



The policy for co-curricular and extra-curricular activities in BIZNESI College has been drafted pursuant to the Decision of the Higher Scientific Teaching Council, based on Law no. 04 / L-037 "On Higher Education in the Republic of Kosovo", in the Statute of the College Article 81; in the Rules of Procedure of BIZNESI College, chapter 6 and Article 79, 80 and 81; as well as in all other applicable legislation and which has been approved by the Decision of the High Scientific Teaching Council dated 27 September 2024 rendered by BIZNESI College.

POLICY FOR CO-CURRICULAR AND EXTRA-CURRICULAR ACTIVITIES IN BIZNESI COLLEGE

The purpose of the Policy for co-curricular and extra-curricular activities in Biznesi College is to define and explain the expectations of Biznesi College from the implementation of co-curricular and extra-curricular activities, in order to provide students with a comprehensive educational experience. The policy is a public document and published on the institution's website: Based on the Vision, Mission and Values defined, Biznesi College during the implementation of the educational process, having the "student in the center" approach, is committed to developing students through curricular, co-curricular and extracurricular activities.

- **Curricular activities** which are directly based on the course syllabi.
- **Co-curricular activities** are activities sponsored by the institution that enrich and support curricular activities. The gaps left by curricular activities are intended to be covered and completed by co-curricular activities. With the help of these activities, the expansion of curricular activities is possible. Students do not earn ECTS credits for their workload in co-curricular activities.
- **Extracurricular Activities** are not included in the syllabus, but are those activities that are carried out outside the syllabus, but, they are under the supervision of the institution. These activities are very important for all areas of student development. Students do not earn ECTS credits for their extracurricular activities, and these activities are not part of the student's final assessment.



Policy Formulation

Within the comprehensive approach to education and training, Biznesi College sees the provision of a wide range of Co-Curricular and Extra-Curricular Activities as vital to enable College students to access the widest possible range of experiences. These activities form an essential part of the institution's aim to enhance the holistic development of students. They complement and add to the learning outcomes of the institution and provide opportunities for students to broaden their horizons in a way that would not be possible within the confines of a structured curriculum alone.

Scope/Inclusion

All academic staff, external experts, students and tutors.

Principles of Policy

Participation in co-curricular and extra-curricular activities is fully in line with the values that support the educational process of Biznesi College. Through the contribution of students in co-curricular and extra-curricular activities, the College community will be strengthened and this will further build the strong social feeling and motivation in Biznesi College. Furthermore, these activities provide opportunities to foster harmonious relationships between students and academic staff, which are created and developed through activities that take place outside the classroom. If any, the personal preferences and qualifications of the students will be taken into account. The Dean, considering the needs of Biznesi College and in particular of its students, reserves the right to assign special co-curricular and extra-curricular activities.

The goals of co-curricular and extracurricular activities

- To foster confidence in students and teachers to develop their talents and skills.
- To respect the diversity of students.
- To encourage students to be positive in their outlook on life and make a positive contribution to the institution and society.
- Students prepare for further education and the world of work.
- To develop the values of tolerance, inclusion and care within the institution and the wider community.



Involvement of students in activities

In the announcement published for the admission and registration of students, in which document all the conditions defined for registration in Biznesi College are fully and clearly presented. It is also a standard condition of enrollment that every student is fully and actively involved in co-curricular and extra-curricular activities. Co-curricular and extra-curricular activities after regular classes are an essential part of the educational process of Biznesi College. Students who have not selected their preferred areas of involvement will be directed to other co-curricular and extra-curricular activities to fulfill their commitments.

Involvement of Academic Staff in Activities

The regular and committed academic staff of Biznesi College is defined in the employment contract as a condition that they are expected to help and actively participate in the co-curricular and extracurricular activities of Biznesi College. The involvement of the academic staff in co-curricular and extra-curricular activities is part of the evaluation of the academic staff. Academic staff will be offered opportunities to gain appropriate training qualifications for co-curricular and extra-curricular activities.

Transportation During Activities

If during these activities there is a need for transportation, it must be suitable and well-maintained and must comply with the relevant safety rules. To support these activities, the College will undertake to provide transportation for these activities.

Behavior and Discipline in Activities

The code of ethics approved by Biznesi College must be applied by academic staff and students in all co-curricular and extra-curricular activities. The institution has the right to withdraw a student or group of students from an activity for any violation of the institution's Code of Ethics.

Types of Activities

- **Sports:** enable students to experience and strengthen their sense of friendship, competition, teamwork, good sportsmanship and institutional pride, while providing pathways for those seeking higher representative honors. They also provide opportunities for students to exercise, improve their skills and engage in healthier activities.



- **Cultural:** an integral part of the wider education of students and to offer them opportunities to engage in fields that are of interest to them. They also form an integral part of the overall educational experience and provide pathways for those seeking representation at higher levels. Students are encouraged to perform to the best of their abilities and are always reminded that the main goal is their own enjoyment and development.

Roles and Responsibilities in the Activities

a) Management of the institution/Responsible for Study Programs

- To establish the structures and procedures for the implementation of the policy.
- Monitor implementation and facilitate policy review.
- To support and affirm the academic staff involved in co-curricular and extra-curricular activities.

b) Full-time staff and part-time academic staff

- To implement the policy and provide suggestions and comments on its implementation.
- Keep records of incidents in co-curricular and extra-curricular activities and report them to the Dean/Vice-Dean.
- To ensure student awareness and acceptance of the policy.

c) Students

- Obey all the instructions of the supervisors of co-curricular and extra-curricular activities and the rules of Biznesi College
- To recognize the work being done through co-curricular and extra-curricular activities on their behalf, always being respectful.
- To gain satisfaction and fulfillment from their involvement.

Review and Evaluation of the Policy

The program of co-curricular and extra-curricular activities is subject to the cycle of annual review and evaluation. The review team will include representatives of the College's senior management, Dean, Vice-Dean, Heads of Study Programs, academic staff and students. This review will gather the views and experiences of all involved regarding the success of the delivery of the



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co-curricular and extra-curricular activities within Biznesi College. During this review, the Policy for co-curricular and extra-curricular activities will also be analyzed to examine the impact of the policy on co-curricular and extra-curricular activities and to address any areas of the policy that need change or improvement.

Prishtina, September 2024



HTSC / Dean
Prof. Dr. Shyqeri Kabashi