career.

One of the priorities of the Career Center is to maintain contact with graduate students in order to provide information about employment, events, workshops, and seminars which are organized by AAB College.

The Career Center takes care to bring the experiences of graduate students who are involved in the job market and have shown good performance to current students as success stories that affect the motivation of new students. Through collaboration with industry partners, the Career Center ensures that students and graduates are provided with ongoing announcements of vacancies, internships and various forms of recruitment.

Other activities in which the Career Center is engaged also include the organization of lectures, trainings, and seminars, such as:

- how to write a CV
- how to write a cover letter
- how to prepare for a successful job interview, and
- how to prepare the necessary documents to apply for your desired job.

AAB College's Student Union

The interests of the students of AAB College are represented through the Student Union, an independent student organization. The functioning of this student organization is guaranteed by the Statute of AAB College.





The Student Union is a student representation organization, without legal subjectivity, which represents the interests of students, through its bodies.

The Student Union has full and exclusive competencies in terms of general interest, while respecting the standards set out in the Statute of AAB College, such as:

- Utilization of spaces provided by AAB College;
- Promotion, protection and extension of students' rights;
- Handling student complaints and requests;
- Organizing cultural, sports, and other leisure activities;

The organizational structure of the Student Union is as follows:

- Student Parliament
- The Directorate
- President of the Student Union
- President of the Faculty Student Union
- Committees
- Student Union members

The Student Parliament is the highest student representative body. The members of the Student Parliament, as an independent body, are elected by the votes of the students of AAB College, in the student elections which are held every two years. Candidates for the Student Parliament can be students from any of the faculties of the campuses of AAB College (Prishtina, Ferizaj, and Gjakova).







Faculty of Public Administration

This faculty will provide students with quality university qualifications, relevant to lead the administration reform process and provision of services to citizens.

Read more:



Faculty of Architecture

The Faculty of Architecture aims to stimulate the creative and artistic side of Architecture itself and its students, simultaneously generating a valuable relationship between theoretical knowledge of technology and architectural constructions as closely related elements at all times.



Faculty of Arts

The Faculty of Arts is a rich environment that offers programs with various study practices in art, graphic design and visual arts, fashion design, game design and animation, painting, musicology, and choreography.

Read more:

https://aab-edu.net/en/faculties/arts/



Faculty of Economics

The Faculty of Economics focuses on teaching in contemporary, practical forms and in accordance with developments and processes in national and international markets.

Read more:

https://aab-edu.net/en/faculties/economics/



Faculty of Foreign Languages

The mission of the Faculty of Foreign Languages is to foster excellence and a student-centered approach to teaching, learning, and research, equipping students with advanced linguistic knowledge, a range of transferable skills and key competencies that are essential for their continued academic and professional development

Read more:



Faculty of Law

The mission of the Faculty of Law is to strive for excellence in educating professionals in the field of law, through student centered approaches and advanced teaching and learning methodologies, enabling students to respond to new legal challenges in an evolving society.



Faculty of Physical Education and Sports

The Faculty of Physical Culture and Sports started its activity since 2007. Initially with basic bachelor studies, while master studies are being implemented since 2010.



Faculty of Mass Communication

Faculty of Mass Communication and Journalism is the faculty with the longest tradition in AAB University. Within this faculty there are two bachelor programs, Mass Communication and Journalism and Production program, as well as one master program in Mass Communication.



Faculty of Computer Science

Faculty of Computer Science is fully focused on providing modern forms of teaching, practical and consistent with global technological developments so that tomorrow our students to be competitive in global markets as an individual or as part of prestigious organizations.



Faculty of Social Sciences

Faculty of social sciences management and staff are dedicated to provide the best services in the field of social sciences. In this process, we regard students and social partners as part of our organization. Only through such cooperation we can guarantee quality instruction and research to the best interest and benefit for our students.

Read more: https://aab-edu.net/en/faculties/social-sciences/



Faculty of Psychology

The Faculty of Psychology has the primary aim of developing higher education in the field of psychology through which the aim is to raise the quality of people and social groups' life. In this program, students will acquire specialized and up-to-date knowledge on psychological scientific foundations.

Read more:

https://aab-edu.net/en/faculties/psychology/



Health Sciences

The Faculty of Health Sciences is committed to the preparation and training of health professionals who will contribute to the promotion and protection of the health of the population. This faculty is committed to providing a rich educational experience and helping students develop skills and knowledge that they will use to serve society and fulfill their professional and personal goals in the field of health.



Faculty of Radiology

The purpose of the BSc program in Radiologic Technology is to equip students future professionals to independently operate radiological equipment, apply and perform all diagnostic and therapeutic radiological imaging procedures, conduct post-processing of acquired images in the form of 3D reconstructions, transfer them to both soft and hard media, and ensure proper archiving.

Read more:

https://aab-edu.net/en/faculties/medical-sciences/study-programs/radiology/



Faculty of Dentistry

The Faculty of Dentistry offers a six-year contemporary curriculum with 360 credits, which is based on the European Union's higher education directives. The curriculum of this faculty for the first time in the Republic of Kosovo and the region offers simulated electronic teaching of different fields of dentistry through the incorporation of computer science and electronic evaluation through the computer program.

Read more

https://aab-edu.net/en/faculties/dentistry/

STUDY BACHELOR

Physical Education and Sports

000	Economics		English Language
P	Artificial Intelligence in Business		German Language
Ä	Social Media Management		Mass Communication and Journalism
هر			Media Production
	Childcare and Well-being		Nursing
H	Psychology		Radiology
	Computer Science	Ħ	Dentistry
	Programming and Artificial Intelligence		Aesthetics and Cosmetology
	Cybersecurity		Architecture
	Law		Arts
22	Public Administration		Graphic Design and Visual Arts



Student Union Representatives 2025/2026

























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