

## REGULATION ON BACHELOR STUDIES

Prishtinë, June 2024

Pursuant to the Law No. 04/L-037 on Higher Education in the Republic of Kosovo and the Statute of AAB College, the Senate, in its meeting held on 07/06/2024, approved the following:

## **REGULATION ON BACHELOR STUDIES**

### **General Provisions**

#### **Article 1**

The Regulation on Bachelor Studies is based on the Statute of AAB College and supplements its provisions.

#### **Article 2**

The Regulation applies to all Faculties and is binding upon students, as well as academic and non-academic staff.

#### **Article 3**

The purpose of issuing this Regulation is to:

- define the nature of educational, scientific, and artistic activities;
- set out the forms of teaching and learning;
- establish the methods of student assessment;
- regulate the organization and administration of examinations;
- determine the conditions for enrolment in the academic year;
- regulate matters concerning re-examinations; and
- define other rules related to students.

#### **Article 4**

##### **Admission and Registration of Students**

1. Admission to bachelor studies is conducted through a public competition, in accordance with the selection procedures and evaluation criteria approved by the Senate.
2. A registered student is considered one who has met all registration requirements and whose details are recorded in the Higher Education Information Management System of the Ministry.
3. The decision to announce the competition is made by the Steering Council.

## **Article 5**

### **Admission Criteria**

1. The conditions for admission to bachelor studies are the following:
  - 1.1.successful completion of secondary school, verified by an official diploma;
  - 1.2.successful completion of both primary and secondary school with at least 12 years of education, verified by the relevant diploma;
  - 1.3.possession of special authorization issued by the Ministry;
  - 1.4.successful completion of the National Matura Exam, in accordance with the criteria set by the Ministry of Education, Science, and Technology, verified by the relevant certificate;
  - 1.5.successful completion of an entrance examination;
  - 1.6.submission of a complete application file with all required documentation as specified by the Ministry of Education, Science, and Technology (MEST);
  - 1.7.Fulfilment of any additional admission requirements that may be set for specific study programs.
2. The subject areas for the entrance examination shall be determined by the Faculty Educational Council.
3. The Dean of the Faculty shall appoint a three-member committee responsible for managing the entire student admission process, including preparation of the entrance examination, assessment of examinations, and announcement of results to candidates.
4. The final admission score shall be based on, at a minimum: the points from the Matura Examination, academic performance during previous education, and the result of the entrance examination.
5. Candidates from other countries who meet the admission criteria specified in point 1.1 are also eligible to apply.
6. Where studies are offered in the English language, international students shall have the right to apply.
7. Candidates who have completed their education abroad must present a decision issued by MEST regarding the recognition and equivalency of their diploma.
8. The Dean of the Faculty shall review appeals within seven (7) days of receipt.
9. An appeal against the decision or the final admission list issued by the Dean of the Faculty may be submitted to the Study Commission within three (3) days.
10. The Study Commission shall review and decide on candidates' appeals within fifteen (15) days of receipt.
11. The decision of the Study Commission is final and not subject to further appeal.
12. The administrative procedures for student enrolment shall be carried out by the Central Administration

## **Article 6**

### **Transfer**

1. A transfer refers to the enrolment of new students based on the European Credit Transfer and Accumulation System (ECTS).
2. The right to transfer applies to all students from the Republic of Kosovo and abroad who have studied at a licensed and accredited higher education institution by the competent authority.

3. A student may transfer their studies from one program to another, either within AAB College or from other higher education institutions.
4. Transfers are allowed only when the programs are at least 70% similar.
5. Transfers may take place twice a year, before the start of semesters, and are allowed from the second semester and no later than the penultimate semester.
6. Transfers are not allowed in the first and last semesters.
7. After completing the transfer procedure, students are not allowed to transfer grades and/or ECTS credits from the previous program.
8. The transfer procedure is managed by the Central Office for Students.
9. All transfers are recorded in the transfer list, which is submitted to the Ministry according to the prescribed deadlines.

## **Article 7**

### **Transfer Procedure**

1. The student applies for the transfer at the Central Office for Students.
2. When applying, the student must submit the following documentation:
  - 2.1.transfer request form;
  - 2.2.birth certificate;
  - 2.3.copy of the identification card;
  - 2.4.certificates and diploma confirming the successful completion of secondary school;
  - 2.5.transcript showing the number of ECTS credits earned during studies at the previous institution;
  - 2.6.curriculum of the study program from the previous institution, with a brief description of the courses and learning outcomes;
  - 2.7.student index issued by the previous institution (if applicable);
  - 2.8.accreditation certificate of the study program;
  - 2.9.in case of ambiguities, a certificate from the Ministry confirming the inclusion of the student's name in the electronic student management system of the Ministry.

## **Article 8**

1. After the documentation is completed, the Central Office for Students forwards the case to the Dean's Office for review and program equivalence.
2. The decision on the recognition and equivalence of the program is made by the Dean of the Faculty.
3. In cases where the Dean considers that the professional opinion of a lecturer is necessary for the recognition of a specific course, the Dean will request the lecturer to prepare a report on the similarity of the curriculum and a proposal for recognition or non-recognition of that course.
4. In special cases, depending on the similarity of the courses, partial recognition of the course and the respective ECTS credits may be granted. In such cases, the student is required to take an exam for the remaining ECTS credits.
5. Exams taken at the previous institution that are not included in the curriculum may be accepted as elective courses (transfer credits) if their relevance to the study program is recognized.
6. In cases where the study program specializes in later semesters, the candidate may request

a transfer to another program within the same faculty.

7. The student's transfer is based on the ECTS credits determined in the accepted study program.
8. The decision on the recognition of grades and curriculum must include at least:
  - 8.1.student details;
  - 8.2.study program details;
  - 8.3.exams and ECTS credits completed;
  - 8.4.equivalent exams and ECTS credits;
  - 8.5.remaining exams and ECTS credits to be completed;
  - 8.6.other formal aspects of the decision.
9. Exams accepted according to the decision of the Faculty are recorded in the electronic system for managing the educational process by the Faculty's administrative staff.
10. Students are transferred to the corresponding semester or academic year according to the academic progress rules, depending on the number of ECTS credits completed.
11. After the completion of the transfer procedure, the candidate signs the study contract at the Transfer Office, their account is created in the electronic system, and they are provided with a student ID card, thereby gaining the status of a student with full rights and obligations.
12. The financial obligations for the student begin in the semester in which the student starts their studies.
13. The student transfer procedure may, if necessary, be supplemented with a special guide.

## **Article 9**

### **Mobility**

1. Academic mobility refers to the movement of students for specific study periods at higher education institutions abroad.
2. Every registered student has the right to attend a semester or a specific course at another higher education institution abroad.
3. International student mobility is based on a student exchange agreement signed between the student, AAB College, and the receiving institution abroad.
4. Only courses included in the student exchange agreement may be recognized by AAB College and/or the receiving institution abroad.
5. The procedures and conditions for international mobility are defined in the Regulation on Academic Mobility of Students.

## **Article 10**

### **Student Rights and Obligations**

1. Accepted and registered students have the following rights to:
  - 1.1.participate in lectures, seminars, and other activities organized in accordance with the study program;
  - 1.2.express their opinions freely and engage in debates both within and outside the educational process;
  - 1.3.use the library facilities, internet, and other student services;
  - 1.4.be represented in decision-making and policy-making within the institution;
  - 1.5.participate in internal quality evaluation processes;

- 1.6.be informed accurately and in a timely manner about matters of interest related to their studies;
- 1.7.participate in elections for student positions within the institution's bodies;
- 1.8.organize student associations and conduct free and independent elections;
- 1.9.file complaints regarding academic matters related to lectures, assessments, as well as administrative and technical issues, and to be treated fairly and without discrimination in any initiated complaint and/or procedural process;
- 1.10. to be protected from any form of discrimination as provided in this Statute and the applicable laws in force;
- 1.11. to be provided with a transcript, proof of student status, diploma certificate, and other necessary student documents;
- 1.12. to be awarded a diploma and an official graduation certificate upon the successful completion of studies.

## **Article 11**

1. The student is obliged to:
  - 1.1.be informed about and comply with the regulations approved by the institution;
  - 1.2.respect the free opinions of other students;
  - 1.3.respect both academic and non-academic staff;
  - 1.4.fulfil their obligations as outlined in the curriculum, including attending lectures, completing assessments, and carrying out practical work;
  - 1.5.conduct themselves, both inside and outside the institution's premises, in a manner that does not discredit the institution;
  - 1.6.avoid damaging the institution's property.

## **Article 12**

1. Violations of rules include all actions by a student that harm the personality of a lecturer or any other staff member, or that breach ethical and moral norms, such as cheating on exams, falsifying documents, immoral acts, theft, etc.
2. A disciplinary procedure shall be initiated against any student who commits such actions, in accordance with the specific regulation.

## **Article 13**

### **Electronic System and Student Card**

1. Management and processing of student data are carried out through the electronic student data management system.
2. Upon registration for studies, each student is assigned a personal account in the electronic system, called E-Student.
3. Access to the electronic system is made using the student's identification number and

password.

4. E-Student is an internal electronic platform that allows students to access all academic and administrative services, including:
  - access to learning materials;
  - submission and delivery of assignments and seminar papers;
  - access to the library's electronic resources;
  - receiving notifications and announcements;
  - generating documents;
  - registering for exams;
  - viewing exam results;
  - consulting with course professors;
  - collecting and storing assessment and attendance data;
  - accessing legal acts and internal regulations;
  - viewing tuition fees;
  - attending online classes;
  - processing personal data and information;
  - participating in discussion groups, etc.
5. Upon registration for studies, the student is issued a student card, which allows:
  - tracking attendance in lectures and exercises;
  - using library resources;
  - utilizing support and administrative services;
  - gaining other benefits through institutional partners.
6. The student card contains at least the following information: the student's photo, identification number, unique card number, faculty, study program, and year of registration.
7. The student card is the property of AAB College, and in case of loss, the student must obtain a new card.

#### **Article 14**

1. Management and processing of academic staff data are carried out through the electronic system for managing staff data.
2. Upon establishing an employment relationship, each academic staff member is assigned a personal account in the electronic system, called E-Professor.
3. Access to the electronic system is made through a username and password.
4. E-Professor is an electronic teaching platform that allows the lecturers to access all academic and administrative services, including:
  - uploading and publishing the syllabus and learning materials;
  - uploading and publishing the CV and list of publications;
  - accessing legal acts and internal regulations;

- uploading evaluation points;
- uploading grades;
- posting notifications and news for students;
- distributing assignments;
- accessing the library's electronic resources;
- generating exam reports;
- processing personal data and information;
- conducting online classes;
- holding consultations with students;
- participating in discussion groups with students, etc.

5. Upon establishing an employment relationship, the lecturer is issued an identification card, which allows:

- recording attendance in lectures and exercises;
- using library resources;
- using supportive and administrative services;
- gaining other benefits through institutional partners.

6. The academic staff card contains data such as the lecturer's photo, identification number, and unique card number.

7. The academic staff card is the property of AAB College, and in case of loss, the lecturer is required to obtain a new card.

## **Article 15**

### **Teaching and Learning**

1. Teaching and learning at the Bachelor's level refer to all systematic actions between the lecturer and the student, aiming to acquire knowledge and skills and to support the student's responsibilities and autonomy, as defined by the National Qualifications Framework for this level.

2. Teaching and learning are guided by the principles of inclusiveness, active engagement of students in the design and delivery of the educational process, and respect for diversity and the needs of students throughout the learning process.

3. Teaching is carried out through: lectures, exercises, seminars, research projects, colloquiums, professional practice, laboratory exercises, independent student work, assignments, fieldwork, etc.

## **Article 16**

1. Lectures, as a form of teaching, are participatory and mandatory.

2. Each lecturer specifies in the syllabus the degree of mandatory attendance based on the specifics of the course.

3. The lecturer is obliged to upload the course syllabus to the electronic system before the start of the semester and discuss it with students at the beginning of the lectures.
4. Students have the opportunity to propose changes to the course syllabus in order to change the teaching and evaluation methods.

## **Article 17**

### **Online Teaching**

1. Online teaching and learning involve all systematic actions between the lecturer and the student, which are carried out through distance or blended electronic platforms.
2. Online teaching is offered through synchronous and/or asynchronous learning and is implemented through electronic platforms.
3. Synchronous learning means real-time engagement and interaction between the student and lecturer, while asynchronous learning refers to engagement and interaction without their simultaneous presence.
4. The teaching load, teaching and evaluation methods, duration of the academic hour, and other matters concerning online learning are defined in the teaching plan and respective syllabus.
5. The organization of online teaching is determined by a special guideline.

## **Article 18**

### **Evaluation**

1. The purpose of evaluation is to measure the achievement of the learning outcomes for students, as defined in the course syllabus and study program.
2. The measurement of learning outcomes is carried out through continuous assessment and summative evaluation.
3. During continuous assessment, the lecturer evaluates participation and engagement in lectures, seminar papers, assignments, laboratory exercises, presentations, reports, colloquiums, fieldwork, research work, etc.
4. The lecturer specifies the evaluation formats in the respective syllabus, which align with the teaching methodology.
5. The grade may be determined only through continuous evaluation or by combining continuous assessment with a final evaluation.
6. In all cases, the student must register for the exam through the electronic system within the designated examination period.

## **Article 19**

1. Based on the course policies specified in the syllabus, the student's success may be measured only through continuous assessment.
2. The student's evaluation is made by combining the continuous assessment results and the final evaluation result.
3. For specific courses, laboratory work evaluation, student performance in practical work, artistic creativity, etc., are taken into account.
4. In written evaluation formats, the point or percentage evaluation system is used, and the result is necessarily converted into a grade.
5. The student's success in the exam or other evaluations is graded as follows:
  - 10 (A) — Excellent, 91–100 points;
  - 9 (B) — Very good, with minor mistakes, 81–90 points;
  - 8 (C) — Good, with some noticeable mistakes, 71–80 points;
  - 7 (D) — Satisfactory, with significant mistakes, 61–70 points;
  - 6 (E) — Sufficient, meets minimum criteria, 51–60 points;
  - 5 (F, FX) — Failure to meet minimum criteria, under 51 points.
6. In all cases where the student does not attend the exam or withdraws from it, it is considered a failure, and the student is graded with a 5.
7. Grades from 6 to 10 indicate that the student has successfully passed the course. A grade of 5 indicates failure, and the student must re-register for the exam according to the deadlines set by this Regulation.

## **Article 20**

### **Exam Deadlines**

1. The student may take exams during the regular exam periods, which are:
  - the January period, which begins no later than ten (10) days after the end of the winter semester and lasts for thirty (30) days;
  - the June period, which begins no later than ten (10) days after the end of the summer semester and lasts for thirty (30) days;
  - the September period, which begins on September 1 of the respective year and lasts for thirty (30) days.
2. Depending on the circumstances and the specifics of the study programs, the Rector may decide to organize two additional exam periods, as non-regular periods. These are:
  - the April period, which lasts a maximum of 15 days;
  - the November period, which lasts a maximum of 15 days;

3. A student may not take more than two (2) exams in non-regular examination periods.

## **Article 21**

1. The exam schedule for regular periods is published at the beginning of the academic year in the electronic system and on the institution's website.

2. Depending on the requests of students and lecturers, the schedule may be updated no later than two weeks before the start of the examination period.

3. The exam schedule for non-regular examination periods is prepared by the administration and published at least two weeks before the start of the examination period.

4. To take exams during any period, the student is required to register for the exam through the electronic system within the published deadline.

5. Registration for exams by students begins from the moment the registration announcement is made and ends one day before the exam takes place.

6. Exam registration through the electronic system can only be done by students who have fulfilled their obligations to the institution.

7. Each student will access the exam schedule in the electronic system for the respective period.

8. The list of students who will take the exams is made available to the lecturer through the electronic system after the registration deadline has passed.

9. If the exam is held by a commission, the commission is established by the Dean with a special decision.

10. Cases when the exam is held by a commission are:

- when a student complains about the lecturer's evaluation;
- in the event of the lecturer's absence;
- if the student is taking the exam for the fifth time.

## **Article 22**

### **Exam Rules**

1. The exam takes place on the date and time according to the published schedule. In case it is not possible to hold the exam on the scheduled date, the Dean may set a later date or establish a commission for its administration.

2. The exam is held by the course lecturer or by the commission.

3. Students are required to appear for the exam on time. In case of late arrival, it is at the

discretion of the lecturer whether to allow the student to take the exam.

4. The student must present a photo identification document (student ID card) for the exam.
5. The duration of the exam is determined by the course lecturer and communicated to the students before the start of the exam.
6. During the exam, students must:
  - follow the lecturer's instructions;
  - submit the test within the time limit set by the lecturer;
  - maintain silence;
  - not communicate with others;
  - not use technology;
  - not use cheating materials.
7. Exams are not public, and public participation is not allowed. The public may only participate in the public defence of the diploma thesis.
8. A student is not allowed to take the exam for the same subject more than once within the same examination period.
9. Other examination rules may be defined in the course syllabus, in accordance with academic policies.

### **Article 23**

1. The lecturer informs and warns students about the examination rules before the exam begins.
2. If the student does not comply with the rules mentioned above, the lecturer may warn the student about cancelling the exam. In the case of repeated violations, the lecturer has the right to cancel the student's exam and remove them from the class.
3. If, during the exam check, the lecturer notices similar answers between students and identifies cheating, he/she has the right to cancel the exams of the students for whom similarity is found and grade them with zero points.

### **Article 24**

#### **Communication of Results**

1. The communication of exam results is done no later than seven (7) days after the exam.
2. The results are communicated individually through the electronic system, ensuring confidentiality for each student's result.
3. Refusal of the grade is done through the electronic system after the consultation date and up until the closing date of the exam report.

4. The final grade, recorded in the exam report submitted to the administration, cannot be refused.
5. If a technical error is detected by the lecturer after the closing of the exam report, the report may be corrected upon the lecturer's special request and with the approval of the Dean.
6. After the request is approved, the lecturer is granted access to the electronic system to correct the error in the report.

## **Article 25**

### **Student Complaints**

1. In the case of a written exam, a student dissatisfied with the lecturer's evaluation may, within three (3) days from the communication date of the grade and after consulting with the course lecturer, file a written complaint to the Dean of the Faculty for a review of the written exam evaluation.
2. In the case of a combined or oral exam, a student dissatisfied with the lecturer's evaluation may, within three (3) days from the communication date of the grade and after consulting with the course lecturer, file a written complaint to the Dean of the Faculty for re-evaluation by a Commission.
3. Based on the reasonableness of the complaint, the Dean, within a three-day period, decides to establish a three-member Commission, where the course lecturer cannot be a member.
4. The Dean sets the time for the review and evaluation, and the Commission, within three (3) days, decides on the review of the test and/or student evaluation.
5. The Commission makes its decision by majority vote and sets the date and time for the review. The Commission's decision is final and cannot be appealed.
6. The result of the exam is recorded in a special report by the Commission, signed by all three members. This report must be attached to the exam report for the same subject within the respective examination period.

## **Article 26**

### **Complaints about Continuous Evaluation**

1. The student has the right to appeal to the Dean of the Faculty regarding the continuous evaluation by the respective lecturer, including the points obtained in mid-term tests, the calculation of continuous evaluation points, or the evaluation method specified by the lecturer in the course syllabus.
2. The Dean, based on the reasonableness of the student's complaint and in consultation with the Faculty's quality coordinator, decides on the student's appeal.

## **Article 27**

### **Exam Reports**

1. The lecturer submits the original exam report, verified with its signature, to the Faculty administration, while keeping a copy of the same report.
2. After communicating the results and completing consultations, the course lecturer finalizes the report in the electronic system within ten (10) days. The final printed and signed report is submitted to the administration no later than fifteen (15) days from the date of the exam.
3. The format of the exam report is specified by a special regulation.
4. The lecturer is required to keep the exam papers and assignments for a period of one year from the date of submission of the final exam report.

## **Article 28**

### **Student Progress**

1. A student shall acquire the right to enrol in the subsequent academic year as follows:
  - 1.1. the right to enrol in the second year shall be acquired upon earning not less than thirty (30) ECTS credits from the first year of studies;
  - 1.2. the right to enrol in the third year shall be acquired upon the successful completion of all obligations from the first year and the earning of not less than thirty (30) ECTS credits from the second year of studies;
  - 1.3. the right to enrol in the fourth year shall be acquired upon the successful completion of all obligations from the first and second years and the earning of not less than thirty (30) ECTS credits from the third year of studies.
2. In the case of integrated study programs, the right to enrol in the fifth and sixth years shall be determined in accordance with the rule set forth in sub-paragraph 1.3 of this Article.

## **Article 29**

1. The maximum period for the completion of studies shall be no more than twice the nominal duration prescribed for the respective study program.
2. A student who fails to complete its studies within the period specified in paragraph 1 of this article loses the right to continue its studies.
3. The right to continue studies shall also be lost by a student who is declared a repeater of the same academic year on more than two (2) times.
4. An examination in the same course may be attempted no more than five (5) times. A student who fails the examination on the fifth attempt shall be required to take the examination before a commission established by decision of the Dean of the Faculty.

5. A student who fails to pass the examination before the commission referred to in paragraph 4 of this Article shall be required to repeat the course.

6. A student who, even after repeating the course, fails to successfully pass the examination as prescribed, shall lose the right to continue their studies.

### **Article 30**

1. A student who has completed the academic year in the June examination period with a cumulative grade point average of not less than 9.5 (nine point five) shall be entitled, upon approval, to sit the examinations of the subsequent academic year in the September examination period without the obligation to attend the respective lectures.

2. A student seeking to exercise the right provided in paragraph 1 of this article shall submit a written request to the Dean's Office of the Faculty, accompanied by an official grade certificate serving as proof of the completion of examinations and the achievement of the required average grade.

3. The Faculty Teaching Council shall decide whether to grant or deny the request referred to in paragraph 2 of this Article.

### **Article 31**

#### **Full-time and Part-time studies**

1. Upon enrolment, the student shall be assigned a mode of study, which may be either full-time or part-time.

2. Full-time studies shall mean direct and consistent participation in the teaching process, including attendance at lectures and exercises, the timely completion of assignments and written papers, and the fulfilment of the credit load (ECTS) as defined in the curriculum.

3. The duration of full-time study programs shall be no less than fifteen (15) weeks per semester.

4. Part-time studies shall mean participation in the teaching process over an extended period. The duration and implementation of the study program shall be longer than that of full-time studies and shall be determined in accordance with the curriculum. The duration of a part-time study program shall include at least one (1) additional academic year compared to full-time studies.

5. The student may request a change in the mode of study. Such a change shall be subject to the approval of the Faculty's Teaching Council.

## **Article 32**

### **Management of Student Progress Data**

1. Upon the completion of each examination period, summary reports on student performance shall be generated for each course, as well as consolidated performance reports at the level of the study program.
2. The reports referred to in paragraph 1 of this article shall contain, for individual courses and for the study program as a whole, data on the number of students who attended the examination, the number of students who passed the examination, the number of students who failed the examination, and the number of students who abstained from the examination.
3. The course-level and program-level reports on student performance shall be initially reviewed by the Dean of the Faculty.
4. Where the student pass rate for a given examination session falls below fifty percent (50%), the Dean shall prepare an improvement plan.
5. Based on the performance results, the Dean shall propose measures and additional actions to improve student success.
6. Depending on the results, the Dean of the Faculty may propose the organization of additional lecture hours, exercise sessions, individual or group consultations, and supplementary academic counselling for students.
7. In addition to the measures set out in paragraph 6 of this article, for students who have demonstrated insufficient progress in several examination sessions, the institution shall contact such students and arrange additional individual consultations.
8. Any student who has not attended an examination for three (3) consecutive sessions shall be contacted by the institution and provided with additional consultations and academic counselling.
9. The Rector shall review the improvement plans submitted by the Deans and support their implementation at the institutional level.
10. Detailed procedures for managing student progress data shall be prescribed by a special Guideline.

## **Article 33**

### **Handling Student Requests**

1. Requests submitted by students in relation to the organization of the teaching process or the assessment process shall be addressed by the Dean, the administration, and the relevant professor.

2. The review of student requests shall include, but not be limited to, the following cases:
  - 2.1. consideration by the administration and the Dean of requests to schedule or reschedule the date and/or time of lectures and exercises;
  - 2.2. consideration by the administration and the Dean of requests to schedule or reschedule the date and/or time of examinations;
  - 2.3. consideration by the professor of a student's justified request for an extension for the submission of assignments, seminar papers, projects, etc.;
  - 2.4. in specific and duly justified cases where a student fails to take the examination at the scheduled time, the course professor, with the Dean's approval, may authorise the student to take an oral examination during consultation hours, to complete additional assignments, or other equivalent activities, depending on the specifics of the course;
  - 2.5. the administration shall ensure that student complaints concerning examinations are addressed in an appropriate and timely manner.

## **Article 34**

### **Interruption of Studies**

1. A student may interrupt their studies at any time for a period not exceeding three (3) years, for reasons of health, economic hardship, or social circumstances.
2. The request for interruption or continuation of studies shall be submitted in writing by the student to the Central Administration, accompanied by the relevant supporting documentation.
3. The interruption of studies shall be deemed approved only upon the formal approval of the Dean of the Faculty.
4. An interruption of studies approved by the Dean shall not be counted as a repeated academic year. Any interruption without such approval shall be considered as non-attendance of the educational process and shall be counted as a repeated academic year.
5. An interruption of studies entails the suspension of all academic and administrative services provided to the student.
6. The student shall have the right to resume or continue their studies at the beginning of any semester, but no later than two (2) weeks after its commencement.
7. The student shall submit a written request to the Dean of the Faculty to resume or continue their studies, which shall be either approved or refused.
8. Upon approval of the request, the student shall regain access to the electronic system for managing the educational process, including all examinations and earned credits, and shall again be granted access to academic and administrative services.
9. The procedure for interruption and resumption of studies shall be administered by the Central Administration.

## **Article 35**

### **Withdrawal from Studies**

1. A student may withdraw from studies at any time, provided that all financial obligations, fines, and obligations towards the library have been settled.
2. The student shall submit a formal withdrawal form to the Central Administration.
3. Withdrawal from studies shall be deemed approved only when the request has been formally approved by the Central Administration.
4. Withdrawal from studies shall include closure of the student's electronic account, return of the student identification card to the institution, suspension of all academic and administrative services and the loss of student status.
5. The student shall have the right to collect their documentation only after the withdrawal request has been approved.
6. Upon withdrawal, the student shall be provided with an official transcript of grades and credits earned up to the date of withdrawal.

### **Graduation**

## **Article 36**

1. A student shall graduate upon successfully passing all examinations prescribed in the curriculum and earning 180 ECTS credits for three-year bachelor programs, or 240 ECTS credits for four-year bachelor programs, or 300 or 360 ECTS credits for integrated programs, as applicable.
2. Graduation may be achieved either by passing the final examination or by completing a bachelor thesis, in accordance with the requirements of the study program.
3. For students graduating by final examination, the date of graduation shall be deemed to be the date of the last examination passed.
4. For students graduating by bachelor thesis, the date of graduation shall be deemed to be the date of the thesis defence.
5. The bachelor thesis shall be prepared individually by the student and shall demonstrate the ability to apply theoretical knowledge acquired during studies to the solution of practical problems within the relevant scientific field.
6. A thesis may also be prepared jointly by two (2) or three (3) students as part of a research group; in such cases, the specific contribution of each candidate shall be clearly indicated.
7. Upon successful completion of all academic obligations and graduation requirements, the

student shall be awarded the title Bachelor of Science, or Bachelor of Arts, or Bachelor Professional in the respective field of study or Doctor of Medicine in the relevant field, for integrated programs.

8. For study programs requiring a thesis, the procedure for preparation, submission, and defence shall be regulated by a specific guideline.

### **Article 37**

1. Upon fulfilling the requirements set out in article 36 of this Regulation, the student shall be entitled to apply for the issuance of a diploma.

2. The application for the diploma shall be submitted to the Central Administration.

3. The Central Administration shall conduct a formal review of the student's academic record to verify that the student has met all graduation requirements and that the file is complete.

4. The diploma shall be duly completed and signed by the Rector and the Dean, indicating their names, surnames, academic degrees, and titles. Their signatures shall be authenticated with the official seal of the institution.

5. The diploma shall be collected in person by the graduate, who shall sign the relevant register upon receipt.

6. In cases where personal collection is not possible, the diploma may be collected on behalf of the graduate by a family member presenting identification documents, or by an authorized person presenting written authorization.

### **Article 38**

1. If a diploma is found to contain errors, the graduate shall not accept it and shall request a correctly completed diploma.

2. If the graduate has already collected an incorrect diploma, or if the original diploma is lost or damaged to the extent that it is unusable, a duplicate diploma may be issued.

3. A duplicate diploma shall be issued under the following conditions and procedures:

- the graduate shall declare the original diploma invalid in a daily newspaper;
- a copy of the newspaper notice shall be filed in the student's record;
- the duplicate diploma shall contain the same data as the original diploma;
- the words "DUPLICATE," along with the protocol number and date of issue, shall be clearly indicated in the upper right-hand corner (or affixed by stamp);
- all other content shall remain identical to the original, except for the addition of the details set out above;
- detailed procedures for issuing a duplicate diploma may be prescribed by a specific guideline;

## **Article 39**

1. The awarding of diplomas may also be organized in the form of a graduation ceremony for groups of graduates.
2. The graduation ceremony shall be organized once per academic year.

## **Article 40**

1. Upon completion of studies, a student shall have the right to improve no more than two (2) final course grades.
2. The student shall submit a written and duly justified request for grade improvement to the Dean's Office of the Faculty.
3. Upon approval of the request, the student may retake the examination for the respective course during the next regular examination period.
4. For grade improvement, the student shall be assessed only once, and the resulting grade shall be final.

## **Article 41**

### **Tuition Fees**

1. A student enrolled in bachelor studies shall be required to fulfil all financial obligations in accordance with the tuition fees approved by the Steering Council.
2. The tuition fee shall be stipulated in the study contract and financial statements, which the student shall sign and accept upon enrolment.
3. In special cases, a student may be granted an exemption from tuition fee payments in accordance with the conditions and criteria established by the Steering Council.
4. Exemptions from tuition fees may take the form of academic scholarships or fee waivers based on categories determined by the Steering Council.
5. For full-time and part-time studies, the Steering Council may set different tuition fees.
6. The schedule for the payment of tuition and other financial obligations shall be specified in the student's study contract.

## **Article 42**

In the event of any inconsistency or conflict between the provisions of this Regulation and the provisions of the Statute, the provisions of the Statute shall prevail.

### **Article 43**

The Regulation on Bachelor Studies may be amended in accordance with the procedure applicable for its adoption.

### **Article 44**

Upon the entry into force of this Regulation, the Regulation on Bachelor Studies No. 1298/2021 of 17 December 2021 shall be repealed.

### **Article 45**

This Regulation shall enter into force on the date of its approval by the Senate and its signature by the Rector.

A blue ink signature of a name, followed by a circular blue ink seal. The seal contains the text 'REPUBLIC OF KOSOVO' at the top and bottom, 'AAB COLLEGE' in the center, 'PRISHTINA' below it, and '2001' at the bottom. In the center of the seal is a small emblem.

Dr. sc. Rektor

The Senate of AAB College, in the meeting held on 07/06/2024, made the following:

**DECISION**

1. The Regulation on Bachelor Studies is APPROVED.

The decision is to be submitted to:

1. Vice-Rectors
2. Secretary General
3. Deans



Dr.sc. Blerim Olluri, Rektor

