

KOLEGJI "BIZNESI"
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PRISHTINË



KOLEGJI - COLLEGE
BIZNESI
Prishtinë

STUDENT'S RIGHTS AND OBLIGATIONS MANUAL

Prishtina 2024

Dean's Speech

Prof. Dr. Shyqeri Kabashi

Congratulations on your choice to study at the Biznesi College, and, in particular, to become part of the College in one of the excellent programs that this College offers. This handbook aims to provide you with information on Student Rights and Responsibilities.

The main goal of the Biznesi College is to help you benefit from an excellent education, so that you can have your place in society, as a well-qualified and highly skilled graduate. The College provides the teaching support and the necessary framework for your studies. Success can only be achieved through your personal commitment and dedication to hard work throughout the entire period of studies together with our staff.

The purpose of the Student Rights and Responsibilities Handbook is to provide a clear and detailed guide to the rights and responsibilities of students at a college or university. This handbook aims to help students better understand the academic and social environment, and to provide a clear framework for their interactions with staff and fellow students.

Here are some of the main goals of this manual:

Student Information and Education

- To provide detailed information on the rights and obligations that students have regarding the academic process, the services they can use and the assistance they can seek.
- To help students understand college rules and practices they must follow to have a successful academic and social experience.

Promoting Respect and Justice

- To provide a fair and equitable framework for students, ensuring that all parties respect each other and help create a safe and inclusive environment.
- To support diversity and student rights without discrimination.

Strengthening the Culture of Academic Integrity

- To promote respect for academic integrity and ethics, by clearly defining rules for assessment, use of resources, and prevention of plagiarism.
- Provide guidance on appropriate behavior in the classroom and in other academic and social activities.

Providing Tools and Resources for Academic Success

- Provide information on opportunities for academic support, such as consultation hours with professors, writing and reading assistance, and opportunities for developing other skills.
- To provide access to services and resources that assist students in managing academic and personal challenges.

Preparing for Activist and Social Participation

- To encourage students to engage in extracurricular and social activities, to strengthen their connections with the college community and to develop other skills.
- Promote participation in student organizations and activities that support personal and professional development.

Ensuring Compliance with College Rules and Standards

- Ensure that students are aware of the rules and standards they must adhere to regarding behavior, use of technology, and the work environment.
- Establish a framework for pursuing and sanctioning potential violations of rules and student rights.

Privacy and Security Protection

- Ensure that students have a clear understanding of data protection and the privacy of their personal and academic information.

The Student Rights and Responsibilities Handbook is an important step in ensuring a fair and respectful environment for all students. This charter includes various sections covering students' rights and responsibilities in the academic, social, and participatory areas.

1. Academic Rights

- **The right to equal education** : Students have the right to receive a high-quality education without discrimination on the basis of ethnicity, gender, religion, or social status.
- **The right to fair and transparent assessment** : Students have the right to be assessed fairly and objectively through tests and assessments.
- **The right to receive constructive feedback** : Students have the right to receive clear and reasonable information about their academic performance.
- **The right to academic support** : Students can request academic assistance and support materials to meet the challenges of their studies.

2. Social Rights

- **The right to a safe and respectful environment** : Students have the right to study and develop in an environment that respects their diversity and personal freedoms.
- **The right to participate in extracurricular activities** : Students have the right to engage in cultural, sporting and social activities inside and outside the college.
- **The right to access infrastructure** : Students should have full access to libraries, laboratories, and other facilities necessary for studies.

3. Participation Rights

- **The right to express opinion** : Students have the right to express their opinions and concerns regarding academic and social issues, and to be involved in decision-making processes.
- **The right to participate in student associations and organizations** : Students can engage in associations and clubs that offer opportunities for development and collaboration.

- **The right to contribute to the improvement of college policies** : Students can provide suggestions and contribute to the development of new policies that affect college life.

4. Student Obligations

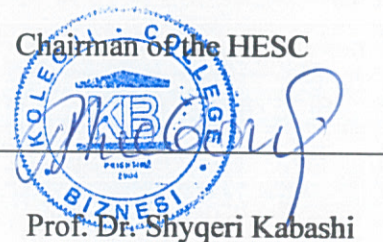
- **Obligation to respect college rules** : Students must respect academic rules, ethics, and norms of behavior.
- **Obligation to participate in lessons and academic activities** : Students must actively engage in lessons and other activities that are part of their study program.
- **Obligation to maintain academic integrity** : Students must avoid plagiarism and act in accordance with academic ethical norms.
- **Obligation to contribute to the development of the college community** : Students must engage in activities that enhance college life and environment.

5. Special Provisions

- **Privacy and data protection** : Students have the right to security for their personal and academic data.
- **Responsibility for the use of technology** : Students must use college technology equipment and resources in accordance with established rules and guidelines.

This charter is a useful tool to promote a healthy and fair climate in “Biznesi ” College and to ensure that students’ rights and obligations are clear and respected. Overall, **the main purpose** of the manual is to provide a useful tool for students to understand and respect **their rights** and obligations, contributing to the creation of a safe and productive environment for all.

Pristina 1/10/2024

Chairman of the HESC

Prof. Dr. Shyqeri Kabashi