



The Policy for Admission of Students to BIZNESI College has been 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", in the Statute of the College, Article 81; in the Internal Regulations of BIZNESI College, Chapter 6 and Articles 79, 80 and 81; as well as in all other legislation in force and approved by Decision of the Higher Scientific Teaching Council dated **27.09.2024**, of BIZNESI College.

STUDENT ADMISSION POLICY TO THE BIZNESI COLLEGE

Scope of application

This policy details the Biznesi College's goals, principles and processes for recruiting, selecting and admitting students to all accredited study programmes offered by the Biznesi College in Prishtina, including the Prizren Branch. This policy applies to all applications at the bachelor's (BA) and master's (MA) levels at the Biznesi College.

Purpose

The purpose of the Policy is to ensure that the College has appropriate admission and enrolment criteria and that it recruits students in an ethical and responsible manner, including, but not limited to, ensuring that each prospective student meets the required academic criteria. This Policy also ensures that if the application is accepted, the College will enter into a formal written agreement with the student which makes clear all obligations of the College and the student, including the services to be provided, the fees payable and information regarding refunds, complaints and appeals.

Principles of politics

The policies, principles and practices of the recruitment and admission activities of students in the study programmes of the Biznesi College are in line with the Strategic Plan of the Biznesi College and all relevant legal and regulatory requirements together with the recognized good practices in fair admissions in Higher Education and are intended to support the Strategic Plan of the College. The aim of the College is to offer high-quality, student-focused programmes, which will attract applications from across the country and the region and provide an exciting and challenging student experience with high levels of proactive student support and excellent facilities. This will



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be achieved by building an enriched community of staff, students and associates from a wide and diverse range of social and cultural backgrounds. Therefore, applications are welcomed from students, regardless of their personal background, who are able to demonstrate the talent and/or potential to benefit from one of the College's programmes. To achieve its strategic goals, the College is committed to the following principles of student recruitment and admission:

- a. Transparency in procedures and processes: ensuring that students are able to make informed decisions by providing clear, complete, accurate, up-to-date, transparent and accessible information about courses, the student experience, the application process, fees and costs
- b. Clear, fair, accountable and professional management: providing a professional, efficient and effective admissions process that is fair and transparent.
- c. Consistency in application and operation: All admissions staff must be consistent and clear in providing detailed information about the admissions process to applicants. Applications will be assessed consistently, in accordance with this policy and the published admissions requirements for the entire Study Programme.
- d. Full accountability to all stakeholders: ensuring that clear, consistent, and accessible information and guidance are available to all stakeholders in the admissions process, e.g. applicants, parents, counselors, and all College staff in the admissions process.
- e. Applications are encouraged from the widest range of educational, social and cultural backgrounds.

Roles and responsibilities

The Central Student Registration Commission (CSC) and the Student Registration Commissions (SRC) based on the Student Admission Policy are responsible for implementing the student recruitment and selection process on behalf of the Biznesi College. The Commission is responsible for ensuring that policies and procedures related to student recruitment and admission are implemented fairly and consistently and in accordance with the strategic goals and objectives of the College and relevant legislation. During registration, it adheres to the registration procedure and fairly applies the Admission Criteria and requirements set out in the Registration Competition. The Biznesi College consistently uses the same admission requirements for all students, referring to the Law on Higher Education in the Republic of Kosovo No. 04/L-037 dated 09.09.2011.

Study programmes are responsible for setting the admission criteria for their programmes. Admission decisions are made and approved by the SPC. SP and College leaders are responsible for ensuring that these staff are suitably qualified and experienced and that the College maintains clear and transparent admission criteria and procedures. participating in departmental recruitment events, including open days and post-offer visit days. developing and reviewing the curriculum to



ensure that, wherever possible, courses are aimed at a diverse range of applicants. reviewing and proposing admission criteria to the CSC, in consultation with Student Recruitment and Admissions, and in the context of relevant policies. providing welcome and induction information to help facilitate the enrolment of new students.

The Central Registration Office and the Study Program Level Registration Office within the Central Administration and the study program administration work together with the Student Admissions Committee to ensure the provision of a fair, effective and professional admissions service. The central administration and staff engaged in student admission and registration are provided with regular training on admission issues and are expected to follow the College's admission policies, procedures and guidelines.

The responsibilities of the Student Recruitment and Admissions service include:

- a. Ensuring that student admission and registration policies and related procedures are maintained and implemented effectively and consistently throughout the student admission and registration cycle.
- b. Handling all questions related to the recruitment and admission of applicants, providing information, advice and guidance from experts, to promote the College and the study programs.
- c. Assessing applications according to the admission criteria agreed upon by the College (academic level required for admission) in order to achieve fair and consistent decision-making in all subjects.
- d. collaborating with departments to establish and review selection criteria (conditions required to receive an offer) and offer objective, ensuring that they align strategically with agreed student admission objectives, in collaboration with study programs.
- e. confirming that applicants' qualifications meet the terms of their offer and identifying potential fraud/plagiarism for further investigation
- f. finalizing applications to ensure that students are able to enroll in study programs.
- g. monitoring admissions data and identifying any areas of concern and action required in consultation with relevant departments, including providing feedback on future targets.
- h. monitoring admissions and recruitment activity and providing accurate and timely statistical and managerial information to the UN
- i. using various recruitment tools, activities and materials to promote the UN and the SP

Student registration procedure in the Study Program

The student admission requirements and criteria are complete information about the Program of Study, including courses, program requirements, services, scholarship opportunities, tuition and administrative fees, and other relevant information. This information is published and is available to the public prior to application for enrollment. In addition, the Biznesi College organizes a comprehensive orientation program for beginning students to ensure a full understanding of the



range of services and facilities available to them, the policies and procedures of the College, and their rights and responsibilities. Admission policies and procedures are communicated to students through the College Catalog and the Biznesi College website.

	List of documents required for application
Registration application	1. High school diploma 2. High school diploma validated by MEST (for graduates outside Kosovo) 3. High school transcripts 4. State Matura certificate 5. Certificate of citizenship
Entrance exam	Taking the entrance exam for the relevant study program English Language Test
Preliminary results	Preliminary list of potential students for enrollment 1. Points earned from high school success 2. Points earned in the state matura exam 3. Points earned from the Entrance Exam 4. Diplomas and certificates from educational activities 5. Certificate from extracurricular activities
Right to appeal	Complaint form
Final list	Response to the Complaint filed
	Final list of students enrolled in the study program
	Payment settlement
recording	Student Identification Card
	Student's official email
	Student Handbook

Ranking of students in the final list of bachelor's level (BA)

The assessment of success in upper secondary school and state matura will be expressed in terms of points. The assessment of success will be made according to these criteria:

- a. demonstrated success in upper secondary school (gymnasium or vocational secondary education) (40% of final grades)
- b. demonstrated success in the matura exam (20% of the final score), and
- c. success achieved in the entrance exam (40% of the final score)
- d. demonstrated success in the English Language Test
- e. Demonstrated success in curricular and extracurricular activities

The student's admission and enrollment threshold is at least 61 out of 100 cumulative points.



Ranking of students in the final list of master's level (MA)

The assessment of success at the bachelor's (BA) level will be expressed in terms of points. The assessment of success will be made according to these criteria:

- demonstrated success at the bachelor's level (50% of final marks), and
- success achieved in the entrance exam (50% of the final score)
- demonstrated success in the English Language Test
- Demonstrated success in curricular and extracurricular activities

	List of documents required for application
Registration application	1. Bachelor's degree 2. Transcript of grades 3. Certificate of citizenship
Entrance exam	Taking the entrance exam for the relevant study program English Language Test
Qualification test	Students in a similar field who have completed the first cycle of bachelor's studies (180 ECTS)
	Preliminary list of potential students for enrollment
Preliminary results	1. Points earned from successful completion of a bachelor's degree 2. Points earned from the Entrance Exam 3. Diplomas and certificates from educational activities 4. Certificate from extracurricular activities
Right to appeal	Complaint form Response to the Complaint filed
Final list	Final list of students enrolled in the study program Payment settlement
recording	Student Identification Card Student's official email Student Handbook

Students who have completed the first cycle (180 ECTS) in a similar field based on the decision for harmonization of research fields are required to **take a qualifying exam**. The threshold for admission and registration of the student is at least 61 out of 100 cumulative points.

Knowledge of languages

All candidates will be tested for their level of English language proficiency. This test is not an elimination test, but is needed to determine the level of English language proficiency.



Responsibilities of applicants and students

The Biznesi College and the academic programs within the institution aim to provide a respectful and inclusive environment where all staff and students can thrive together. For this reason, applicants are expected to uphold the values and behaviors set out in the institutional Equality, Diversity and Inclusion policy and the Student Ethical Conduct Policy. The College reserves the right to withdraw an application or offer of admission if it finds that an applicant exhibits behavior that conflicts with this policy. Such behavior or language used may be considered inappropriate, whether expressed verbally, in writing or on electronic social media.

Cheating and plagiarism

The Biznesi College will not accept applicants based on information that is considered fraudulent or plagiarized. Where it is suspected that an applicant has submitted a fraudulent or plagiarized application, the application will be assessed in the first instance based on the standard academic and non-academic selection criteria. Consequently, an investigation of fraud or plagiarism will be conducted before a final decision is made. The Biznesi College reserves the right to reject or cancel an application in these circumstances, as well as to reject future applications for a specified period, or indefinitely, from an applicant who has previously submitted a fraudulent application. The College may terminate a student's registration if it is discovered at a later stage that they have submitted a fraudulent or plagiarized application to the Biznesi College.

Applicants with disabilities

The Biznesi College is committed to inclusive education and welcomes applications from individuals with disabilities, health issues, and specific learning differences. All applicants are encouraged to disclose any disabilities, health issues, or learning differences during their application. This information is not considered in academic decisions; rather, it is used to ensure access to the program for the applicant in question and is used solely to determine whether accommodations are required to facilitate their study at the College. This review occurs separately and only after the academic selection decision has been finalized, and all offers are made solely on the basis of aptitude, aptitude, and program-related skills.

Training and support

The Biznesi College adheres to all relevant legal and regulatory requirements, together with recognized good practices in fair admissions in Higher Education. All admissions decisions are made by those who are equipped to make the necessary judgments and competent to undertake their roles and responsibilities.



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Policy review and monitoring

The Student Admissions Policy is subject to an annual review and evaluation cycle. The review team will include representatives of the College's Senior Management, the 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 student admissions process across all Study Programs within the Biznesi College. During this review, the student recruitment and enrollment process will be analyzed to address any areas of the policy that need change or improvement.

Pristina, September 2024 HESC/Dean

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