



KOLEGJI - COLLEGE  
**BIZNESI**  
Prishtinë

REGULATION  
ON ACADEMIC MOBILITY FOR STUDENTS OF BIZNESI  
COLLEGE IN PRISHTINA

Prishtina 2020

Regulation for Academic Mobility of Students in “Biznesi” College was drafted in accordance with the Decision of the High Teaching Scientific Council, based on Law no. 04 / L-037 “On Higher Education in the Republic of Kosovo”, on the Statute of the College Article 81; in the Rules of Procedure of BIZNESI College, chapter 4 and Article 45, 46, 52 and 53 as well as in all other applicable legislation as approved by the Decision of the High Teaching Scientific Council dated 25 September 2020 rendered by BIZNESI College.

## **REGULATION**

### **ON ACADEMIC MOBILITY FOR STUDENTS OF BIZNESI COLLEGE IN PRISHTINA**

#### **Article 1**

##### **Aim**

The purpose of this regulation is to comply with all European Union standards that guide Higher Education Institutions towards integration into the European Higher Education Area and the European Research Area, in compliance with the Bologna Process declaration and the recommendations of the Council of Europe to encourage and promote academic and staff mobility (2011/C 199/01). Furthermore, with this Regulation, Center and branch in Prizren are required to implement the procedures before and after completion of Academic Mobility (hereinafter AM):

#### **Article 2**

##### **Obligations of the center and branch towards students during the AM process**

1. Center and branch are bound to review documents of students, which are subject to the process of application for mobility. Center and branch must ask from student to provide necessary data and evidence, such as:

- List of courses that the student plans to attend during the program of mobility at the host University/College and ECTS (credits) for each selected subject.

2. Examine the student's request for eventual change of courses during the realization of mobility in the host University/College (if the change of courses occurs at the request of the host University/College). Transfer of credits - ECTS (after the return of the student to Biznesi College, as:

1. Transcript of grades from host university/college;
2. Learning agreement.

### Article 3

#### **Procedures before starting Student's Academic Mobility**

1. Documents of the candidate for review are submitted to the head of the college administration.
2. The head of administration, reviews the documentation and compares the courses selected by the student. If necessary, the process is assisted by the program manager.
3. In case the courses selected by the student are comparable to the courses of the study program up to 70%, or identical, the tuition agreement, on the proposal of the head of administration, must be signed by the Commission for acceptance of recognitions, which confirms that the courses selected by the student will be accepted as such in the relevant program, upon the student's return to the home university/college.
4. In case the selected courses are not comparable up to 70%, but belong to the same field of study, the head of administration asks/suggests the student to change the selected courses by orienting him to courses that have comparability up to 70%.
5. In case the list of courses at the host University/College does not contain comparable courses up to 70%, the confirmation of the possibility of accepting and signing the Tuition Agreement should be obtained from the head of administration in cooperation with the head of department or study program, and as needed also by the commission for recognition, when they make the final decision for approval by:
  - 5.1. Examine the possibility of accepting the course as an elective course, or
  - 5.2. Recognize them only as additional ECTS credits in the diploma supplement.
2. Process of review of application of student must be concluded in deadline time until 7 days from the day when student applies for Academic Mobility.

### Article 4

#### **Recognition of Academic Mobility**

1. Courses obtained at a University/College abroad, which are similar or identical to the courses provided in the study program of the respective programs of Biznesi College must be accepted without any hesitation and without any obstacles from the mother program (Biznesi) Head of Administration and be registered based on the decision of the Recognition Commission and the decision/minutes of the Recognition Commission is attached to the file.
2. Courses that suit the program profile, which are given by accredited foreign universities/colleges and with which we have cooperation agreements, however, which we do

not have the curriculum for, equivalence, or recognition of these courses is done through comparing learning outcomes.

3. Courses obtained in a foreign University, which have a different name from the course offered in the study program in the home Department (Biznesi) or which have different student workload and therefore have different weights, that course can be accepted by the respective Program, with the naming same as in the program provided in the respective parent program, provided that the learning outcomes are similar.

4. The grade is registered by the person in charge in administration.

4.1. The student applying for mobility at the host university/college cannot select the courses that he/she has passed at the home university. Such courses are not accepted for consideration.

4.2. The courses which in one university are at the Bachelor level while in the other at the Master level (and vice versa), can be chosen by the student up to two courses, of different level of study to be equivalent in the home university/college at the level of respective studies.

4.3. ECTS credits, from student mobility, obtained at the Summer University, are accepted to students according to chapter 3 of this regulation.

5. Transfer of ECTS credits, for compulsory courses with the same content, but the number of ECTS credits differs, these courses must be accepted.

6. The tuition agreement may change even after the student has started mobility as something like this is provided in various international programs (Erasmus +, etc.).

Eventual changes must be made in coordination with:

- a. student
- b. host faculty/program, and
- c. home faculty.

7. The signing of the tuition agreement means that after the completion of the Academic Mobility of the student and after the written proof that the pre-selected subjects by the student, which are listed in the tuition agreement are evaluated with passing grades, the admission of the subjects is done automatically and ECTS credits are accepted at Biznesi College. **Non-acceptance of courses can occur only if:**

- a. The student has not passed the exams at the host university/college, and
- b. He/she has not accumulated ECTS credits under the tuition agreement

8. In cases when the Academic Unit of the home University/College is obliged to provide justification and written evidence for non-acceptance of courses and ECTS.

9. In case the student benefiting from mobility commits an ethical violation in the host university, in addition to the punitive measures he/she receives from the university/college,

he/she will also be subject to disciplinary proceedings by Biznesi College in Prishtina.

10. The period of time in which the process of review and recognition of courses must be completed in

Biznesi College after returning from host university/college is within 15 working days.

## Article 5

### **Types of activities outside the curriculum**

1. Activities outside the curriculum are activities that are not foreseen within the accredited curricula of the College Administration. Such are considered the following activities:

1.1. Attending the courses offered within the Summer University;

1.2. Attending courses offered by the respective Centers;

1.3. Active participation in short-term teaching events (workshops, seminars and the like) organized by the College.

## Article 6

### **Manner of calculating ECTS credits**

An ECTS credit corresponds to the student workload of 25 to 30 active academic hours

## Article 7

### **ECTS credit allocation procedure**

1. The allocation of ECTS credits can be done based on the request of the provider of the certain activity, if the same has a regular contract with BIZNESI College and at least the academic title Prof. Ass.

2. The request of the activity provider must be submitted before the start of the organization of a certain activity and must be supported in written by the leader of the organization (event) within which the development of the respective activity is foreseen.

3. The application must be submitted through the standardized form (it can be downloaded from the COLLEGE Website).

4. The decision on the allocation of ECTS credits is taken by the Commission formed for this purpose and signed by the Dean.

## Article 8

### **Acceptance ECTS credits**

1. Students who have obtained ECTS credits in accordance with this regulation may apply to the administration for the transfer of ECTS credits to the program in which they are enrolled, with a view to partial or full replacement of one or more elective courses. The transfer e credits is allowed in these cases:

1.1. If the student has taken the exam in a certain course within the activities outside the curriculum and the content of the activity corresponds to the extent of 70% or more with the content of the certain elective course, that course is accepted in full, including the grade and ECTS credits earned.

1.2. In case the number of ECTS credits of the course received from the activities outside the curricula does not match the number of ECTS credits of the respective elective course, the student must reimburse the ECTS with any other elective course offered in the program where the same is registered.

1.3. If the student has attended the course within the activities outside the curriculum (but has not passed the exam) and the content of the activities corresponds to the extent of 70% or more with the particular elective course, the student has the right to take the exam in the relevant elective subject without hearing the same. In case of successful completion of the exam, the student receives the ECTS credits provided for the respective elective subject within the respective program.

1.4. If the ECTS credits of the student are not accepted due to the discrepancy of the content to the required extent with the subjects of the program in which he/she is enrolled, the same ECTS credits are transferred to the diploma supplement.

1. The course cannot be considered as an activity outside the curricula if it is provided in the accredited programs in which the student is enrolled. The College-level Studies Commission is responsible for reviewing the application and issuing the relevant decision regarding the acceptance of ECTS credits earned in accordance with this regulation.

## Article 9

### **Reporting on extracurricular activities**

After the completion of the activities outside the curricula, the leader of such organization is obliged to provide the relevant report to the Dean within 3 months, after the completion of the activities. The report should contain data on the activities carried out, the participants and the quality of their participation, learning outcomes, ECTS credits and certificates issued.

Article 10

**Transitional provisions**

The provisions of this Regulation shall enter into force on the day of its approval by the HTSC.

HTSC of Biznesi College  
Chairman

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/ Prof. Dr. Shyqeri Kabashi/