



KOLEGJI - COLLEGE
BIZNESI
Prishtinë

INTERNAL REGULATION OF BIZNESI COLLEGE

Prishtina 2019

The internal regulation "On the organization and functioning of BIZNESI College" drafted in support of the Decision of the Higher Scientific Teaching Council, based on Law no. 04 / L-037 "On Higher Education in the Republic of Kosovo", the Statute of the College, article 81, in all other legislation in force is approved by Decision of the Higher Scientific Teaching Council no ._____ dated 27/09/2019,and also by Decision of the Board No._____ dated 20/09/2019 of BIZNESI College.

CHAPTER I GENERAL PROVISIONS

Article 1 Legal basis

1. The Internal Regulation of BIZNESI College is based on Law no. 04 / L-037 “On Higher Education in the Republic of Kosovo”, the Statute of the College, article 81, and all other legislation in force.

2. The Regulation is subject to changes in form and content in accordance with any amendment to the laws and bylaws governing the activity of Higher Education in the Republic of Kosovo, the Statute of BIZNESI College, and it shall respect any international act ratified by the Republic of Kosovo on the system and principles of functioning of Higher Education.

Article 2 Objective and effects of the implementation of the Internal Regulation

1. The objective of this regulation is determination of standard rules for study programs at the College.

2. The internal regulation of BIZNESI College aims to:

- Create a complete and clear framework for undergraduate studies;
- Define standard rules for the preparation, organization and administration of university studies;
- Provide necessary space for full management at the levels of branches, programs and other units. In this context, the internal regulations will be supplemented by branch study regulations, teaching regulations of each study program, regulations of administration offices, etc.

3. This Regulation is drafted in accordance with the curriculum of study programs, respecting academic freedom, the rights and obligations of academic staff, students, and the legislation in force.

4. This Regulation extends its effects to all teaching scientific units, students, lecturers, operators and all the staff of BIZNESI College.

5. All basic units (programs and branches), subsidiary units (institutes, standing committees, etc.) and teaching-research units shall harmonize their regulations and activities in accordance with this regulation. They may set additional criteria, but they shall not in any case be lower or under the basic criteria of this Regulation.

6. This Regulation is annexed to the Statute and extends its effects on all teaching-scientific units, students and staff of BIZNESI College.

Article 3
Internal regulations

- a) The basic units have special internal regulations adopted by the relevant governing bodies and authorities;
- b) Internal regulations extend the effects to all structures, governing bodies and authorities, academic and administrative staff and students;
- c) The internal regulations of the base units regulate the relationship among these units in accordance with the regulation of the main unit.

Article 4
Special rules

The Higher Scientific Teaching Council and the Dean of the College may issue special rules or acts, permanently or temporarily, applicable only to a particular field, direction, object or unit to ensure the implementation of the Law on Higher Education, the Statute and this Regulation, or whenever there is a special legal obligation, in directions, situations or conditions of particular or extraordinary importance.

Article 5
Decisions, orders and instructions

Decisions, orders and instructions of the governing bodies and authorities at BIZNESI College extend their effects in the respective directions when drafted and adopted within their competence and in appropriate form.

Article 6
Notifications

- 1. In all cases when it is necessary or when it is related to their activity, the governing bodies and authorities of the College and its subsidiaries and base units shall be notified of the laws and regulations or other acts issued in their pursuance.
- 2. Submission or notification of the above acts shall be given to the managing authorities and the members of the governing bodies as well as to the administrative staff, against the direct or attached signature of the relevant text, which shall be retained by the communicator for as long as the act is effective and subsequently archived. .
- 3. The above communication is also valid through official electronically mail. This also applies to the internal acts of the relevant organs and units.

Article 7
Individual notification

- 1. The academic staff, administrative staff and students are notified of the Law on Higher Education, the Statute, the internal Regulations of the College or the internal Regulations of branches, basic units and other acts of standing character by recognizing the text available from

the relevant academic and administrative structure at the commencement of employment or study.

2. The amendment or repeal of the acts shall be done through general communication by posting it in special places unless individual notification is required.

3. The texts of standing acts and subsequent amendments shall be considered notified if published on the College's website or when more than 2 (two) calendar weeks have passed since the approval of the Higher Teaching Scientific Council unless personalized notification is an obligation.

4. The regulation and any designation of the regulation shall be the subject of individual responsibility for each employee (academic and administrative staff) as well as each College student, in any case after two (two) calendar weeks of the approval or modification of the decision by the Council.

Article 8 Interpretation

1. Where in the context of the implementation of an act there are different views on its content the relevant managing authority shall make an interpretation which when requested shall be given in writing.

2. Bodies higher than the interpreter, according to initiative or upon request, shall approve or amend the interpretation.

3. The body issuing the act makes the interpretation which shall be binding on implementation.

Article 9 Objection to interpretation

When opposing the issuer's interpretation of the act, the Higher Teaching Scientific Council or the Dean, as the case may be, examine the legality of the interpretation of the act and makes the final interpretation or relevant amendment when within its competence.

Article 10 Shortcomings in acts

In cases when unregulated aspects arise in the context of the implementation of the act, the issuer of the act or the body having jurisdiction shall determine the manner of action commenced by the regulation of similar aspects and when it is impossible by the general principles of the Law on Higher Education and the Statute. In such cases, supplementing the act is the task of that body.

CHAPTER II ORGANIZATIONAL STRUCTURE OF BIZNESI COLLEGE

Article 11 The overall structure

The overall structure of BIZNESI College is divided into: management, academic, research and support units.

The highest management unit at BIZNESI College is the Board which is responsible for planning, controlling and managing the activity.

The highest academic body is the Higher Scientific Teaching Council which is chaired by the Dean. All academic and research units as well as student representatives are represented in the Council.

The general structures are evidenced as follows:

1. Academic governing authorities of the College:

- a) Dean;
- b) Higher Scientific Teaching Council.

2. College Support Units

Within the support unit runs the General Administration Service which is a support unit for academic and student affairs. This support unit is headed by the director of administration.

I. The general administration service has the following sectors:

- a) Finance Service,
- b) Student and academic affairs service,
- c) Service for cooperation and public relations.

II. Technical and logistic support services:

- a) Computer and IT Centre;
- b) Legal Clinic;
- c) Library and reading room;
- d) Logistic auxiliary sectors.

III. Human resource development service:

- a) For the development of academic staff;
- b) For the development of students.

IV. Postgraduate studies service.

V. Office of Quality Assessment and Credits (ECTS).

VI. Centre for scientific research and publications.

Article 12 Academic Structure

1. BIZNESI College consists of Programs, branches and units, basic scientific research Units and other units.

2. Educational councils are set up within the programs to be led by program providers.

The study programs at BIZNESI College are:

I. Program: Banking and Finance

a) Academic governing authorities:

- 1. Director and vice director,
- 2. Program Council.

b) Basic scientific teaching units (**Bachelor**):

- 1. Program: Banking and Finance in business.

II. Program: Management and Economics

a) Academic governing authorities:

- 1. Director and vice director,
- 2. Program Council.

b) Basic scientific teaching units (**Bachelor**):

1. Program: Management and Economics, with the following sub-programs:

- Business management;
- International business;
- Marketing and communication.

III. Program: Emergency Management

a) Academic governing authorities:

1. Director and vice director,
2. Program Council.

b) Basic scientific teaching units (**Bachelor**):

1. Program: Emergency Management.

Sub-programs: Workplace health and safety, Fire protection and Environmental Protection.

IV. Program: General Law

a) Academic governing authorities:

1. Director and vice director,
2. Program Council.

b) Basic scientific teaching units (**Bachelor**):

1. Program: General Law.

Sub-programs: Administrative - Constitutional, Criminal - Juridical, Civil - Juridical, International - Juridical, Financial - Juridical.

V. Program: Management and Finance (MA)

a) Academic governing authorities:

1. Director and vice director,
2. Program Council.

b) Basic scientific teaching units (**MA**):

1. Program: Management and Finance (MA).

VI. Program: Emergency Management (MA)

a) Academic governing authorities:

1. Director and vice director,
2. Program Council.

b) Basic scientific teaching units (Master):

1. Program: Emergency Management (MA).

VII. Program: Criminal Law (LLM)

a) Academic governing authorities:

1. Director and vice director,
2. Program Council.

b) Basic scientific teaching units (Master):

1. Program: Criminal Law (LLM).

2. Academic development units take care of the development of the teaching process; research and development of research work activities; management of other support units aiming to assist studies.

BIZNESI College creates and operates basic scientific research units for research and scientific work

I. Institute for Scientific Research,

Scientific research aims to undertake activities ensuring sustainable scientific development.

The Institute for Scientific Research has its own work program within which the following units operate:

- a) Unit for economic, legal and emergency research;
- b) Unit for academic staff and others' training and development.

Institute for Scientific Research supports the development of academic staff, professors and student research work of BIZNESI College through the edition of books, scientific journals, various publications, scientific conferences, seminars, symposiums, workshops, summer camps for students, and study visits to various institutions.

II. Institute of Statistics,

The Institute of Statistics joined BIZNESI College in 2011 and as such has dealt with public opinion research and economic phenomena since then. This institute operates with capacities mainly derived from the academic staff and students of BIZNESI College.

III. Institute for career development,

The Institute for Career Development has been operating since October 2011, built as part of the College and aiming to advance knowledge in narrow fields of study and additional training for staff and students, at home and abroad.

IV .Publishing House of BIZNESI College

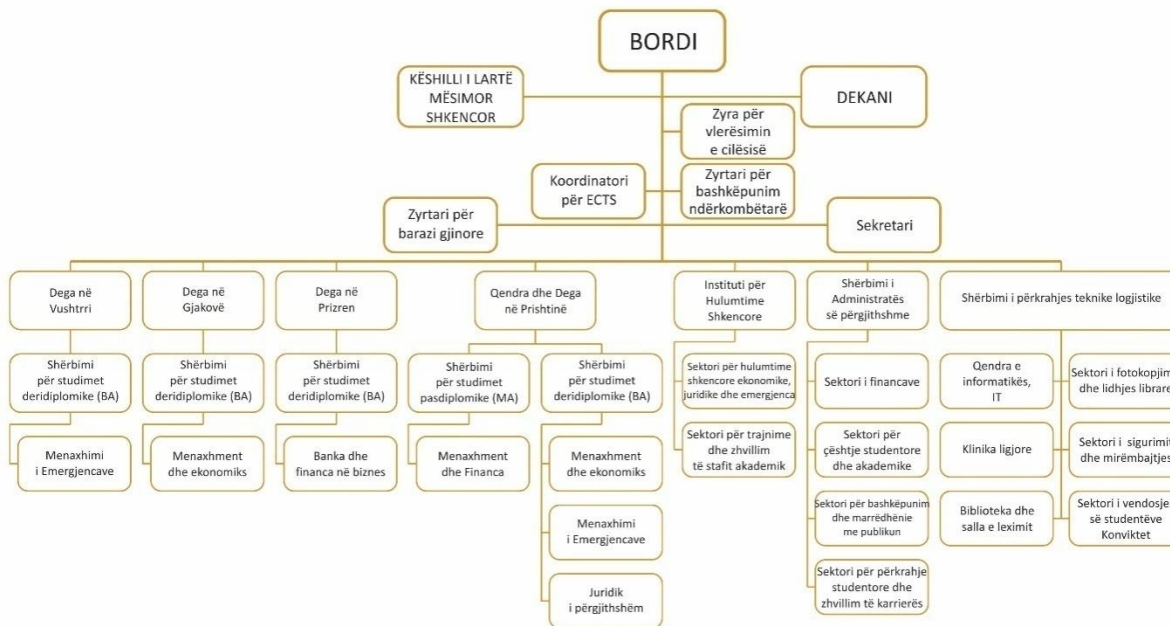
Publishing House of BIZNESI College deals with the editions of books, lectures, various assignments exercises. It is registered at the National and University Library of Kosovo, and as such has its own number and code.

V. BIZNESI College also operates with the Quality Assessment Office which is managed by the office director and support staff as well as the ECTS coordinator.

4. BIZNESI College establishes working committees such as:

- Committee for student admission,
- Committee for evaluation of academic staff engagement,
- Committee on the equivalence of grades and curricula,
- Committee for quality control of studies,
- Committee for complaints review,
- Disciplinary committee,
- Committee for cooperation and public relations, etc.

Article 13 Organogram of BIZNESI College



CHAPTER III MANAGING BODIES OF BIZNESI COLLEGE Article 14

Governing organs and authorities

1. Highest governing body of the College is the Board. Other academic bodies are the Higher Scientific Teaching Council and the standing committees.
2. The managing authorities are: the Dean, the General Secretary, the heads of branches and units, and the heads of study programs.
3. The members of the Higher Scientific Teaching Council and the leading academic authorities are elected through a general election process which takes place every four years.

Article 15 The Board

1. The Board has an advisory character to the founder of the College. It is a superior body of the College elected to oversee and control the College activities in the administrative, financial and economic aspects, development policies, and in the exercise of property protection rights of BIZNESI College. It is the highest governing, executive and commanding body of the College in the administrative area.

2. The Board consists of (5) five members, the president is elected out of them. The election and dismissal of board members is done by the College Higher Scientific Teaching Council.

3. Three Board members are elected as external members; they are not employed in the College. One member is also elected as an internal member, employed at the College. The founder is the member of the Board ex officio.

4. The President of the Board cannot be the founder.

5. The Board shall function on the basis of the Law on Higher Education, the Statute and the internal Regulation of the College, as well as its internal law detailing all the responsibilities, duties, manner of organization and functioning etc.

Article 16 **Higher Scientific Teaching Council**

1. The Higher Scientific Teaching Council is an academic body consisting of 14 members:

- Dean,
- Vice-Dean
- 4 program managers,
- 6 full-time academic staff members from the programs,
- 2 students selected by the student organization,
- Secretary-General (without rights to vote).

2. The members of the Higher Scientific Teaching Council, representatives of different interest groups are selected from the programs on the basis of a ranked list selected by a voting system by the academic or student staff (as appropriate). The Higher Scientific Teaching Council shall be renewed not less than once every four years with the possibility of re-election.

3. The Higher Scientific Teaching Council functions based on the Law on Higher Education, the Statute and the internal regulations of the College as well as its internal regulations detailing all the responsibilities, duties, manner of organization and functioning etc.

Article 17 **Founder of BIZNESI College**

1. Decisions related to tuition fees, salaries, investments, income and expenses of the College shall be made in each case by the College Board.

2. The founder is a member of the Board (ex officio).

3. The founder does not interfere in the academic sphere and does not affect the academic freedom of the lecturers.

4. The founder may not be a member of the Higher Scientific Teaching Council or the head of any academic unit in the College.

Article 18 **Academic Ethics Council**

1. The Academic Ethics Council of the College reviews ethics issues in the institution. Its conclusions on each issue it considers are forwarded to the Dean, respectively the Vice-Dean.

2. The members of the Academic Ethics Council are elected by the Higher Scientific Teaching Council.

3. The composition, responsibilities and duties, as well as the manner of operation of this council shall be determined by its internal regulations approved by the Higher Scientific Teaching Council and signed by the Dean.

Article 19

The Dean

1. The Dean is the highest academic authority of the Higher education institution as well as its legal representative for academic and protocol matters.

2. The Dean is elected by advertisement from the Higher Scientific Teaching Council of the College, with a four-year term and with the possibility of re-election. The Dean should have a title no lower than assistant professor.

3. Candidates for Dean must meet the following criteria:

a) Have experience in Teaching or researching not less than 5 years;

b) Have academic experience in the capacity of head of subjects disciplines as well as to have developed curricula, study programs, prepared supporting literature and / or developed research projects, etc., for at least 3 years;

c) Have no disciplinary action in force;

ç) Have not previously been convicted by a final decision for criminal offenses.

4. The Dean shall be elected by an absolute majority (the majority rule of the general members) in accordance with the provisions of the Statute. If no candidate wins this majority in the first ballot, then the two candidates with the highest number of votes qualify for the second ballot. If neither candidate wins the absolute majority three times in a row, the election procedure shall be repeated from the beginning as provided in the Statute.

5. The Dean's term of office begins on October 1.

6. The College Board, in consultation with the Higher Scientific Teaching Council, shall issue rules of procedure for the election and mandate of the Dean.

Article 20

Dean's duties and responsibilities

1. The Dean performs the following functions:

a) Runs the Higher Scientific Teaching Council;

b) Proposes the election of the candidates for the responsibilities of the College, such as the general secretary, program officers, academic personnel and branch and unit directors and nominates them after the approval by the Higher Scientific Teaching Council (KLMSH).

c) Signs and certifies the diplomas on graduation, grades statements and certificates of completion without the right to delegate the firm to other persons;

c) Proposes the Teaching-Scientific staff for the academic year and specifies workload;

d) Approves the calendar of the Teaching process for each academic year according to the instructions of the Ministry of Education, Science and Technology;

e) Establishes ad hoc committees and working groups on specific issues, studies and activities;

f) Submits to the Board the approval of financial plan of expenditure proposed by the Higher Scientific Teaching Council (KLMSH) at the beginning of the academic year;

g) Organizes activity for the internal evaluation of the College.

k) Signs employment contracts of academic and administrative staff at BIZNESI College.

h) Submits to the Board the strategic development plan of the institution;

i) Signs the academic titles such as "Assistant Professor" and "Professor" after their approval;

j) Handles complaints of decisions of the various bodies of the College and recommends decision-making to respective structures in accordance with the legislation in force;

k) Exercises controls over the quality of Teaching, research, implementation of employment contracts and any other activities performed by the College structures;

l) Authorizes, if necessary, the entry of law enforcement forces into the College premises;

ll) Signs academic agreements or protocols of cooperation of the College with third parties, as well as memberships in national and international associations. Agreements requiring Board approval are signed by the Dean after his prior approval.

m) Supervises the implementation of the decisions, measures and requirements of the Board of Higher Scientific Teaching Council (KLMSH).

2. The management of the branches of Gjakova, Vushtrri and Prizren is implemented by the Dean through the delegation of authority to the Branch Officers, who generally exercise the following duties:

a) Organize the Teaching process in the relevant branch of BIZNESI College;

b) Monitor the work process in the respective units;

c) Response to organizational activity;

d) Report to the Higher Scientific Teaching Council and to the Dean on the progress of the education process for the respective units.

3. The Dean, while exercising his functions, expresses himself with decisions, orders and instructions.

4. The Dean shall leave the office:

- Upon termination of the mandate,

- Resignation,

- If be violations of the laws and bylaws as well as the Statute and the Rules of Procedure of the College upon dismissal from the Higher Scientific Teaching Council.

- Not decent to act as the Dean.

- On his death.

5. In the case of the resignation of the Dean or inability to perform his duties until the appointment of the new Dean, the Higher Scientific Teaching Council shall authorize the vice Dean to perform the Dean's duties.

Article 21

Vice Dean

1. The vice Dean is the person who deals with the scientific teaching at BIZNESI College, in the absence of the Dean and for other duties authorized by him.

2. The vice Dean covers the activity related to the first and second cycle of studies, the curriculum and standards sector, as well as the internal evaluation.

3. In addition to the duties prescribed by the normative acts in force, the Vice-Dean shall also have the following duties in the exercise of his functions:

- a) Organize and supervise scientific teaching work in the College.
 - b) Follow the implementation of curricula;
 - c) Organize and supervise the work for postgraduate specialization and education;
 - d) Follow the scientific cooperation of the College units with the scientific research institutions and other higher schools;
 - e) Draft the calendar of the Teaching process and submits it to the Dean for approval,
 - ë) Manage the design of lessons, exams and follows their implementation;
 - f) Follow the correct completion of the school documentation by the Teaching Secretariat.

Article 22

General Secretary of BIZNESI College

1. The General Secretary shall be employed by public competition and shall be in charge of the administrative and economic progress of the College.

2. The General Secretary shall be a specialist with law or economic studies background and shall have organizational experience.

3. The General Secretary shall represent the College in legal disputes.

4. The General Secretary supervises the work of the administration, students and academic staffs' files, administrative staff and their order and issues evidence on students and academic administrative matters.

5. The General Secretary is responsible for issuing legal and subordinate legal acts.

6. The General Secretary shall report to the Higher Scientific Teaching Council.

7. The General Secretary shall also have the following duties and powers:

- a) Follow all the economic and administrative activity of the College;
- b) Organize and monitors the drafting and implementation of the budget plan and submits to the Board the project for the allocation of budgetary funds and other sources of funding;
- c) Organize the conduct of studies for the prospective development of the College;
- ç) Draft projects for the organizational and analytical structure of all subordinate administrative units of the College, as well as projects for its administrative direction;
- d) Organize the audit and financial audit;
- e) Organize third party service activities at the College;
- f) Be the president of the committees of investment, purchase, material assets;
- g) Represent the College as the first delegated by the founder in financial relationships with banks and in all contractual relationships with third parties, within the areas of activity it covers;
- gj) Response for the settlement of the obligations of the College to state authorities, for the payment of taxes, dues, and obligations to third parties;
- h) Response to adherence to student enrolment procedures.

Article 23

Standing Committees

1. Standing committees are collegial bodies set up at the institutional level and at the level of the main unit which mainly deals with the scientific qualification and the academic promotion guaranteeing the quality standards of the institution and study programs, the progress of its activity and relationships with students in accordance with the mission and policies of the institution. Standing committees exercise their activity and make decisions according to the competences under the law no. 04 / L-037 “On Higher Education in the Republic of Kosovo” and this Statute. They also address the Higher Scientific Teaching Council to approve decisions that fall within the competence of the latter.

2. The number of standing committees and the number of members shall be determined in the Statute. The replacement of committee members is done according to the order of the list of candidates.

3. The Higher Scientific Teaching Council shall establish standing committees at the institutional level as follows:

- a) Academic staff promotion committee;
- b) Quality assurance committee;
- c) Committee of activity and relations with the students;
- ç) Curricula committee;

4. The procedure for the election of the members of the committees shall be determined by the internal regulations of BIZNESI College.

5. A full-time academic staff member or a student may only be a member of a standing committee.

6. The chairpersons of the committees are elected by the Higher Scientific Teaching Council by the majority vote of all members.

7. The committee members are elected for a two-year term with the right to be re-elected.

8. Within January of each calendar year, each standing committee shall submit an annual report of its activity with the relevant findings and recommendations to the meeting of the Higher Scientific Teaching Council.

9. Other rules on the operation of the standing committees are set out in the regulation of their functioning.

Article 24

Committee for the promotion of academic staff

1. Committee for the promotion of the academic staff is the responsible structure for the awarding of titles "Assistant Professor" and "Professor" at BIZNESI College in accordance with the legislation in force.

2. Committee shall consist of 5 members. They are elected by the Higher Scientific Teaching Council for a two-year term with the right to be re-elected.

3. Committee shall have at least one member from each program.

4. Members of the committee shall meet the following criteria:

- a) Be part of the full-time academic personnel;
- b) Hold the title of "Assistant Professor" and have at least two years of Teaching experience after earning this degree;
- c) Have work experience as a member of academic staff for at least 3 years;
- ç) Not be elected members of the governing bodies.

5. The Commission shall decide by a majority vote of all members, by secret ballot.

6. The organization and functioning of this Committee shall be defined in its rules of regulation.
7. In carrying out its activities, the Committee shall apply the criteria set out in the applicable laws and by-laws for the evaluation of candidates and the award of academic degrees.

Article 25

Standing committee for quality assurance standards

1. Standing committee for quality assurance standards is the body responsible for ensuring the quality standards of the institution and study programs.
2. Standing committee for quality assurance standards shall consist of 7 members. KPSSC is composed of at least one representative from each program, one representative from the quality assurance structures, one representative from the institutes / branches, one representative from the students. The members of the committee are elected by the Higher Scientific Teaching Council for a two-year term with the right to be re-elected. Committee members, part of the academic staff, must meet the following criteria:
 - a) Belong to the category of "Assistant Professor";
 - b) Have work experience as members of academic staff for a period of at least two years;
 - c) Have no disciplinary action in force.The student representative of committee must be a student with a grade average above 9.
3. Committee shall decide by a majority of vote with all members present.
4. The organization and functioning of this Committee is set out in its regulation.

Article 26

Committee on maintenance of activity and relations with students

1. Committee on maintenance of activity and relations with students is established to provide support and to develop collaboration between the College governing bodies and students and / or student bodies. The committee consists of 5 members, 4 of them are part of the academic staff and 1 is the student representative. Student representatives and academic staff members are elected by the Higher Scientific Teaching Council for a two-year term with the right to be re-elected.
2. Committee shall exercise the following powers and duties:
 - a) Develop policies on treatment of students;
 - b) Cooperate and coordinate with Student Councils;
 - c) Propose financial and logistics support for students projects;
 - ç) Require different information from the main units for students 'problems;
 - d) Request information from the constituent bodies of the institution on issues and problems of students and their bodies.
3. Committee shall decide by a majority of vote in the presence of all members.
4. The organization and functioning of this committee shall be defined by its rules of procedure.

Article 27

Standing committee of curriculum

1. Standing Committee of curriculum is the responsible structure for evaluating draft programs submitted under the provisions of this Statute.

2. This Committee consists of 7 members. It comprises at least one representative from each program, representatives from administrative structures, representatives from institutes, and one representative from students. The members of the Committee are elected by the Higher Scientific Teaching Council for a two-year term with the right to be re-elected. Members of the committee who are part of the academic staff must meet the following criteria:

- a) Belong to the category “Professor”;
- b) Have work experience as members of academic staff for a period of at least five years;
- c) Have no disciplinary action in force.

The member of the Committee, a student representative, must be with the average grade above 9.

3. Committee shall decide by a majority of vote in the presence of all members.

4. The organization and functioning of this Committee are set out in its rules of procedure.

Article 28

Ethics Council

1. The Ethics Council operates on the basis of the Law on Higher Education, the Statute and internal Regulations of BIZNESI College, as well as the Code of Ethics adopted by the Higher Scientific Teaching Council. The Code of Ethics sets out how to make decisions, file and review complaints and enforce decisions and sanctions.

2. Violations of ethical rules are considered all actions committed by the students, academic staff, administrative staff, Teaching-Scientific support personnel that violate the personality of others, ethical and moral rules and norms of the institution and society according to the Code of Ethics approved by the Higher Scientific Teaching Council.

3. Ethics council is a collegial body of BIZNESI College which discusses ethical issues of academic life and submits proposals to the Dean on these issues.

4. Ethics Council shall promote and review ethics-related issues in the Teaching and research process, as well as in other institutional activities as provided by the Code of ethics and legislation for Higher Education and Scientific Research in the Republic of Kosovo.

5. Ethics Council makes decisions by a majority vote and submits its recommendations to the Higher Scientific Teaching Council.

6. Ethics Council shall consist of 7 members.

7. Each program proposes a nomination to the Higher Scientific Teaching Council, part of the full-time academic staff.

8. The seventh member is elected by the Higher Scientific Teaching Council and he or she is a member of the Council.

9. Two members from among the students, with an average above 9 are elected by the Higher Scientific Teaching Council.

10. In the process of nominating members, the Higher Scientific Teaching Council shall ensure that at least three members are of the same sex.

11. The Higher Teaching Scientific Council elects its chairman and its secretary from among the members of the ethics council.

12. The mandate of the members of the ethics council is 4 years with the right to be re-elected.

13. Ethics council proposes to the Higher Scientific Teaching Council the approval of the College Code of Ethics. Draft code is prepared by the Ethics Council. Before being submitted for approval, it shall be seen by all the main units of BIZNESI College.

14. The manner in which complaints are dealt with, decisions, relevant sanctions and the enforcement of such decisions are set out in its rules of procedure drafted by the Ethics Council and approved by the Higher Scientific Teaching Council.

Article 29

The Program Director

1. The program director is elected by the Higher Scientific Teaching Council for a four-year term with the possibility of re-election.

2. The program director must have a scientific degree or title (Doctor of Science).

3. The program director has the following competencies:

a) Direct all teaching and scientific work in the Program; direct work on curriculum development and study programs for all courses covered by the program and follows their implementation; supervise scientific activities, maintain documentation of scientific and academic activity of the academic staff of the program in accordance with approved annual planning; supervise the observance of Teaching programs, scientific research and other activities in a timely manner;

b) Supervise and sign the performance of the Teaching of the academic staff;

c) Recommend to the Dean special criteria for the admission to the program of Scientific Teaching staff;

d) Organize annual analysis of Scientific Teaching work, periodic analysis or other analysis for special cases and aspects in the program;

e) Identify, verify and, where appropriate, propose to the Dean measures for breaches of discipline at work by program staff;

ë) Supervise the observance of the discipline at work, take respective measures to restore order in cases of violations or deficiencies. Inform the Dean and gives relevant recommendations for organizational and disciplinary issues when considered reasonably;

f) Ask from lecturers pre-written and printed lectures for courses that are not with textbooks or auxiliary texts so that they can be approved by the College;

g) Adopt internal regulations of consisting units of the Program;

h) Propose to the Higher Scientific Teaching Council the members and presidents of the committees for the entrance exam, exam for professional training and diploma dissertation and approves questions of the entrance exams.

i) Propose to the Dean the expulsion of students from the College for the cases provided in the Program Regulation

j) Submit to the Dean, each year, a report on the Teaching, Scientific and financial activity of the Program.

k) Organize internal evaluation of the Program;

l) Select (from the nominations submitted) and propose to the Higher Scientific Teaching Council the academic staff.

m) Appoint the support staff, directors of other units of the Program, from the candidates selected in advance by the competent bodies of the Program.

4. In its activity, it supports and represents the opinion of the academic staff of the program.
5. When the Program director repeatedly violates the Statute, laws, bylaws and regulations of the College, the Dean shall request the Higher Scientific Teaching Council for his dismissal, and the election of a new director. The function of the Program director ceases even when he resigns, when his term ends, for health reasons and in the event of death.
6. The Program director appoints the vice Program director, who in the absence of the director and with his / her authorization exercises all responsibilities in the Program.

Article 30

The Program Council

1. The Program Council is an academic body. It consists of the Program director, regular academic staff of the program and 2 student representatives.
2. Members of the Program Council are all full time teachers. Two student representatives are selected by the Student Organization. This body is renewed when new teachers are hired at the beginning of the academic year.
3. The Program Council has the following functions:
 - a. Propose the curricula to the Higher Scientific Teaching Council, according to the branches and the basic criteria of equivalents of previous students training.
 - b. Draft the selection criteria for the academic staff and propose them to the Higher Scientific Teaching Council.
 - c. Draft the strategic development plan of the Program and submit it for approval to the Higher Scientific Teaching Council.
 - d. Propose to the Higher Scientific Teaching Council to approve the structure of studies.
 - e. Submit proposals to the Higher Scientific Teaching Council to open new branches.
 - f. Draft and propose to the Higher Scientific Teaching Council the admission criteria for students.
 - g. Draft the Program Regulations.
 - k. Compile annual reports on the Teaching and research activity of the Program and submit it to the Dean,
4. Discuss issues related to the Program at the request of the Program director.

Article 31

Employment of academic staff

1. The internal scientific teaching staff of BIZNESI College is employed by selection. Specific criteria for selection of candidates are proposed by the Program, formulated by the Human Resources Service and approved by the Higher Scientific Teaching Council.
2. According to the needs of BIZNESI College, the advertisement on "the announcement of vacancies for academic staff" is published in the Bulletin of Public Announcements. Publications of these announcements may also be given in newspapers, magazines, or television at the College's financial means. Announcements are published on the College's official website along with application forms.
3. Employment shall be carried out through an open competitive procedure ensuring a transparent, impartial and objective process. To conduct the selection procedure, a committee is

set up with program representatives, including external representatives as experts in the field. After the review and proposal of the commission, the candidates are sent to the Higher Scientific Teaching Council for approval.

4. Each candidate shall submit application which shall contain:

- Application form for academic staff;
- Three letters of recommendation from candidate's pedagogues or scientific leaders and at least one of the three letters from the last employer / leader (if any);
- Photocopy of the diploma, notarized;
- Photocopy of notarized certificate of grades;
- Photocopies of different qualifications, notarized;
- Photocopies of scientific articles published in international professional / scientific journals and / or other publications;
- Photocopy of passport or identification document;
- Notarized photocopy of the personnel files/ records if any.

5. Only applications received by postal service are accepted and protocolled according to the applicable rules. The date on the post office stamp will serve to determine the compliance of the candidate's application deadline which is an important criterion and constitutes a reason for rejecting the application.

6. The evaluation of candidacies for academic staff is based on:

- Application, containing 60% of the evaluation;
- Interview, containing 40% of the evaluation.

7. After the applications are protocolled and registered in the file according to the specialties, no later than 10 (ten) days from the deadline of receipt of applications, it is submitted by the Human Resources office.

8. Not later than 10 (ten) days from the deadline for receipt of applications, the full list of candidates according to specialties and according to the protocol, shall be posted in the College premises.

9. The Dean shall establish, by special order an ad hoc candidate evaluation committee. The candidacy evaluation committee for each specialty reviews the candidate application at the Human Resources office, verifies the compliance of the application form information with the documentation, including the recalculation of the candidate's average grade.

10. Candidate evaluation committees review applications according to the relevant form and compile the list of candidacies, according to the points earned, in descending order for each specialty and present it to the Dean. All candidates are notified by the Human Resources office of the date and time of the interview, officially by mail and by e-mail. This notice shall be published on the premises of the College. The points accumulated by the applications for each specialty are calculated for each candidate. The form is presented to the Dean, who based on the above mentioned results, determines the candidates to be interviewed. The criterion for determining the candidates to be interviewed is the amount of points collected from the wrap-up form.

11. The interview is conducted according to the modality specified in the form.

12. Upon completion of the interview, the candidacy evaluation committee draws up a list of points collected by each candidate in the interview. At the conclusion of the application and interview package review, the candidate evaluation Committee completes the summary form and closes all documentation for each candidate.

13. Selected candidates receive a term or annual contract. Their selection is made by the Higher Scientific Teaching Council and the contract is signed by the Dean of the College.

14. Upon termination of the contract and fulfillment of its conditions, the contract may be turned into a standing contract for employees with scientific degrees. Employees without a bachelor degree can only deal with fixed-term contracts, no longer than 3 years, renewable.

15. Employees with foreign nationals are admitted to the Teaching process on the basis of bilateral agreements following the decision of the College Higher Scientific Teaching Council.

Article 32

The rights and duties of academic and administrative staff

1. Rights and duties of the academic staff are set out in the personal employment contracts, the Labour Code, the Statute and the internal acts of BIZNESI College.

2. Rights of the academic staff are as follows:

a) The lecturer has the right to make use of all logistical opportunities offered by the College, respecting all internal rules of the institution;

b) Request from the basic unit the respect and implementation of all duties necessary for the normal running of the Teaching and research process;

c) Require from the governing bodies of the main unit and the College to respect his rights under the Labour Code and law no. 04 / L-037 “On Higher Education in the Republic of Kosovo”;

d) Ask from students an ethical and moral spirit in compliance with the law in force.

e) Apply himself and to demand for an ethical and moral spirit in accordance with the legislation in force and the Code of ethics;

ë) Demand respect for academic freedom.

f) Qualify and specialize overseas in a sector of their field up to one year. This time can be consumed in whole or in parts. A decision should be made by the Higher Scientific Teaching Council on the proposal of the Dean. In this case a special contract is signed.

g) Carry out postgraduate studies, qualification and specialization courses in accordance with the qualification plans approved in the Higher Scientific Teaching Council, in the interest of the Scientific and academic development of the College. These cases are exempt from the time limit of point (s) of this article. In this case a special contract is signed.

3. The duties of the academic staff are as follows:

a) Comply with the statute, regulations, and code of ethics of the institution;

b) Develop the study program of the course, supplement and improve it continuously and submit it to the appropriate office;

c) Fully carry out the task assigned by the College, ensuring high levels of Teaching and research;

d) Cover the teaching load determined by the College;

e) Systematically track the development and achievement of relevant science nationally and globally and to reflect in the Teaching process;

f) Compile exam questions in a timely manner by reformulating and updating them annually;

g) Completely fill in the lecturer's registry;

h) Determine consultation schedules with students and develop them in accordance with the College guidelines;

- i) Respect the timetables of the regular Teaching process;
 - j) Maintain the material base for loading and use;
 - k) Comply with the orders of the authorities, governing bodies related to the development of the Teaching process and the conduct of examinations;
 - l) Cooperate in scientific activities organized by the College;
 - m) Implement any special orders of the relevant managing authority for special situations, emergencies, or significant events in the institution
4. Other rights and obligations of the academic staff are set out in special regulations, orders and instructions of the Dean and governing bodies of the institution.

Article 33

Rights and duties of the Scientific – Teaching support staff

1. Except as provided in the Labor Code and in collective or individual employment contracts, Teaching-Scientific support personnel shall also have the following rights:
- a) Make use of all the opportunities offered by the institution, in compliance with all established rules;
 - b) Demand that all obligations arising from the performance of the assigned task in the Teaching process be observed and implemented;
 - c) Require the authorities and governing bodies of the program, branch, unit and College to respect all rights deriving from the Labor Code and the Law on Higher Education;
 - (d) Require such peers and students of such ethical and moral spirit to comply with the legislation in force;
2. The Teaching-Scientific support staff shall also have the following obligations:
- a) Respect throughout its activity the principles of civic ethics, the Code of Ethics of the BIZNESI College, by displaying a figure compatible with the activity taking place therein;
 - b) Fulfil responsibility for the task entrusted to him by employing his professional and intellectual abilities;
 - c) Make effective use of the classroom by adhering to the classroom;
 - d) Respect responsibly the discipline at work;
 - e) Maintain the material basis for use;
 - f) Maintain professional secrecy, not to disclose information about the task performed without the authorization of the relevant managing authority;
 - g) Apply the instructions that are necessary when implementing the curriculum;
 - h) In addition to the main duties set out in the relevant regulations, perform other duties in accordance with applicable laws and regulations, or other instructions of the relevant managing authority;

i) Apply any special orders of the relevant managing authority for special situations, emergencies or important events in the institution.

Article 34 **Rights and duties of administrative staff**

1. Apart from the rights provided in the Labour Code and in collective or individual employment contracts, administrative staff shall also have the following rights:

a) Use all the opportunities offered by the institution, in compliance with all established rules;

b) Require that all obligations arising out of the performance of the assigned task be observed and implemented;

c) Demand from the authorities and governing bodies of the College to respect all rights deriving from the Labour Code and the Law on Higher Education;

d) Require from colleagues such an ethical and moral spirit to comply with the legislation in force.

2. The administrative staff has the following duties:

a) Respect throughout its activity the principles of civic ethics, the Code of Ethics of BIZNESI College, by displaying a consistent figure with the activity taking place at the College;

b) Fulfil responsibility for the task entrusted to them by employing their professional and intellectual abilities;

c) Respect work discipline;

d) Maintain the staff in use;

e) Maintain professional secrecy, not give information about the task performed without the authorization of the relevant managing authority;

f) Implement the instructions that are necessary when performing the assigned task;

g) In addition to the main duties set out in the relevant regulations to perform other duties in accordance with applicable laws and regulations or orders of the relevant manager;

h) Apply any special rules of the relevant manager for special situations, emergencies or important events in the institution.

Article 35 **Designations according to the Statute of BIZNESI College**

1. Status of academic and administrative staff, Categories of academic staff, Hiring of full-time academic staff, Hiring of part-time academic staff, Duration of work of the academic staff, Teaching norm and holidays, Employment contracts for academic and administrative staff, Disciplinary responsibility, Disciplinary proceedings and Termination of employment are set out at BIZNESI College Statute.

CHAPTER IV ORGANIZATION OF STUDIES AT BIZNESI COLLEGE

Article 36 Admissions for studies

1. Admitted to attend studies at BIZNESI College are:
 - a) Citizens of the Republic of Kosovo.
 - b) Students transferred from other universities or Higher education institutions of the country or abroad;
 - c) Foreigners;
2. Eligible candidates are those who:
 - a) Confirm citizenship by official document;
 - b) Have an official document of completion of high school in Kosovo or abroad (equivalent to the criteria set by the Ministry of Education, Science and Technology);
 - c) Confirm, by official document, the ability to attend Higher education;
 - d) Passed the admission exam.
 - e) Apply to the Teaching Secretariat of Faculty or the relevant branch for admission to the program of their choice;
 - f) Pay the tuition fee.
3. The college accepts transfers from the university and other BAL (public and private). The deadline for transferring from university and other BAL (public and private) to BIZNESI College ends with the start of the winter or summer semester. In these cases, an evaluation committee is established for the degree of equivalence of the study program at the relevant branch or program by the Dean's decision. After the equivalent of the program and the recognition of the marks by the evaluation committee, the student who fulfils the conditions gets the right of transfer in that academic year as a student at BIZNESI College.
4. Teaching can be conducted in Albanian and other languages.
5. The objectives of the Studies are:
 - a) Studying at BIZNESI College aims professional education and scientific qualification of students through the integration of Teaching with research.
 - b) The College offers study programs in the fields of economics, management, emergency management, law, etc.
 - c) The development of new study programs is tailored to the needs of society, existing regional conditions and development prospects of the country.
 - ç) Undergraduate study programs are organized in two successive cycles: the first cycle and the second cycle of study. The requirements and aims of study programs for each cycle are drawn up in accordance with Law no. 04 / L-037 “On Higher Education in the Republic of Kosovo”.
 - d) According to the study cycles, the student is awarded a Bachelor degree in the field of completed education respectively a Master degree in the field of completed education. The types of undergraduate degrees according to the study cycles offered by the College are annexed to this regulation.

e) Graduation in all study cycles ensures the development of specialists capable of helping to solve professional problems by fields. The study programs refer to theoretical and practical achievements in contemporary sciences and aim at the gaining of diplomas convertible to those of other universities.

Article 37 **Organizing full-time studies**

1. The study programs at BIZNESI College are organized in two consecutive cycles:
 - a) First cycle;
 - b) Second cycle.
2. BIZNESI College offers integrated programs of first and second cycle studies combined with 300 credits and their normal duration is five academic years.
3. Study programs are organized in cycles and end with the award of degrees. The College offers accredited study programs and credit ratings under the European Credit Transfer System (ECTS).
4. The average amount of credits during a year is 60 credits. An undergraduate credit corresponds to a 25 hour charge. The study programs are designed by the College itself and approved by the Higher Scientific Teaching Council. The college publicly announces the study programs it offers, before applying for admissions.
5. The academic year is organized in two terms. Each semester has 15 weeks. There are 20 - 25 classes each week.

Article 38 **Study programs in the first cycle**

1. At BIZNESI College the study programs are semestral with continuous knowledge control including active student participation. The manner of organizing knowledge control is set out in this regulation.
2. The first cycle study programs aim to provide basic knowledge of general Scientific methods and principles and certain skills in a variety of professions and specialties.
3. The first cycle study programs at BIZNESI College are normally completed with 180 ECTS and their normal duration is 3 academic years (for the 240 ECTS Law Program and their normal duration are 4 academic years).
4. Students in these programs, based on the criteria set forth in the College's regulation of average grades, may graduate with a diploma thesis.
5. At the end of the first cycle study programs, a Bachelor's degree is issued in the field of completed education.

Article 39
Second cycle study programs

Second cycle study programs are organized into Master of Arts study programs.

Article 40
Master of Arts study program

1. The second cycle of study programs in the Master of Arts provides graduates with a Master's degree, with in-depth theoretical and practical Scientific knowledge in the relevant field.
2. This program may be completed with 120 credits of normal duration not less than two academic years (for the Law program 60 credits of normal duration not less than one academic year). This includes 30 credits for a research project, under qualified guidance, which ends with a degree (micro thesis). At the end of the second cycle study program, a Master of Arts degree is issued in the field of completed education.

Article 41
Compilation of study programs

1. According to the legal deadlines, study programs are designed, reorganized or modified as a project by directors of programs based on the standard requirements “On the elements of study programs provided by Higher Education Institutions”, the Statute of the College and the definitions of this Regulation.
2. The project is also accompanied by the relevant argumentation if the proposed study program has financial costs.
3. Programs of the first cycle are programs that are designed and reorganized in collaboration of specialists in the determination of subjects according to their specific field. In such circumstances, the Dean sets up a committee with an equal composition of all core units to integrate decision-making for parts of the programs that belong to their fields of study.
4. If the draft program is approved, the Dean shall submit it for further approval to the Higher Scientific Teaching Council.

Article 42
Elements of study programs

1. Draft programs prepared by program directors are organized into modules and courses.
2. Course syllabus (Syllabus) is compiled in accordance with the requirements set by the Kosovo Accreditation Agency.
3. Program directors should avoid repeating the same modules in different study cycles while designing the programs. To this end, there can be no repetition of the same topics and bibliography in the different study cycles.
4. In each case the various literature and materials used in each study program and in each subject must be approved by the Dean.
5. Detailed elements of the programs are set in the program regulations.

Article 43
Approval of study programs

1. Upon obtaining of the proposal, the Dean shall submit the draft program to the Committee of Curriculum for review, which shall, within 10 days, draw up a report to the Higher Scientific Teaching Council stating its approval, return for completion or disapproval of draft program.
2. The Higher Scientific Teaching Council shall declare within 30 days the approval, return for completion, or disapproval of the draft program.
3. In the case of the return of the draft program for completion, the Higher Scientific Teaching Council shall set a deadline to the person responsible to perform the necessary actions. The requirements of the Council are binding for the program director in reviewing the draft program.
4. With the approval of the draft program, the Dean undertakes measures to prepare and submit Self-Assessment Report to the Kosovo Accreditation Agency.

Article 44
Elements of studies

1. The main elements of study are: lectures, seminars, laboratory work, course assignments, course projects, learning and internship practices, intermediate and final exams, diploma theses and essays.
2. The allocation of classes according to the above elements of study for each course is determined by the academic staff responsible for it based on the credits assigned to the discipline.
3. Lectures, seminars, learning and internship practices, laboratories, etc., take place in learning groups.
4. The division of students into groups is made by years of study and types of programs, by Dean's designation, and is clearly recorded in their registers which reflect students' attendance and the development of classes by designated academic staff.
5. The attendance at classes is mandatory, not less than 75%.
6. If the student misses the course and achieves a 25% quota of being absent then the student is disqualified from the course, graded 4 (four) and repeats the course the following semester when the course is offered.
7. If the student has attended the course regularly but has not passed the exams then the student may either attend the course again in the next semester where the course is offered or pass the exams in a particular season determined by the major units in accordance with the rules set out in this regulation.
8. The schedule and the auditor of the development of the lesson is specified for each study program and each year of study. It is compiled by the core units at the beginning of each semester, announced by the Teaching Secretary one week before the lesson begins and published on the website.
9. The class schedule is obligatory to be respected by the students and the academic staff.
10. The class schedule is built on the basis of the harmonization of the studying elements and the rational distribution of the student workload. This workload varies from 20 to 25 hours per week.

11. Semester duration is 15 weeks. The semester syllabus and related schedules are announced before the semester begins at prominent places in the College and in each branch, as well as on the official website.
12. The courses are all semestral.
13. Class lasts 60 minutes.

Article 45 **Courses**

1. Courses, according to the characteristics of study programs, are divided into:
 - a) Compulsory courses;
 - b) Elective courses.
2. Compulsory courses include Scientific activities in the relevant field of graduation specified in the curricula.
3. Elective courses include scientific activities in the relevant field of graduation which are oriented towards a closer specialization.
4. In accordance with the curriculum of each study program, a specified number of elective courses shall be specified which may be 10% to 20% of the one-year courses.

Article 46 **Curriculum**

1. The volume of studies is determined depending on the curricula of each study program, drawn up by the programs, approved by the respective Program Council and eventually receives the approval of the College's Higher Scientific Teaching Council.
2. At the beginning of each academic year and based on the curricula of each study program, the programs draw up the curriculum of the year which is approved by the Program Council. The syllabuses are designed for each subject.
3. For any second cycle study program, no more than 15 exams or other forms of final assessment of knowledge shall be required, gained in a course or other formative activities.

Article 47 **Teaching Secretariat**

1. The College Teaching Secretariat compiles, manages, and is responsible for the maintenance of the handwritten and computerized basic register as well as course registers.
2. Records of the courses signed by the members of the academic staff and the program managers are deposited to the Teaching Secretariat as well as the names and numbers of the students' matriculation. Their enrolment is conducted in the basic register and the course register.
3. The Teaching Secretariat has to keep, check, and inform the lecturers of the maintenance and careful completion of the course registry. Any inaccuracies shall be notified in writing to the branch manager, unit leader, program director and vice Dean.
4. The Teaching secretary has to write in the course register the names, surnames, correct student matriculation number. The Teaching secretary has to notify in writing the lecturer and the vice Dean about students who are absent and who cannot take the exam because of these absences.

5. The day before the beginning of the enrolment week, the Teaching Secretariat shall submit, physically and electronically, to the Dean the list of students eligible to attend each of the courses to be offered. The Dean forwards this list to the Office of Information Technology and Registration. This list is compiled based on the following elements:
 - a) Students who remained in that course in previous years;
 - b) Students who have the course in the standard curricula of their study program;
 - c) Students who appear as passers in the former required course (if any);
 - d) Students who have paid the tuition fee and have finished other legal obligations.
6. The principal unit is not responsible for any errors made by the student during registration.
7. The Office of Information Technology and Registration is responsible for student registration.
8. The Office of Information Technology and Registration provides freshmen with a password and username that serve to access the on-line schedule enrolment program within the deadlines set by the Dean.
9. At the end of the on-line registration, the Office of Information Technology and Registration sends the lists to the Teaching Secretariat of the main units.
10. Enrolments are declared completed by the Dean no later than the last day of the enrolment week.
11. Course lecturers have no right to add or remove student names in the respective program register.
12. The Teaching Secretariat prepares the registers according to lists within the first week of each semester.
13. Special requests of the student who have not enrolled for various reasons may be addressed to the Teaching Secretariat no later than the first week of the semester. The Teaching Secretariat submits them to the Information and Technology Office.
14. The Teaching Secretariat is directly dependent on the Dean and is under control with a written order by a commission appointed by the Dean at the end of each semester for the accuracy of the data received and processed.

Article 48

Basic register (essential)

1. The Teaching Secretariat maintains a basic register of students with their personal data, evaluations obtained while attending the study program, diploma information or diploma gained together with diploma supplement, etc. according to legal standards.
2. The basic register of students is completed by the Teaching secretary in writing and electronic form and is kept in standing storage.
3. In the Basic Registration, each student of BIZNESI College is given a unique matriculation number that accompanies the student until obtaining the diploma, respecting all applicable legal acts.
4. The Teaching Secretariat also maintains the records of the intermediate and final examinations in physical and electronic form.
5. The Teaching Secretariat carefully records all grades according to the courses in the basic register.

6. The basic register shall be completed in writing, without correction and shall not be modified for any reason.

Article 49
Register of the study program

1. The Course Register is the only basic official document that identifies the development of the class and the student absences.

2. The non-attendance of students in compulsory attendance classes is assessed in the course register.

3. In the course register, each lecturer has to record the titles of the developed topics, seminars, and accurately reflect student absences.

4. Upon completion of the class, the register shall be deposited to the Teaching Secretariat which shall record the students' attendance, complete the name of the course, program, lesson schedule, as well as the list of students together with the relevant matriculation numbers.

5. After the end of the class, the register is submitted to the Teaching Secretariat signed by the lecturer and counter-signed by the Teaching secretary of the College (branch) offering the study program.

Article 50
Office of Technology Information and Registrations

1. The Office of Information Technology and Registrations publishes registration deadlines, rules and guidelines on how registrations will be conducted online highlighting the fact that defaulting is a penalty for enrolment in subsequent term courses.

2. The Office of Information Technology and Registration provides students with an identifying username and password to register online.

3. The right to enrol into the course sections offered in a given semester is reserved for all students who:

- a. have paid the tuition fee (for the enrolment in the second semester courses);
- b. result in pass-through courses required (where applicable);
- c. have settled other legal obligations.

4. Registration week at BIZNESI College is the week preceding first week of the semester.

5. The Office of Information Technology, prior to the start of any registration process, draws up a list of students who have paid tuition fees or other obligations under applicable laws and guidelines, identifying students who are still debtors. This list is filed to the office of the Information Technology and at the Rectorate.

6. The Office of Information Technology and Registrations has directly under control the Teaching Secretariat in matters of enrolment, keeping and updating of student data including generalities and grades, drafting, completion and preparation of diplomas.

7. The Office of Technology Information and Registrations depends directly on the Dean.

Article 51

Knowledge evaluation

1. The only form to evaluate knowledge at BIZNESI College is the written exam. For each course 10% of the assessment will be based on course assignments, individual or team projects, and essays according to the approved course program.

2. The forms of evaluation used are the scoring system, the result of which shall be converted into marks according to the formula laid down in this regulation.

3. Classes are held in lectures and seminars.

4. When a student does not take the exam, they are given a score of 0 (zero), but they have the right to continue the course until its completion. In the case when a student submits documentation justifying compelling reasons such as serious health problems (eg hospitalization, serious accident), emergency family disasters, or public emergencies, the Dean decides on giving another exam possibility based on the written request submitted by the student. The Dean has the right to request additional documentation to verify the absence.

6. The calendar of the semester syllabus and relevant schedules are announced before the start of the semester in visible locations of each main units or branch, as well as on the official website.

7. The courses are all semestral. If the student does not qualify for a course they have the right to attend it again in the following semesters when the course is offered. If the course is no longer offered for various reasons, the student has the right to attend the respective substitute course. Thus, in addition to the courses set out in the standard curricula of the study program, the student has the right to attend other courses at the same time as residuals from previous semesters.

8. If the student has 25% absences, they cannot take the exam. The Teaching Secretariat informs the relevant lecturer in writing for students who will not take the exam due to the number of absences.

9. The midterm exam takes place in the seventh and eighth week, and the final exam in the fifteenth and sixteenth week, guaranteeing a distribution of the exams in both weeks.

10. The registers of the midterm exam are signed by the lecturer, the Teaching Secretariat and the program director.

11. The final registers are signed by the lecturer, the teaching secretary, the program leader and the Dean.

12. The exam for students who have attended the course but have not achieved the qualifying results (scored 4) is carried out by following the procedure:

a) Exam dates are determined by the main units;

b) Students make pre-registration to take the exam for a registration fee;

c) For each course and study program offered the theses used in the normal semester and the number of theses to be designed shall be determined by order of the Dean;

- d) Theses used in the exam are selected on the day of the examination under the responsibility of the program director;
- e) Exam theses are distributed to students and are coded;
- f) The program director determines the evaluation commission on the day of the exam.
- g) The Evaluation committee corrects the exams based on the keys of the selected theses and submits them to the program director. The administrative personnel where the course is offered removes the code of the exams and drafts the register. The registers after being verified are signed by the evaluation committee, the teaching secretary, the program director and the Dean.
- h) Any notes or marks done in the theses before correction, that cast doubt on student identification, make the thesis invalid. This exam is not corrected, and a separate record is kept by the evaluation committee, explaining the reasons and forwarding it to the program reviewer;
- i) After correcting and drafting the registry, the exams shall be sealed in an envelope according to the prescribed procedure and be kept for one year;
- j) Any finding of a breach of this procedure or actions that give signs for interpretation shall be deemed to be a gross breach and shall be punishable by immediate termination of the employment contract for the person who commits the breach.

Article 52

Exam dates and deadlines

1. The exams are held according to the deadlines set in the approved calendar of the academic year.
2. Possible changes to the calendar are made by Dean's decision.
3. Examination and assists dates are made public by Main Units one week before their development by distributing them in two weeks (seventh and eighth week, and fifteenth and sixteenth week). The deadlines set for the exams are mandatory for both lecturers and students.
4. Dates of exams of non-attendance are announced by Main Units. Up to two exam seasons can be announced.
5. The student has the right to take exams on different courses, on the same day, if the exam schedule allows.

Article 53

Conducting and evaluating exams

1. The exams take place at the appointed time and date. Because of force majeure or other reasons, the Dean orders the new exam date and time notifying students at least 3 days earlier.
2. The course lecturer as well as the assistant lecturer is present in the exam. They are assigned in the chart drawn by the program director. If the assistant does not appear on the exam, the course lecturer notifies the program director.
3. No other people may be present during the examination except the governing authorities.
4. The course lecturer follows the development of the exam and is responsible for its progress.

5. If the assistant lecturer fails to be present on the exam, the program director replaces them and proposes disciplinary action.

6. Exam theses must be signed by the program manager.

7. The student appears on the exam with an identification document.

8. The degree of acquisition of the syllabus is evaluated by a 100-point scoring system, converted to a ten-grade scoring system in the final minutes.

9. The lowest passing grade is grade six which corresponds to 51- 60 of the points earned.

10. The modalities of assessment along with the course syllabus are also given in the syllabus, (course program) which is designed by each lecturer no later than 7 (seven) days prior to the beginning of the semester adhering to the type syllabus approved by the Higher Scientific Teaching Council.

11. Syllabuses (course programs) must be submitted to the respective program directors. They approve syllabuses after giving their suggestions and remarks. If considered necessary, program directors suggest that a syllabus be developed jointly by all academic staff responsible for that course.

12. The syllabuses (course programs) and exam rules are presented and explained to the students by the lecturer in the first class of the course. Also the general rules of operation of the College are clarified by the lecturer for everyone in the first class of the presentation.

13. The final evaluation of each course is carried out based on the total of points earned during the course conduction (maximum 100 points) by calculating the following:

a) Presentation and teamwork: 0-5% of final grade;

b) Individual presentation: 0-10% of final grade;

c) Activity: 0-5% of final grade;

ç) Seminar papers: 0-10% of final grade;

d) Test I: 0-20% of final grade;

e) Test II: 0-20% of final grade;

ë) Final exam: 0-30% of final evaluation.

14. Grading based on the points collected is carried out according to the following references:

a) Grade 4 (four) - 0 - 50 points;

b) Grade 6 (six) - 51 - 60 points;

c) Grade 7 (seven) - 61 - 70 points;

ç) Grade 8 (eight) - 71 - 80 points;

d) Grade 9 (nine) - 81 - 90 points;

e) Grade 10 (ten) - 91 - 100 points.

15. Administration of exam

For each program and year of study, at least 4 (four) exam theses must be designed.

a) Exam theses should be computer-written and clearly drafted. They must be subject to the approval of the program directors no later than the last day of the week preceding the exam, namely the sixth or seventh week for the midterm exam and the fourteenth and fifteenth week for the final exam.

b) Once the theses approved by the program directors, the lecturers personally reproduce them in the copies in the College premises;

c) After the exam, the theses corrected by the lecturers, as for each program and year of study are submitted in sealed envelope to the Teaching Secretariat within 7 days. Above each envelope should be clearly written in capital letters:

- a. Name of the Lecturer;
- b. Program;
- c. Year of study;
- d. Number of exam sheets;
- e. Date;
- f. The lecturer's signature.

d) The following class after exam, lecturers give explanations about the exams to the students in order to ensure the transparency of the assessment. When it comes to the final exam, the lecturer sets the date and time to announce the exam results. The day set by the lecturer shall be no less than 7 (seven) days from the day of the final exam.

e) For the midterm exam (first and second test) the day set shall be no later than the last class of the week following the exam. The lecturer announces the results of the exam at his office, identifying the student's matriculation number and concealing his identity.

f) In case of uncertainty, the students have the right to personally see the exam in the presence of the course lecturer in order to obtain the appropriate explanations. Students have the right to address in writing further clarification to the program manager covering the course.

g) Final exam grades are recorded in the registry by the lecturer and signed by the secretary, program director and Dean.

h) If the registries have technical irregularities, the program director of the program in cooperation with the Dean and responsible lecturer reviews the documentation and makes the final decision within 7 days from the day of ascertainment.

(i) Final original signed registries shall be deposited to the Teaching Secretariat. Teaching Secretariat has no right to reproduce or replace registries for any reason.

16. Disciplinary Measures.

a) It is not allowed to communicate with anyone other than the course lecturer during the exam.

b) No cell phone use allowed.

c) In case the student is caught cheating, they have to stop the exam and measures are taken to complete the registries by the course lecturer and the corresponding assistant. The exam is also attached to the registries.

(d) The registries shall be sent to the program director who then makes a decision on the disciplinary measures to be applied for the particular case. If the responsibility deems it necessary, the program director may be consulted.

17. Maintenance of documentation:

a) After the evaluation of exams, the computer based registries signed on all pages by the lecturer and program director are deposited to the Teaching Secretariat;

(b) The deadline to file the registries shall be no later than the last day of the eighth or ninth week for the midterm examination and not later than the last day of the sixteenth and seventeenth week for the final examination.

c) The deadlines for the submission of registries for the final exam are set out in the regulations of the Office of Information Technology and Registration.

d) Final exam registries are submitted electronically and in print to the Teaching Secretariat of the main units and a copy is submitted to the Office of Information Technology and Registration;

e) The results of the final exam are displayed according to the matriculation number by the Teaching Secretariat at the end of each semester.

f) Exam results remain posted for 3 weeks.

g) It is not permitted to give information on exam results to anyone other than the student who has passed the exam, including parents or relatives;

h) At the end of each exam, exams are submitted to the Teaching Secretariat of the basic unit together with the registries. Capital letters shall be used when writing on the envelope:

- Name of the lecturer;
- Year of study;
- Program;
- Semester;
- Academic year;
- Exam: First / Second;
- Envelope Examination Number (in capital letters):
- The lecturer's signature.

i) The registries of the examination submission at the Teaching Secretariat shall be in the form attached hereto.

(j) Envelopes with exam papers archived at the secretariat may be opened and checked only in the event of a complaint or when deemed appropriate by the relevant managing authority.

k) A commission of specialists in the relevant field implements the order.

18. Exams are stored in the College archive for 1 (one) academic year. They are then burned under the auspices of the Office of Information Technology and Registrations.

Article 54

Complaining about the violation of examination rules

1. The student has the right to complain about the violation of the exam development rules and the scores obtained. The complaint shall be submitted in writing to the program director within 48 hours of the results being posted.

2. If the program director verifies a correctable violation, they shall make the necessary corrections within 5 days of receiving the complaint in cooperation with the responsible lecturer and the vice Dean.

3. If the program director deems it impossible to make a decision, they propose that the decision be taken by the Dean.

Article 55
Complaining about the final result of the exam

1. The student has the right to complain about the final result of the exam. The complaint shall be submitted in writing to the program director within 48 hours of receiving the result of the examination. The program director shall make the appropriate verifications and, when they find it impossible to resolve the complaint, they shall immediately notify the Dean.

2. Within 48 hours of receiving the notice of the complaint from the program director the Dean shall establish an ad-hoc committee that verifies the student's claims. With the approval of the Dean, the commission determines the final evaluation of the exam.

3. Changes in student scores in the signed registries and online system are made by special commissions.

Article 56
Improving the grade

1. At the end of the academic year, the student has the right to submit, in writing to the Secretariat their request for improvement of the grade up to three subjects from the given year. The student has the right to improve the grade against a fee determined by the Higher Scientific Teaching Council by submitting a request to the Dean who decides on the matter.

2. Applications are reviewed on a case-by-case basis and approved within two weeks of the close of the academic year.

3. Requests approved by the Dean shall be forwarded in writing to the secretary. The secretary forwards the information to the Office of Information Technology and Registrations which shall enable students access to the course registration.

4. In order to improve the grade, the student has the right to try only once. In the end, the grade with which the student is evaluated the second time remains valid.

Article 57
Organization and conduction of graduation (earning the degree)

1. Graduation procedure shall meet the following conditions:

a) Accumulation of all credits provided in the standard curricula of each study program, namely:

• 180 credits for three academic years (240 credits for four academic years) for Bachelor Degree”

• 120 credits for two academic years (60 credits for one academic year) for Master Degree.

b) Settlement of all financial and material obligations to the College.

c) Students who meet the requirements, submit to the Teaching Secretariat the completed “Request for Graduation” according to the approved format, no later than 2 (two) months after the start of the academic year.

d) If at the end of the academic year, the student turns out to be qualified in all subjects, they submit the graduation request together with a grade certificate to the Teaching Secretariat in order to confirm eligibility and the desire to graduate no later than one week after the end of the academic year.

2. For each study program that does not contain a skill-based subject in the curriculum, the Dean shall designate a summary course (diploma course) during which the student works on a micro thesis under the direction of the subject lecturer. If the study program contains a skill-based subject in its curriculum then this course serves as the graduation course.

3. Based on the graduation results as well as the overall results, Teaching Secretariat of the main units in cooperation with the Office of Information Technology and Registrations, comprehends diplomas and grade certifications for each student.

4. The Office of Information Technology and Registrations registers in the State Register of Diplomas and Certificates for Higher Education and Scientific Research held at the Ministry of Education and Science all diplomas obtained before being received by students in accordance with applicable rules.

5. A separate diploma register is also maintained at the Office of Information Technology and Registrations. A student who is graded with a minimum of 6 (six) in diploma has the right to obtain a diploma and a certificate of grades at graduation.

7. Students who lose the right to graduate are issued with a certificate of grades, which lists all subjects with earned credits and respective grades as well as weighted average marks. They reserve the right to apply for graduation next season.

Article 58 **Equipping with diploma**

1. Upon completion of studies at BIZNESI College, the following degrees are awarded:
a) Bachelor's degree; b) Second cycle diploma "Master of Arts" c) Certificate.

2. Upon completion of Bachelor degree at BIZNESI College, diplomas are awarded with the following titles:

- a) Program: Banking and Finance - Bachelor;
- b) Program: Management and Economics - Bachelor (with sub-programs: International Business, Management and Marketing);
- c) Program: Emergency Management- Bachelor (with sub-directions: Fire Protection, Occupational Safety and Environmental Protection);
- d) Program: General Law: (LLB) (with sub-directions: Administrative-Constitutional, Criminal-Law, Civil-Law, International-Law, Financial-Law).

3. Upon completion of the Master studies at BIZNESI College, the following diplomas are awarded:

- a) Program: Management and Finance (MA) - Master of Arts in Management and Finance;
- b) : Emergency Management - (MA) - Master of Arts in Emergency Management;
- c) Program: Criminal-Law LLM - Master of Arts in Criminal Law.

4. In order to obtain the diploma, student must receive 60 ECTS credits per year (180 credits for three- year Bachelor studies), respectively 240 credits for four- year Bachelor studies.

If the candidate does not pass the first session of the diploma defence, they can submit defence at the next defence session.

Candidates must accumulate 60 ECTS credits (1 year study program), respectively 120 ECTS credits (2 year study program).

5. The student who meets all the requirements of the syllabus is provided with a diploma, a list of grades and a Diploma Supplement. The student evaluation is expressed by the ECTS

credit system. The students who after completing their studies, have all top grades, are decorated with a "Gold Medal" with the respective certificate; those who have not less than 80% of grades 10 and other part is no lower than 9 are decorated with the "Excellent Student" certificate.

The ceremony of awarding diplomas is organized for each Program; for students who earn a "Gold Medal" or "Student Excellence" certificate the ceremony is organized at the College level and diplomas are delivered in person by the Dean of the College in the presence of Board representatives, professors, administrators, parents, peers, students' friends.

Article 59

Diploma Supplement

1. All diplomas, first and second cycle studies, issued by BIZNESI College are accompanied by Diploma Supplement which is drafted in accordance with the instruction of the Minister responsible for education and this statute.

2. Diploma Supplement contains the following information:

I. DATA ON GRADUATES

- 1.1. Surname;
- 1.2. Name;
- 1.3. Date of birth (day, month, year);
- 1.4. Student's ID number.

II. DATA ON DIPLOMA

- 2.1. Name of diploma and title given to the graduate;
- 2.2. Main course (s) of study;
- 2.3. Name and statute of the institution issuing the diploma;
- 2.4. Designation and statute of the institution administering the study process, if different from that provided for in 2.3;
- 2.5. The language in which the studies were conducted.

III. DATA ON THE STUDY CYCLE (LEVEL)

- 3.1. Program cycle (level)
- 3.2. Duration of the program
- 3.3. Selection criteria

IV. PROGRAM CONTENT DATA AND RESULTS

- 4.1 System (study method)
- 4.2. Academic features of the program
- 4.3. Details of the program including courses studied and grades and credits received by the graduate
- 4.4. Title obtained at the conclusion of the program.

V. INFORMATION ON THE PURPOSE OF THE PROGRAM

- 5.1. Opportunities for further education;
- 5.2. Graduates status.
- 5.3. The above information is organized in accordance with the requirements of the European Higher Education Area in the form of diploma supplement which is set out in BIZNESI College Regulation.

Article 60
Specifying student generalities

1. Teaching Secretariats are required to collect accurate data before completing diploma document and grade certificate for students.
2. Student must submit the necessary documentation for changing and correcting generalities and other data before completing the diploma or certificate.

Article 61
Graduation Ceremony

1. The presentation of diplomas is organized by public ceremony where attend College authorities, other recognized authorities and students' relatives.
2. The "Gold Medal" certificate is awarded to students who have completed their studies with all top grades. The Excellent Student" certificate is awarded to students who have reached a success of over 80% of 10 (ten) grades and the rest of the grades is no lower than 9 (nine).
3. The graduate receives the diploma in person giving the signature. All is recorded in the relevant register. If the presence of the graduate is objectively impossible, the diploma can be received by a family member who is equipped with a special power of attorney and by presenting his ID. If the diploma has inaccuracies or deficiencies, student should seek a regular diploma.

CHAPTER V
STUDENTS

Article 62
Students

1. Student is any natural person of Kosovo, Albanian or foreign nationality included in a study program in one of the study programs of BIZNESI College in accordance with the criteria set forth by the legislation in force and this Statute.
2. Student status is obtained by enrolling in one of the main units or branches of the College. The status is lost when the student receives the relevant diploma or certificate, or is deregistered from the College.
3. Each student is required to enrol and attend only one study program. Exceptionally, excellent students can maximally attend up to two study programs at a time.
4. Student data is stored and processed by the College and its main units and branches in accordance with the principle of confidentiality and the legislation in force for the protection of personal data.
5. Students are required to comply with all the obligations arising from the syllabi provided for in the Statute, the Regulations, and any laws or bylaws for Higher education that the

college applies. They should know in detail all the obligations and be aware of their implementation. The College is not responsible for the consequences.

6. The student must respect the code of ethics given by the College.

Article 63

Students attending studies at BIZNESI College have the following rights:

1. Be represented in the bodies of the College with exception of cases provided in the applicable legislation.

2. Participate in all decision-making processes of the College in accordance with the laws and statutory provisions.

3. Attend lectures, seminars and all other educational activities organized in accordance with the study program they are attending.

4. Use premises in libraries, computer halls, laboratories, sports facilities and other services provided for students by the institution.

5. Express their opinion on the quality of teaching and the work of the academic staff of the institution through semester or yearly assessments organized by the quality assurance units.

6. Receive scholarships when they meet the conditions set by the bylaws in force, as well as other special rewards administered by BIZNESI College.

7. Receive a diploma or certificate at the conclusion of a study program, as well as all other necessary documents.

8. Participate in study programs outside the main unit where they study, attend one or more semesters outside the College, and be recognized with credits and advanced courses.

9. Develop learning practices in institutions that have cooperative agreements with the College or the main units and branches.

10. Be provided with the Student Charter and receive discounted services.

11. Operate in non-profit organizations within the College subject to the provisions of the applicable legislation.

Article 64 Students' duties

Students have the following duties:

1. Implement the Statute and Regulation in force of the College.

2. Comply with the Code of Ethics set forth in the Statute or regulation of the College.

3. Behave correctly and respect the rights of academic and administrative staff as well as of other students.

4. Fulfil deadlines qualitatively and carry out all obligations arising from the study program and participate in all academic activities realised by main units.

5. Pay the tuition fee and other services at the College.

Article 65

Internships

1. Students have to do internships when included in the curricula of their study program. At the beginning of the academic year, the Dean communicates to students the time of doing the internship and its program.

2. Internships are carried out in public or private institutions according to the student's profile and under the direction of the lecturer assigned by the program director, respecting the rules of the institution where the internship is conducted.

3. Students who do not complete an internship program are subject to the rules set for other courses.

4. The internships are conducted in study groups according to the guidelines of the Ministry of Education, Science and Technology.

Article 66

Managing and conducting internship

1. The lecturer conducting internship is present and he constantly controls and corresponds with the institution where the internship is conducted throughout period of the internship.

2. The responsible lecturer may assign specific tasks to the student during the internship.

3. At the end of the internship, the student prepares a report on the work done which is evaluated by the lecturer only after they have received the opinion of the institution where it has been conducted. The student's assessment is graded based on the respective program.

4. The Dean examines the organization of the internship in each program. The duration and timing of internships development are set out in the curricula of each study program. The places of internships development are determined by the Dean in bilateral agreements with public and private institutions.

Article 67

Organizing and developing the process of transferring studies and enrolling in second degree programs

1 The equivalence commission established at each College and also at BIZNESI College determines the obligations the students will have if admitted to the study program based on the documentation submitted by the university or college which sends them and based on the syllabus in force as well as in the recognition of equivalent subjects resolved.

Article 68

Types of transfers

1. BIZNESI College offers opportunities for transfers in the intermediate years between programs of the same cycle within the institution itself or with different institutions of Higher

education, as well as for transfers from previous programs to first cycle study programs, and also transfers from one form of study to another.

2. As a rule, transfers are made in intermediate years and candidates with the highest scores are accepted. The minimum credits required for transferring studies are 30.
3. Transfer procedures end at the beginning of the academic year.

Article 69 **Transfers to other Higher Education Institutions**

1. Students of BIZNESI College who wish to transfer to other universities or colleges in the country, in the same cycle program, submit their application to the Dean. The Dean examines the applications and evaluates, approves and passes the proposal to the host university.
2. Upon the acceptance from the host university all student`s documentation containing: obligations fulfilled, respective grades, high school diploma, scholarship documentation if any is sent to the respective College.

Article 70 **Transfers from other Higher Education Institutions to BIZNESI College**

1. The "Transfer of studies" means the change of study program at the request of the students when they are studying in an intermediate year (not in the first year) and they would rather continue in another study program / institution in the following year.
2. Enrolments in the second study program are the enrolments of individuals who have at least a Bachelor's Degree or its equivalent at a Higher education institution at home or internationally. This rule excludes students who possess a vocational degree with 120 ETCS which is considered as a completion of studies.
3. Students seeking transfer to BIZNESI College must come from universities which are recognized and licensed by the Ministry of Education, Science and Technology.
4. Students themselves make requests accompanied by detailed information including: study program, cycle, study system, fees, obligation, credit ratings, identification document, and course syllabus.
5. The Dean makes the decision to accept the students proposed for transfer. The Dean shall establish an ad-hoc committee for this procedure taking into account the possibilities and capacity of the program and study cycle according to the quotas provided by law.
6. The procedure for transfers is carried out only in the period when one academic year has ended and the following year has not yet begun. No transfer of study can be made in the middle of the academic year nor in the time span between the two semesters of the same year.
7. Transfer may take place if the student has completed part of his studies at Higher education institutions which have been established and operate on the basis of applicable laws or somewhere in foreign universities.
8. Students who have earned at least 30 credits in general education disciplines and in specific disciplines in the programs they have attended are eligible to apply for transfer in the intermediate years.
9. Admission quotas for transfer from other higher education institutions are unlimited at the beginning of each academic year.

10. Applications for transfer are submitted according to a special form provided by the College Teaching Secretariat to students interested. This form is published on the official website of the College along with the information required under this regulation.

11. Applications for transfer from students who are completing or have completed studies in other Higher education institutions shall be accepted at the College registration office throughout the academic year until August 31 of each year.

12. The transfer request file should contain:

a) The form - Request for Transfer and Enrolment in Second Study Program completed and signed by applicant;

b) Certificate of grades with the respective courses and credits obtained at the institution of origin;

c) Study programs (syllabuses) where the student is qualified;

d) Identification document (birth certificate or photocopy of ID card or passport).

13. Students who have completed studies abroad shall translate and notarize the documentation according to the rules in force.

14. Students who have completed studies in non-public universities shall have one more document certifying that the university of origin operates in compliance with all the rules of the applicable legal framework.

15. Under the responsibility of the Dean, a Committee for Reviewing the Requests for Transfer and Enrolment in the Second Study Program is established whenever it is noted that there is a single request for transfer and they operate within the deadline for receipt of requests. The committee consists of two to five members of the academic staff and is chaired by the Dean.

16. The duties of the Committee for Reviewing the Requests for Transfer and Enrolment in the Second Study Program are:

a) Reviewing the compliance of the applicant's file with the criteria set out in this regulation;

b) Recognition of credits earned at the institution of origin;

c) Further verification of information / documentation where deemed necessary.

17. The Committee for Reviewing the Requests for Transfer and Enrolment in the Second Study Program draws up a report on the work performed expressing the decision on the credits recognized for each applicant.

18. This report shall be filed at the Dean's Office no later than September 20 of each year.

19. Students who transfer their studies in the intermediate years from another Higher education institution or who get enrolled in a second study program are subject to fees upon the decision of the founder of the College.

20. The Teaching Secretariat notifies students of the approval / rejection of their application. Students eligible for transfer are informed by the Office of Information Technology and Registrations about legal / financial obligations, recognized credits, and the courses they need to attend as well as how to organize college studies.

21. Documentation is stored at the College Secretariat and at the Office of Technology Information and Registrations.

22. Students who wish to change their study program within the College for various reasons must submit a transfer request starting from the closing date of the academic year until August 15.

23. Applications are mailed to the College's email address.

24. Students who want to transfer their studies must submit the request within deadline set.

a) The “Request“ form for transfer of studies and enrolment in another study program is completed and signed by the student.

b) Certificate of grades with respective credits;

c) Documentation proving that they have fulfilled all legal / financial obligations to the University;

d) Identification document (birth certificate, photocopy of ID card or passport).

25. All students who have earned at least 30 credits in general education and qualification disciplines in the programs they have attended are eligible to apply for transfers.

26. The review of applications for transfer is carried out by the Committee for Review of Applications for Transfer and Registration in the Second Study Program.

27. The commissions rank all applicants in descending order based on the average grade after performing the file verification based on the average grade.

28. The list of students in descending order based on the average grade is posted at the Teaching Secretariat of the College.

29. Credits and grades obtained in the common subjects between the previous study program and the subsequent study program shall be recognized automatically.

30. The Office of Information Technology and Registrations performs the physical transfer of the student's file from one study program to another within the College, through a special record, as well as it takes steps to change the serial number, number of the matriculation, the corresponding changes to the database, and the provision of a new student card.

31. Copy of all documents is saved in duplicate to the College's secretariats and the Office of Information Technology and Registration.

32. Students who want to attend a second degree program should submit their application to the Dean's Office throughout the academic year by August 15 of each year.

33. The application file for enrolment in a second program should contain:

a) Special form completed and signed by the applicant;

b) Notarized copy of high school diploma;

c) List of courses with relevant credits acquired at the institution of origin if it claims that some of the credits may be recognized;

d) Course programs (syllabuses) if you claim that some of the credits may be recognized;

e) Identification document (birth certificate, photocopy of ID card or passport).

34. Students who have studied abroad should submit the above mentioned documents and also the nostrification of diploma from the Ministry of Education, Science and Technology. All documents in foreign language must be translated and certified according to rules applicable.

35. Application files for studies in the second study program are reviewed by the “Commission for reviewing of applications for transfer and enrolment in the second study program”, directly subject to the Dean of the College.

36. Besides “excellent students”, other applicants who are approved for enrolment in a second program of study are subject to the tuition fees set by the founder of the College.

37. The College Secretariat notifies applicants of their request approval or refusal. Applicants who are eligible to begin studies are notified by the College Secretariat about legal / financial obligations, recognized credits (if any), and the subjects to attend, as well as how to organize studies at BIZNESI College.

Article 71

Suspension of studies

1. Every student has the right to suspend his studies and resume them at any time. The suspension may be no longer than double the study time for that study cycle. Thereafter, the student must first start enrolling in the program in accordance with the rules in force.

2. With the suspension of studies, he suspends all the rights and obligations related to his study program. These are returned with the resumption of studies.

3. The procedures for suspension and resumption of studies are set out in the College rules of procedure.

Article 72

Students’ representatives

Students have the right to have their representatives in:

- a) Higher Scientific Teaching Council,
- b) Ethics Council,
- c) Standing committees permitted by statute,
- d) Students councils.

Article 73

Student organizations

1. Student councils are independent associations of College students who represent and defend the interests of College students in all study programs.

2. Student councils do not conduct political, economic, or other activities that do not comply with the Statute and ethics norms.

3. Student councils have the right to be organized at the College level.

4. Student councils support their activity by the law no. 04 / L-037 “On Higher Education in the Republic of Kosovo”, by the statute as well as by the acts for the organization and functioning of the councils themselves.

5. The College Student Council drafts and approves the statute for council operation. The student councils of the core units draft and adopt regulations for their operation in accordance with the statute of the College Student Council.

6. College Student Councils are entitled to:
 - a) Promote students participation and to coordinate their representation in College bodies and major units and branches.
 - b) Express opinions and proposals for the College study programs, regulations for Teaching activities, and the right to study.
 - c) Provide their opinions on the quality of services provided by the main units and / or base units.
 - d) Organize various scientific, social, cultural, artistic, sports activities etc. together with the main units or separately.
7. Student councils have a two-year term and their members are elected by the votes of all College students or the main unit. The rules regarding the voting process are set out in the relevant regulations.
8. At the commencement of the process of setting up the structures for student councils, the managing authorities, namely the Dean and the Secretary General should be notified if it concerns the College level, or the branch manager and administrator of the main unit if it deals with branch or main unit level.
9. Following the conduct of the election and the outcome, as well as the establishment of the Student Councils, the governing authorities shall be informed of the above.

Article 74

Out-of-class activity

1. Students carry out extracurricular activities of a cultural, scientific, sporting and entertaining character, in places, time and content permitted.
2. Such activities in the branch and unit premises may only be carried out with the permission of the relevant managing authority respectively at the College level with the permission of the Dean.
3. Activities of a protest nature are permitted only by the Dean at the request of their legally recognized associations after the opinion of the College Student Council has been obtained.

Article 75

Organizing elections of Students Councils

1. Each branch has its own student council consisting of 3 members (students) distributed according to the study programs offered by the respective branch:
 - a) Student Council of Prishtina;
 - b) Student Council of Gjakova Branch;
 - c) Student Council of Vushtri Branch;
 - d) Student Council of Prizreni Branch.
2. At the first meeting, the councils of the centre and branches shall elect a chairman and a vice-president.
3. The College Student Council consists of:
 - 1 representative from the Centre;
 - 1 representative from Gjakova branch;
 - 1 representative from Vushtri branch;
 - 1 representative from Prizren branch.

4. The College Student Council also includes the chairman of the previous year council who has the right of honour membership for advisory purposes.

5. The right to be elected to the College Student Council shall have all students who regularly attend the first cycle of studies and attend studies within the normal course of study.

6. Each student has the right to vote in the Student Council of branches and the College elections for the representative of the study program where he / she is enrolled.

7. The vote is hidden, personal and free.

8. Only one preference is expressed for the study program representatives in the College Students Council.

9. Each student expresses his / her right to vote on the Election Day and at the Election Commission for the representative of the study program where he / she is registered.

10. Each student may express his / her right to vote only if he / she submits an identification document such as an ID card, passport, birth certificate or driving licence at the time of registration.

11. Persons who are not related to the voting process, as well as voters who have voted, are prohibited to stay in the voting premises.

12. The date and place of the election for the Student Council members shall be decided upon by the Dean of the College and shall be announced by his order.

13. The election process is conducted on the day and at the place designated from 08.30 to 15.00.

14. Elections are held 15 days after the election date is announced.

15. A branch election committee consisting of 5 student members shall be set up for the election of the council of each branch under the supervision of the existing branch students council.

16. The branch election committee is supervised by a branch election coordinating lecturer appointed by the Dean of the College.

17. The coordinating lecturer reports to the Dean on the progress of the electoral process and takes care of the committee's performance under this regulation.

18. From the date of the announcement of the elections until the date of their holding, the election committees shall be located in an office within the premises of the respective branches equipped with all the necessary means for organizing the activity.

19. The Dean of the College in cooperation with the Secretary-General shall provide the necessary premises and materials to the electoral process.

20. The functions of the branch Election Committees are:

a) Publication of all explanatory information regarding the organization of elections;

b) Preparation and publication of the voting list for each branch in cooperation with the Information Technology and Registration Office

c) Publication of the list of candidates approved for the participation in the elections, not later than 10 (ten) days after the day of the announcement of the elections;

d) Verification of the list of supporters for each nomination submitted.

e) Preparation of ballot papers with the names of candidates for each branch.

f) Counting of votes and preparation of the registry on the conduction of elections and the announcement of the results no later than 2 (two) days after the election date.

g) Considering complaints and preparation of explanatory report on the development and the electoral process.

21. All students who are at least in their second year of study, who have an overall average grade of over seven (seven) and who have completed at least 70% of the courses according to the standard curriculum until the moment of candidacy are eligible to run for student council members.

22. Students who are serving a sentence for crimes or criminal offenses or who have previously been convicted of offenses or criminal offenses may not run for student council members.

23. The submission of candidates starts from the moment of the establishment of the Election Commissions and ends within 10 (ten) days.

24. Candidates for members of branch student councils should personally submit to the relevant Election Committees:

- a) The application form;
- b) The electoral program signed by the candidate himself;
- c) Photocopies of an identification document;
- d) Special certificate issued by the Teaching Secretariat of the main unit specifying that they are university students, their year of study, study program, courses with relevant grades, average and percentage of subjects done from the sum of standard curriculum subjects up to at the moment of running.

25. List of the names and signatures of the 10 (ten) students supporters of the study program he represents.

26. Voting is conducted in a single day, with a single round.

27. Voting begins at 08.30 and ends at 15.00 at the designated place. If there are still voters at the polling station after this hour, the commission declares the election process closed with the last voter leaving.

28. Voting for the election of members of Student Council of the branch shall be done by a list of candidates for each study program. Each voter has the right to one vote.

29. Ballots shall be considered invalid if:

- a) They have signs that do not allow the selected candidate to be identified;
- b) They are not ballot papers prepared by the Election Committee;
- c) They hold signs indicating the identity of the voter;
- d) If there occurs voting for persons not on the candidate list;
- e) If voters express more than one preference;
- f) Unfilled ballots express abstention and are considered invalid votes;
- g) In case only one candidate is presented and / or approved, the ballot paper should allow the possibility of voting pro and against.

30. The counting of the votes begins with the conclusion of the elections.

31. At the beginning of the counting process, the ballot boxes must be closed. If the boxes are opened, they are declared invalid.

32. If the calculation of the voting results shows that two or more candidates have received an equal number of votes, the winner shall be chosen by lot.

33. The voting results are viewed in the final minutes which are signed by all Election Committee members on all the pages;

34. The Election Committee announce the winners and publish the result.

35. Minutes together with the other voting materials which is packed shall be deposited with the College Protocol Office.

36. At the first meeting of each of the branch Student Councils which shall take place no later than three days after the end of the appeal deadline the members shall elect a chairperson and a vice chairperson.

37. The first meeting of each branch Student Council is called by the former chairman or if the former chairman has completed his studies, by the former vice chairman of each branch Student Councils.

38. Secret ballot is organised.

39. The branch coordinating lecturer also participates in the first branch Student Council meetings.

41. The College Student Council meets no later than 3 days after the election of its members by branch Student Councils.

42. At the first meeting, the members shall elect their chairman and secretary by secret ballot.

43. The first meeting of the College Student Council is attended by branch coordinator lecturers as well as a Dean's representative.

44. The result shall be notified in writing to the Dean.

45. The right to appeal about the application and observance of procedures and the calculation of election results is recognized by both candidates and voters.

46. The right to appeal is practised not later than 3 (three) days after the announcement of the winners.

47. The complaint is addressed in writing to the Electoral Committee of the respective branch and a copy is submitted to the Dean's office.

48. The Electoral Committee reviews the complaint and prepares the relevant explanatory report addressed to the complainant and the Dean not later than 3 (three) days from the day the complaint is filed.

Article 76

Disciplinary violations

1. Violations of rules are considered all acts committed by the student that violate the personality of others, rules and ethical and moral norms of society such as: cheating, falsifying various documents, acts hooliganism, stealing etc. when these actions do not carry elements of the offense.

Article 77

Types of disciplinary measures

1. The following disciplinary measures shall be taken for the above actions committed during the academic year including the interval with the previous year:

- a) Warning;
- b) Warning in writing;
- c) Suspension of a course in which disciplinary violations are identified;
- d) Suspension from College for that academic year;
- e) Deregistration from BIZNESI College.

2. The disciplinary measures "warning", "warning in writing", "suspension from the course", "suspension from the College, for the academic year", shall be decided by the Dean.

3. The disciplinary measure, deregistration from BIZNESI College, is done by decision of the Higher Scientific Teaching Council.

4. The student is considered rehabilitated if they do not commit another offense for six consecutive months.

Article 78

Criteria for undertaking disciplinary action

1. Disciplinary action is undertaken after the necessary verifications of the violation made. The student, the affected parties, and the Student Council of the respective branch are heard.

2. The type of measure shall be determined according to the degree of the violation, if the violation is repeated, and according to the attitude towards the act committed.

3. As a rule, disciplinary measures are undertaken in the above order unless otherwise assessed.

4. Student has the right to appeal against the Dean's decision on the disciplinary measure taken. The student appeals to the Dean within 10 days of receiving the notice.

CHAPTER VI

QUALITY ASSURANCE

Article 79

Internal quality assurance at BIZNESI College

1. The College develops policies and procedures for internal quality assurance. Internal quality assurance means the evaluation and guaranteeing of the quality of the institution's activity in the academic field every 6 months before the end of the winter and summer terms, in the administrative field once a year, and in the financial field once a year. Internal quality assurance can be performed in whole or in part. It is implemented by the institution itself through:

a) Hierarchical internal organizational structures of the College, which plan, organize and guarantee the implementation of policies, strategies and procedures to fulfil its vision;

b) The Standing Committee on Quality Assurance at the institutional level, which co-operates and coordinates the work with the internal quality assurance units at the College level.

2. In the context of external quality assurance, the College is subject to periodic evaluation and comparative institutional evaluation and study programs in accordance with the legislation in force.

3. The manner of functioning of the quality assurance system is set out in the College Quality Assurance Regulation.

Article 80
Operational principles of the internal quality assurance system

1. The internal quality assurance system relies on:
 - a) Ensuring transparency which is achieved through the publication of reports with periodic findings on student-academic staff evaluations, program director- academic staff;
 - b) Keeping in touch with current students and alumni as well as with their employers;
 - c) Assessing the use of contemporary Teaching and learning methods in order to promote the preparation of an interactive student;
 - d) Creating a culture of continuous improvement and growth;
 - d) Ensuring the provision of study programs in accordance with the needs of the labour market and society in Kosovo;
 - dh) Ensuring the participation of academic staff and students in the self-assessment process and in gaining external quality assurance expertise.

Article 81
Functions of the Standing Committee on Quality Assurance

1. The mission of the Standing Committee on Quality Assurance is to ensure the internal quality of the College and the programs it offers in accordance with national and international standards. In order to fulfil its mission on the Standing Committee for Quality Assurance is responsible for the following:
 - a) Compile an institutional development plan for quality assurance and submitting it for approval to the Higher Scientific Teaching Council;
 - b) Evaluate for the first time the new programs to be offered before their approval by the Higher Scientific Teaching Council;
 - c) Continuously assess the programs offered by the College if they are in accordance with the quality standards and their coherence;
 - ç) Cooperate with the Kosovo Accreditation Agency and evaluate upon request in case of accreditation of programs or quality assessment;
 - d) Evaluate Teaching and research activities in the main units / branches of the College in accordance with quality standards and draft relevant internal evaluation reports;
 - dh) Follow the policies drafted by the Higher Scientific Teaching Council for quality assurance and take appropriate measures to implement its decisions;
 - e) Compile and organize the questionnaire for students on the quality of teaching in all programs offered by the College every term;
 - ë) Conduct research studies on student employment performance after their academic training and the effectiveness of the programs offered;
 - f) Report to the Higher Scientific Teaching Council on the results of the evaluation and make proposals regarding the improvement of quality standards;
 - g) Collaborate with foreign quality assurance agencies that are members of the European Quality Assurance Network (ENQA).
2. The Standing Committee on Quality Assurance meets and operates in accordance with the principles and rules set forth in this Regulation.

3. At the first meeting, the Standing Committee on Quality Assurance elects its chairman and their secretary. The chairman chairs the committee meetings and signs the acts he issues on behalf of the committee.

CHAPTER VII COLLEGE FUNDING

Article 82 College Funding

1. BIZNESI College is a non-public institution of Higher education and is funded by the founder of the College.

2. The budget allocation is reviewed and approved by the College Board.

3. The College has the right to create and use income from student fees, primary and secondary activities and from interaction with third parties, local or foreign.

4. Revenue generated from tuition fees shall be allocated by special decision of the College Board.

5. The College regularly pays taxes and other charges to the state and to the third parties. The remaining part is profit.

6. The economic activity of the College shall be reflected in its balance sheets quarterly, semi annually and annually.

Article 83 Financial autonomy

1. BIZNESI College operates on the principle of financial autonomy.

2. It develops a mid-term budget plan which is part of the strategic development plan of the institution. This plan is updated every year. Each program, within July 15, is presented to the Deanery with draft budget for the following year.

3. All revenue generated by the College shall be used by in accordance with the appropriations made by the owner.

Article 84 Reporting

1. Each academic year, BIZNESI College submits to the Ministry of Education, Science and Technology annual reports on the activity performed, financial status of the institution, forecast of academic staff engagement, tuition fees for the following year, information for students who have completed studies for each study program they offer, as well as other elements specified by the minister in charge according to the deadlines set by the minister in charge of education.

CHAPTER VIII CHANGING THE INTERNAL RULES OF THE COLLEGE

Article 85
Procedure for amending the regulation

1. The right to initiate a proposal for amendments to the internal regulations of BIZNESI College shall have the following representatives:

- a) Not less than three members of the Higher Scientific Teaching Council;
- b) Not less than two members of the Board;
- c) Not less than ten members of the College's academic staff;
- ç) Dean.

2. The proposal should be accompanied by a report explaining: the purpose of the changes, the advantages they bring, the financial costs if any, and any other data that serves the process of changes to the regulations.

3. The proposal is presented to the Dean who passes it for consultation to all basic units of the College. This consultation process may not be less than 30 days.

4. Upon completion of the procedure set forth in point 3, the Dean shall forward the original proposal, the relevant report and the proposals brought by the basic units for decision-making to the Higher Scientific Teaching Council which shall decide in accordance with the powers specified in law no. 04 / L-037 "On Higher Education in the Republic of Kosovo".

Article 86
Recent Provisions

1. For specific administrative aspects the College shall issue special regulations.

2. The regulations of the branches, various units and committees, as well as their other acts according to the relevant specification shall be harmonized with the provisions of this regulation within two months of its entry into force.

3. This Regulation shall enter into force with its approval by the Higher Scientific Teaching Council.

4. The right to interpret this regulation is vested in the Dean of BIZNESI College.

5. Approved by Decision no. _____ dated ____ 2019, by the Higher Scientific Teaching Council of BIZNESI College.

Prof. Dr. Shyqeri KABASHI

Dean