



KOLEGJI - COLLEGE  
**BIZNESI**  
Prishtinë

**REGULATORY FOR MASTER STUDIES  
OF THE BIZNES COLLEGE**

Approved by Decision of the High Scientific Teaching Council, no. \_\_\_\_\_, date \_\_.\_\_. 2019

Prishtina 2019

Regulation on master studies of BIZNESI College has been drafted in support of the Decision of the High 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 Regulation of BIZNESI College, chapter 6 and article 85, point 1 and 2; as well as in all other legislation in force and which has been approved by Decision of the High Scientific Teaching Council no .\_\_\_\_ dated \_\_.\_\_. 2019, of BIZNESI College.

## CHAPTER I

### GENERAL DISPOZITION

#### **Article 1**

The content of the master studies regulation

1. This Regulation on Master Studies consists of the following elements:

- General provisions;
- Organization and types of studies;
- Conditions for enrollment in master studies;
- Duration of studies;
- Change the program
- Study management;
- Conditions for gaining and losing student status;
- Conditions for registration of the year;
- Exams, exam success;
- Exam evaluation methods, student grades,
- Complaints - student objections;
- Master Theme selection and approval procedure
- Master Thesis;
- Master thesis protection;
- Transitional and final provisions.

## **Article 2**

### **Purpose**

1. The purpose of this regulation is to support the organization of study programs by orienting students towards the progress of studies. The regulation specifies the organizational aspects of the study programs of the second cycle, "Master of Arts", offered by the BUSINESS College.

## **CHAPTER II**

### **STUDY PROGRAMS**

## **Article 3**

### **Organization and types of studies**

1. BIZNESI College organizes regular studies for obtaining the scientific degree in the field defined by the master plan and program of studies.
2. Master studies may be organized by the College in cooperation with other public and private higher education institutions, both inside and outside the country, based on the partnership agreements signed between the parties.
3. Plans and curricula for the master's degree begin to be applied after they have been accredited by the Kosovo Accreditation Agency.
4. The right to teach in master studies has the teaching staff with the title of professor (full professor, associate professor and assistant professor).
5. Master studies are conducted according to the modular system and are based on narrow specialization subjects within the study program.
6. The study regime, the grading system and the credit system are similar to the first bachelor cycle studies.
7. Master studies are organized in two study programs:
  - b) Group of disciplines related to the characteristic formation (professional lessons) in the respective program About 40% (about 50 credits)
  - c) Group of similar and / or integrative training disciplines with basic training disciplines About 10% (about 10 credits);

- d) Formative disciplines selected by the student between those offered by the College program About 8% (about 8 credits);
- e) Discipline and activities related to the acquisition of skills to facilitate entry into the labor market (foreign language, informatics, communication, practice, internship, etc.), About 10% (about 12 credits);
- f) Preparation of the diploma thesis About 22% (about 30 credits).

Providing a total of 120 Credits.

- 3. The distribution of credits according to the formative activities within a discipline is determined by the College in function of their nature and are expressed in the curricula and in the teaching regulations of the study program of the College.
- 4. For each second cycle study program, a total of more than 15 exams or signatures for the final assessment of knowledge cannot be foreseen.

#### **Article 4**

##### Duration of master study programs

- 1. The normal duration of second-cycle full-time Master of Arts study programs is 2 (two) years, and to earn a Master of Arts degree, the student must have accumulated 120 credits (ECTS).
- 2. Study programs are organized in modules and evaluated in credits (ECTS). The amount of credits accumulated during a year by a full-time student is 60 credits.
- 3. The student can complete the course of study, defend the thesis within the deadlines set in the study programs or beyond these deadlines in accordance with the provisions of this regulation.

#### **Article 5**

##### credits

- 1. A university education loan corresponds to 25 student teaching hours (1 teaching hour counts 60 minutes). The average amount of work done by a student during a year of full-time university studies is 1500 teaching hours (60 credits), which includes hours in the auditorium and hours for his independent work.

2. Students' independent work hours occupy not less than half of the total fund of 1500 hours. The average weekly workload in the auditorium for lectures, special subjects, exercises, seminars, laboratories, etc., is in the range of 20-25 teaching hours per week.

3. The student acquires credits for each formative activity (special subjects, internships, diplomas, reviews, etc.), only in case of a positive evaluation in the final verification of the knowledge acquired by him.

### **Article 6**

#### Opening a new study program

1. The opening of a new study program is done in accordance with the provisions of the legislation in force and the Statute of BIZNESI College.

### **Article 7**

#### Formative activities of the study program

1. In the BUSINESS College, formative activities are carried out through teaching in the auditorium (lectures, professional lessons, seminars, exercises, laboratories), individual study (study, work of reports, assignments or professional and scientific projects, exam preparation, preparation of diploma thesis) and professional practice.

2. In the study programs, the formative activities are grouped based on the formative objectives that are determined to obtain the Master of Arts degree, respecting some approximate reports as follows:

a) Group of disciplines related to general education About 10% (about 10 credits);

b) Group of disciplines related to the characteristic formation (professional lessons) in the respective program About 40% (about 50 credits)

c) Group of similar and / or integrative training disciplines with basic training disciplines About 10% (about 10 credits);

d) Formative disciplines selected by the student between those offered by the College program About 8% (about 8 credits);

e) Discipline and activities related to the acquisition of skills to facilitate entry into the labor market (foreign language, informatics, communication, practice, internship, etc.), About 10% (about 12 credits);

f) Preparation of the diploma thesis About 22% (about 30 credits).

Providing a total of 120 Credits.

3. The distribution of credits according to the formative activities within a discipline is determined by the College in function of their nature and are expressed in the curricula and in the teaching regulations of the study program of the College.

4. For each second cycle study program, a total of more than 15 exams or signatures for the final assessment of knowledge cannot be foreseen.

### CHAPTER III

#### DOCUMENTATION OF MASTER STUDY PROGRAMS

##### **Article 8**

##### Organizing the study program

1. The organization of a curriculum for Master's level studies, is based on the drafting of its basic documentation consisting of:

- a) Curriculum;
- b) Comprehensive discipline curricula;
- c) Curriculum of the study program.

##### **Article 9**

##### Curriculum

1. All educational activities are expressed in the Curriculum, which is the basic document of the study program. The curriculum is the main documentation with a broad informative character, in which they are presented in a synthesized way:

- a) Name of the study program, training objectives, normal duration of studies;

- b) The totality of formative activities (disciplines) that make up the study program, grouped through semesters and sorted by semesters;
  - c) Loans for each training activity, distribution of credits within a discipline according to its training activities (lectures / special / exercises / seminars / laboratories / tasks / projects, etc.), loads in the auditorium, weekly loads in the auditorium;
  - ç) Characteristics of the diploma thesis.
2. The curriculum is subject to periodic review and evaluation. When it deems it necessary to make changes, the College Quality Assurance and Evaluation System, no later than the first quarter of the year, evaluates the curriculum for the next academic year and within one month submits it to the High Council for final approval. College Science Teaching. The Council, no later than 30 days before the start of the academic year, approves the curricula for all master's degree programs.

### **Article 10**

#### Course syllabus

1. The curriculum of the course is drafted for each discipline contained in the curriculum. In it it is given in summary form
- a) the structure of the subject according to the divisions made in the curriculum;
  - b) The content of the subject, dividing it into parts, chapters, or even smaller divisions;
  - c) Relevant hours in the auditorium for each of these divisions, specifying them according to the teaching activities;
  - ç) Obligations of the course, briefly describing the topic of the obligations and the parts of the program that covers;
  - d) Pedagogical staff involved in its implementation, divided according to categories;
  - dh) Preliminary knowledge for attending the course;
  - e) Special conditions regarding the attendance and repayment of obligations before the final form of assessment;
  - ë) The manner of evaluation, in which the evaluations for all the constituent formative activities of the discipline are expressed.

f) Recommended literature, which can be textbooks, lecture cycle, audiovisual materials, monographs and encyclopedias, essays, critical articles, translations or literature in foreign languages, etc.

2. The curriculum of the subject is drafted by the subject leader or a group of academic staff and then consulted with the relevant teaching group at the Basic Unit. The curriculum is approved by the Dean of the College, and then sent to the College's Higher Scientific Teaching Council. In designing the subject program

## **Article 12**

### **Admission of students in Second Cycle Study Programs - Master**

1. Admission of candidates for master studies is done according to the curricula.

2. To be admitted to a second cycle study program, the candidate must have a Bachelor's degree, a 4-year study degree, or another state-earned study degree, assessed by the relevant authority as equivalent to the.

3. Each Study Program at BUSINESS College also defines the specific criteria that a student must meet in order to be accepted in the second cycle of study, Master of Arts.

4. For foreign students, in addition to the criteria provided in points 1, 2 and 3 of this article, the knowledge of the Albanian language is also included.

5. In order to register, the competing student must submit to the College's teaching secretariat the necessary documentation, which is available for each year of the updated Academic, at the College's Teaching Secretariat, announced in prominent places or on the Web site. it, etc., by the relevant decision of the High Scientific Teaching Council.

6. The teaching secretariat in cooperation with the Dean, the Office of Quality Assurance and Development and Quality Assessment and program managers and the Office of Foreign Relations, has the responsibility of verifying the authenticity and authenticity of the documentation submitted within 3 (three) months, by registration time. In case of falsification of documents, the student is excluded from the right to continue his studies at the BUSINESS College.

7. The student must pay the tuition fee according to the modalities defined in the decision of the founder.

**Article 13**

Lesson Forms

1. Teaching work with students involves a variety of forms of learning and knowledge control. These forms are harmonized between them through defined reports, and provided in the curricula, subject programs, and the curriculum of the Study Program. At BIZNESI College the main forms of teaching work are:

a) Forms of theoretical and practical teaching: lectures, individual and collective professional lessons, seminars, exercises, professional practices, individual and collective projects, laboratory work, consultations, course assignments, etc.

b) Forms of knowledge control: conversations, technical controls, protection of laboratory work, protection of individual and course assignments and projects, protection of professional practices, intermediate exams, course exams, training exams, protection of diploma topics etc.

2. Program managers, with the approval of the Dean, may also determine other forms of teaching work, especially the control of acquired knowledge. The determination of new forms is made before the beginning of the new Academic Year and is made known to the student at the beginning of the teaching process, after being approved by the High Scientific Teaching Council of the College.

3. The forms of teaching are concretized in the drafting by the teaching secretariat of the following documents, which are announced 5 days before the beginning of the new academic year.

a) Annual teaching structure for the study program, which determines the continuity of the elements that make up this structure (teaching, practice, exam season and diplomas, holidays).

b) The teaching schedule for the current semester is drafted in accordance with the curriculum of the teaching groups, the number and capacity of the auditors aiming to have a balanced distribution of the student's daily workload in the auditorium. The weekly load on the student's auditorium is on average from 20 to 25 hours / week.

4. Forms of knowledge control are concretized in the respective graphs of obligations, which are drafted by the teaching secretariat on the basis of the proposals of the Program Managers. The schedule of obligations is announced up to two weeks after the start of the semester.

### **Article 15**

#### Learning groups

1. The teaching work in the College is developed on the basis of the program, group and individual.
2. Teaching groups and the number of students in them are based on respecting the specifics of the curricula and on this basis seminars, practical works, laboratories, exercises, etc. are developed.

### **Article 16**

#### Learning development

1. The time and auditorium where the teaching takes place is determined in the schedule announced by the teaching secretariat, which must be strictly observed by all teachers and students. The schedule is built on methodological and pedagogical criteria, taking into account the harmonization of different forms of teaching (special subjects, lectures, seminars / exercises, laboratories, etc.), different disciplines, and the rational distribution of student load. Changes in the schedule are made only by the person in charge of the teaching process in relation to the teaching secretariat and in cooperation with the lecturer of the course.
2. Exceptional cases are only the non-appearance of the teacher for major reasons provided in the statute and regulations of the Institution (health incapacity, activity abroad, national holidays, family disasters, etc.). Even in these cases, the teaching session is replaced on another day, which is announced by the secretary and the person in charge of the teaching process in cooperation with the lecturer. The teaching secretary follows and records every day the progress of the teaching process.
3. The duration of the lesson is 45 minutes with a break of 15 minutes in the middle of the learning process.

## CHAPTER V

### PARTICIPATION OF STUDENTS IN THE LESSON PROCESS

#### **Article 17**

##### Attendance

1. The student is obliged to pay the tuition fee for each academic year, otherwise I cannot continue my studies at the BUSINESS College.
2. The student must follow all the teaching forms of the disciplines defined in the curriculum. The compulsory measure of their attendance varies depending on the type of teaching activity that takes place, classifying them as partially compulsory and fully compulsory.
  - a) Attendance of lectures, seminars, special subjects and exercises is mandatory to the extent of not less than 75% of the number of sessions held.
  - b) Attendance of laboratory works, practical works, secondary and auxiliary subjects, teaching practices is mandatory in the amount of 70%.
3. For forms of compulsory and part-time attendance, when the student with or without reason does not participate in over 25% of the number of sessions held in a subject, is declared unclassified and is not allowed to pay further obligations. that subject. He is obliged to follow the forms of teaching again in the following year with the same attendance task.
4. Student participation is regularly recorded and monitored through the course register, group. The teaching secretariat regularly monitors the attendance of students in teaching activities, records any violations of the minimum limits accepted on the basis of the report of the lecturer of the subject, and informs case by case dean for violations found.
5. Specific requirements regarding attendance for special subjects are expressed in the teaching regulations of the respective study program.

CHAPTER VI  
KNOWLEDGE CONTROL

**Article 18**

Evaluation system

1. In the BUSINESS College, in order to assess the student's knowledge, the grading system with 10 grades is used (from 1 to 10, where 10 is the maximum grade). This system evaluates all forms of control used. Grades of 6 (six) are high.
2. In the final assessment of the student in a certain discipline, or module, all the constituent elements of the subject development are taken into account: the theoretical part, the exercise part, the tasks, the projects, the laboratories, the partial controls, the attendance, etc. The degree of importance of each element in the final assessment is related to the weight they occupy in the allocation of course credits according to its formative activities, defined in the curriculum and in the subject program.
3. In the module / subject program, its evaluation modalities are expressed.

**Article 19**

Forms of control

1. The control of knowledge of a subject / exam can be done through:
  - a) Written exam;
  - b) Oral examination;
  - c) Assessment of tasks and projects;
  - ç) Combination of the above three forms: written, oral and project.
2. The way the exam is organized is in function of the nature of the discipline. It is determined by the head of the course in cooperation with the Program Officers, based on the course program and approved by the Dean.
3. The written scoring system is used in written control forms, the result of which must be returned to the grade.

4. The exam theses, in all control cases, are drafted by the head of the subject together with his / her assistant and approved and signed by the Program Manager.

5. The form of assessment is expressed in the curriculum of the subject; the way the exam is organized and the weight that each element occupies in the final assessment are expressed in the course syllabus and are communicated to the student at the beginning of the semester.

### **Article 20**

#### Prerequisites for entering the exam

1. The student acquires the right to take the exam of a subject, when:

a) has met the mandatory criteria set for that subject provided in the curriculum;

b) the graph of the interdependence of the subjects allows it;

c) meets the conditions related to attending classes;

ç) has defended the obligations for teaching practices, laboratory works, if the subject provides such forms, within the deadline provided in the schedule of obligations, before the beginning of the exam season;

d) is registered in the teaching secretariat for taking the exam in the respective session and date;

dh) has paid the tuition fee.

2. A student who does not meet these prerequisites is not allowed for any reason to enter the examination of the respective subject.

### **Article 21**

#### Exam Seasons

1. Exams are held within certain periods in the teaching structure of the Academic year. Their dates are proposed by the program managers, approved by the Dean and announced no later than two weeks before the start of the season.

2. Exams are held in primary and intermediate seasons:

a) the primary seasons are:

I. Winter exam season in January;

II. summer exam season in June.

b) intermediate seasons are:

I. April exam season;

II. September exam season;

III. the November exam season.

3. The winter exam season takes place after the end of the first semester. The summer exam season takes place after the end of the second semester. Intermediate seasons aim to help students who failed to pass the exam in the usual season of the relevant subject.

4. If the student has not repaid the obligations of the subject in the normal time of its development, according to article 20 of this regulation, he must repay them before the beginning of the exam season, in the period announced by the Dean. It is not allowed to repay the obligations of the subject during the exam season.

5. The student is not allowed to enter the exam of a subject for the second time, within one season. The student cannot enter two exams in different subjects on the same day

## **Article 22**

### **Exam and knowledge control**

1. The Dean of the College insisted by ordering the measures to be taken for the organization of the examinations. The Dean (Deputy Dean in cases where he is assigned) is responsible for enforcing the rules for conducting the examination process in accordance with this Regulation. As a rule, exams are held in the premises of the College in the center or in its branches.

2. Exams are held at the time, date and auditor appointed by the teaching secretary, which are reflected in the exam schedule, announced one week before the start of the season. The person in charge of the teaching process drafts the exam schedule, based on the suggestions of the subject lecturers and coordinates the uniform distribution of exams throughout the season.

3. In exceptional cases, in the impossibility of conducting the examination on the appointed day, the Dean, by written order, cancels it and sets a later date within the season or outside the season, which is made known to the students.

4. The subject examination commission consists of all full-time academic staff, who are holders of the relevant subject, with academic titles, which are included in the categories Professor,

Associate Professor and Assistant Professor. The Commission is chaired by its Chairman, who is the pedagogue with the highest academic title. The chairman of the examination commission is appointed by the Dean, on the proposal of the Program Manager. The Examination Commission must have no less than 3 members.

5. In cases where there are not enough academic staff for the respective subject according to the definitions in point 4, then the subject examination commission is filled in with full-time academic staff members, who are heads of similar subjects, with academic titles, that included in the categories Professor, Associate Professor and Assistant Professor.

6. In cases where there are no academic staff for the respective subject according to the definitions in points 4 and 5, then the subject examination commission is filled in with full-time academic staff members, in the respective subject and if there is no such invited academic staff.

7. If any of the members of the commission, for major reasons, cannot participate in the examination, the Head of the program with the approval of the Dean shall appoint, in writing, the employees who will replace them. In case of impossibility of replacement or in case of absence of the chairman of the commission, with the decision of the Dean, the exam is postponed out of season within 5 days from the end of the season.

8. In the environment where the exam is held, the students who take the exam and the members of the exam commission are present. The administrative staff of the College may be allowed by the examination commission to enter the premises where the examination is taking place only in cases of needs of a logistical and organizational nature of the examination. The person in charge of the program or other persons authorized in writing by the Dean to perform the control are allowed to enter the premises where the examination takes place.

9. The student is obliged to appear in the exam with an identification document with photos (student's booklet / identity card or passport). Otherwise he is not allowed to be tried and the consequences burden on the student. At the end of the exam, the commission marks in the relevant minutes the evaluation grade with numbers and words, putting its signature on each member of the commission.

10. It is not allowed to hold and use mobile phones in the exam. The student who uses impermissible forms and tools in the exam, leaves the exam and is considered underestimated.

11. Written exams become secret and last 2-4 hours. The use of aids may be allowed during the examination. The scoring system and the corresponding graded conversion used in the written exam are made known to the student before he or she begins.

12. In all forms of exam organization, the student recognizes the relevant assessment from the commission no later than three working days from the date of the exam. In exceptional cases, the postponement of the award is decided by the Dean.

13. The Commission announces the results of the evaluation, before completing the documentation. The student has the right to clarify any ambiguity on his part, or to challenge the result obtained. The evaluation committee is obliged to explain to the student about the evaluation made, by confronting the documented answers or the student's recordings (when available) with the selected thesis.

14. In cases of contestation of the result, the person in charge of the program must also participate in the commission, in order to monitor the transparency of the process. At the end of this review process, the commission makes the final decision, which is final. The contestation of the result by the student is done in writing within 24 hours from the announcement of the result and is registered in the register. 15. Student exams are stored in the department for a period of one year.

16. The student knows the passing grade in a subject when:

- a) has met all the preconditions set according to the curriculum;
- b) is evaluated with a passing grade according to the form of control provided by the program;
- c) otherwise the student is not considered a passer-by.

17. The student has the right to complain, in case the procedural rules have been violated against him during the examination or an undeserved assessment has been made for the answer he has given. The complaint must be filed in writing within 24 hours of the announcement of the result to the Deans. This complaint is reviewed by the Dean, who may summon the examination commission and the student himself for clarification, and after adjudicating the case, shall take the relevant final decision within three days. The Dean's decision determines whether the student's request is fair or not. When the complaint is fair, the Dean declares invalid the result of the assessment for which the student has complained and promised that the student reopen the exam, with the same commission and under the supervision of a representative appointed by the

Dean, on another date within the session or outside of it, but not later than 5 days from the end of the relevant examination session.

### **Article 23**

#### **Student assessment documentation**

1. The only school document that allows a student to take the exam and documents the grade he or she receives is the Exam Sheet. The exam sheet is drafted on the basis of the program or group. Only students who have earned the right to enter the exam based on the fulfillment of the relevant requirements are marked on the exam sheet.
2. The Examination Process is attached to the Exam Sheet, in which the evaluation of the constituent elements of the discipline according to the criteria defined in the course program is reflected for each student. This minutes are completed by the lecturer of the course at the end of the teaching process before the beginning of the exam session. The pedagogue completes the assessment minutes based on his annual records, which express the points (as the case may be) that the student has earned for all the constituent elements of the discipline.
3. The names of the students who have acquired the right to enter the subject exam are registered in the Exam Sheet. It is completed and closed by the teaching secretariat, signed by the Dean against the signature of the secretariat and bears the seal of the College. The exam paper is submitted to the examination commission on the day of the exam. Upon completion of the examination, the chairman of the commission submits it to the secretary. In no case should the Exam Sheet have corrections and no one has the right to add names to it. Receipts in its delivery are made by the firm.
4. The grade of the exam is marked with numbers and words and is signed by all members of the commission. For the student who does not appear in the exam, it is written on the exam sheet that the qualification "did not appear". The exam sheet, completed in order, is submitted to the teaching secretariat within the set deadlines but not later than three days from the date of the exam. Irregularities related to the completion or submission of this documentation make the chairman of the commission responsible.
5. In case of errors in completing the exam sheet, a report is drafted with the signatures of the members of the examination commission, the Program Manager and the administrator of the

teaching process. The dean makes the decision to delete the erroneously designed exam sheet and issue a new exam sheet.

## **Article 24**

### Conditions for passing to the following year

1. The academic year closes at the end of the mid-November season.
2. For all study programs, the first year student passes in the second year if he has received not less than 40 credits of the first year.
3. The student is declared a repeater of the year when:
  - a) does not meet certain conditions, points 2 of this article;
  - b) is expelled from school for one year for violating its rules.
4. The repeating student has the following rights and obligations:
  - a) All paid obligations are recognized when the respective subject programs are acceptable for the second year.
  - b) It can attend the subjects for which it has been assessed as residual and is obliged to attend the subjects for which it is obliged to attend.
  - c) Must repay the new obligations that arise due to the change of the curriculum.
  - ç) Must pay the tuition fee.

## **Article 25**

### Improving grades

1. The student has the right to ask to improve the grade. Such an action is allowed when the grade that the student seeks to improve is of an obligation of the year he has just completed. The student has the right to improve up to 2 (two) grades during the two years of study.
2. To improve the grade, students will be tested only once. The grade with which the student is evaluated at the end remains in force.
3. The request for grade improvement is submitted to the Program Manager no later than one week after the end of the season. Based on the decision taken by the Program Manager, the teaching secretary performs the relevant actions.

4. The student can only improve the grade obtained in the exam, which is attached to the grade obtained in other elements of the subject during the school year. CHAPTER VII  
TRANSFERS, KNOWLEDGE KNOWLEDGE AND EQUIVALENCE

### **Article 26**

#### Transfer of studies to the same study program

1. BUSINESS College accepts transfers of students in the second cycle of studies only in the Master of Arts, from universities, colleges and academies, inside or outside the country, and allows the departure of its students to other schools, according to the procedures provided in this. Regulation, the Statute of the College or in other acts with legal force. In order for a student to have the opportunity to transfer his studies to the BUSINESS College, in the second cycle of studies, Master of Arts, he must have earned not less than 40 credits in the respective study program. Otherwise he can start studies from scratch, following the registration procedures. The college may recognize the student's earned credits or a portion of them in accordance with the subject recognition and equivalence procedure.
2. The procedures for the transfer of studies begin at least three months before the beginning of the Academic Year and end before the beginning of the teaching process.
3. The interested party submits a request to BIZNESI College, together with the necessary documentation, which must include:
  - a) Student card or any other document proving that he has the status of a student from the Educational Institution where he comes from;
  - b) Certificate regarding the study program and the course where it was registered, the academic year in which it requires the separation;
  - c) List of paid modules / subjects, with credits and grades obtained.
  - ç) Curriculum and subject programs signed and stamped by the authority issuing them.
  - d) Identification document (civil status certificate with photographs, notification letter, passport, legalized and translated);
  - dh) For non-Albanian applicants, proof of Albanian language (if the College has not created space for the development of the teaching process in foreign languages). This point does not apply to Albanian Albanians.

4. The Teaching Office has the responsibility to verify the legitimacy of the institution of Higher Education where the student comes from, the level of the study program that the student has attended, the authenticity of the submitted documents.

5. The Dean establishes the commission for recognition and equivalence of cases, in which representatives of the group / subjects that will be equivalent participate. The number of members of the commission is from 3 to 5 people. The commission is headed by program managers.

6. The commission makes the equivalence of the disciplines given by the student with our respective disciplines taking into account the credits of the course, the course program and the grade obtained. The Commission may:

a) full knowledge of the subject, if the credits obtained according to the ECTS system are not less than the credits of the respective discipline of the study program and the subject programs have an approximation in over 75% of them.

b) partial knowledge of the subject, when the credits obtained according to the ECTS system are less than the credits of the respective discipline of the study program and / or the subject programs have an approximation of not less than 50%.

c) non-recognition of the course, when the obtained credits are less than 50% of the credits of the respective discipline and / or the course program does not comply with the discipline program.

7. In addition to full knowledge of the course program, the commission makes the equivalent of the grade obtained according to our assessment system with 10 grades. 8. In cases of partial knowledge of the subject, the student is assigned the part of the program that will be paid, for which it may not be necessary to attend lectures and exercises, but attending special classes and internships is mandatory. Repayment can be made through examination, conversation, project, or other forms determined by the commission in function of the nature of the case. The final assessment also takes into account the assessment that the student has received in advance for a part of the course.

9. In cases when the commission makes full knowledge of the course program, but cannot make the equivalence of the grade according to our evaluation system, the commission may take a decision regarding the re-evaluation of the knowledge gained by the student in the respective subject. The form of re-evaluation is determined by the commission in function of the nature of the case.

10. In function of the number of recognized credits, the Dean determines the intermediate year where the student will be registered in accordance with the articles of this regulation and determines the debit credits that the student must complete in accordance with the study program where he has been accepted.

### **Article 27**

#### Appealing

1. If the student does not agree with the decision of the equivalence commission, he may appeal the decision to the Dean's Office. In this case, the Dean sets up an appeal commission with three representatives, who make the final assessment.
2. The Appeals Commission reviews the procedures followed, the relevant documentation and analyzes the decision taken. If it deems it necessary, the appeals commission shall summon the relevant equivalence commission, or its special members, for clarification. The decision of the appeal commission is final.

### **Article 28**

#### Recording decision making

1. All equivalence documentation is stored in separate files and archived.
2. For the equivalents, a special register is kept, where the given solutions and the decisions taken are recorded.
3. The registers are kept in the teaching secretariat of the College.

### **Article 29**

#### Interruption of studies, departure

1. The student may discontinue studies for a specified period of time. In this case he must make a request to the secretariat, in which to determine the time of termination.
2. Upon resumption of studies, the student must pay the new obligations that arise due to the change of the curriculum and syllabi.

3. The resumption of studies is done only at the beginning of the Academic Year and not later than two weeks from its beginning. The resumption or re-admission of the student is done on the basis of a request and the necessary documentation submitted by him.
4. If the period of interruption of studies is more than three years, then the student is subject to a special commission set up by the College for the reassessment of knowledge. The Dean sets up the commission of equivalence, which acts according to the procedures set out in this regulation. The form of control, the procedures followed are determined by this commission.
5. For a break of studies over 5 years the student loses the right to continue his studies in this study program.
6. The student may leave the College, eventually being deregistered. For this he makes a written request to the Teaching Secretariat of the College, in which he expresses the reasons for leaving. The dean orders the deregistration of the student. The Teaching Secretariat performs the deregistration actions in the basic register, where it sets the date of deregistration and, if possible, the student's signature. The deregistered student has the right to withdraw his documents.

## CHAPTER VIII

### PROFESSIONAL PRACTICES

#### **Article 30**

##### Organizing professional practices

1. When the teaching practice is foreseen as part of the curriculum and contains a certain number of credits, the students are obliged to perform it.
2. Professional internships take place in Institutions according to the profile of student preparation and under the direction of the Academic Staff appointed by the College. The student is obliged to respect the rules of the Institution where he performs this process.
3. During the performance of professional practice, the Academic Staff that directs it, maintains a connection with the Institution where it is performed. At the end of the professional internship, the student prepares a report on the work done which is evaluated by the lecturer who directs the internship, as he also receives the opinion of the Institution where the internship was performed. Assessment is graded in cases provided by the program.

## CHAPTER IX

### Graduation

#### **Article 31**

##### Graduation modalities

1. At the end of the study program, students graduate from the relevant study program. For this students present a paper on a specific topic, for which they research and reach reasoned conclusions.
2. The student cannot defend the diploma thesis without first paying all the obligations and without earning the number of credits as provided by the curricula of each second cycle study program in the Master of Arts.
3. The student, before defending the Diploma, must have liquidated all the financial and material obligations that he may have with the College.
4. The College within the third semester of the second year of studies in the Master, determine the Theoretical topics of the students as well as the presentation of the Diploma, according to the study programs in the College.
5. After the approval of the topic, the student makes her defense before the commission set up by the College for this purpose. With the consent of the student, the protection can be done in open spaces for the public.

#### **Article 32**

##### Thesis

1. The thesis is an independent and creative work of the student in theoretical form and of a project or a study of a general character in the field of the study program he has completed. The thesis contains a series of tasks and requirements, the way of laying which gives the student the opportunity, through the knowledge gained during the schooling period and concrete design study work, to show his professional skills and competence to conduct studies, design and realizations in the relevant field.
2. The thesis is related to several approximate disciplines and is individual.

3. The student has the right to express his / her desire regarding the theoretical topic he / she wants to develop, as well as to express the request for the appointment of a mentor (leader or consultant) that he / she prefers. The High Scientific Teaching Council examines all student requests, harmonizing them with current conditions, without compromising the level and quality of diplomas.

### **Article 33**

#### Diploma preparation

1. The thesis topic leader prepares and defines the graduate's work program, setting the approximate deadlines for the completion of each point of the program. The student must meet the deadlines set to enable the successful realization of the topic in the normal season of diploma defense.
2. The leader determines the schedule of consultations programmed with the student, during which the work done according to the approved program is consulted and controlled.
3. The consultation schedule is mandatory to be implemented by the student. The leader keeps relevant notes about the student's progress in preparing the student's diploma.
4. The student gains the right to defend his / her diploma when he / she has completed the entire work program. For this the Leader gives his written opinion, stating that the planned volume of work has been completed and the student is ready for the defense of the Diploma. Procedures on this issue are specified in the regulation of the High Scientific Teaching Council of the College.

### **Article 34**

#### Master thesis theses

1. Every second cycle study program requires a written thesis (master's thesis), which is publicly defended.
2. The condition for presenting the thesis is the passing of all exams, respectively the students who have at most two exams not completed according to the study program.
3. The student chooses the topic of the thesis in consultation with the professors of the respective field.

4. In the fourth semester, the student can submit the proposal for allowing the master's thesis to the Higher Scientific Teaching Council of the College.
5. The proposal is submitted, by filling in a special form, which is obtained on the website of the College / "BUSINESS" or in the Office for master studies.
6. Within 30 days after the submission of the proposal, the dean calls the High Scientific Teaching Council of the College, which examines the suitability of the thesis proposal and the candidate.
7. The High Scientific Teaching Council of the College, in the same meeting, appoints the mentor from the narrow field, which will be the main academic and administrative source of the student for the compilation of the thesis.
8. In exceptional cases and for reasonable reasons, the candidate may request a change of mentor. In such cases, the High Scientific Teaching Council shall take the relevant decision within 30 days.
9. The title of the approved thesis is announced on the College website and is evidenced in the special book.
10. The number of pages of the thesis should be not less than 60 pages and not more than 80 pages.
11. The structure of the master's thesis should contain:

- The front;

- Dedication (if any);

- Resumes;

- Description of the content;

- Chapter content;

- Conclusions;

- Bibliography.

12. The front of the master's thesis should contain:

- Name of the College "BUSINESS" (on the left-top side of the page);

- Program Name (on the right-top side of the page);
- Logo of the College "BUSINESS";
  
- Title of the topic (in the middle of the page);
- Name and surname of the candidate (on the left-bottom side of the page);
  
- Name and surname of the mentor (on the right-bottom side of the page);
- The month and year of the defense of the master's thesis (in the middle of the line - at the bottom of the page).

12. The front view of the master's thesis, in more detail, will be described in the instruction for the appearance of the front, which is brought by the Office for Master Studies.

13. Upon completion of the writing of the master's thesis, the mentor reports to the Higher Scientific Teaching Council of the College.

14. After the report received by the mentor, the High Scientific Teaching Council, within a period of 15 days, appoints the Commission for the evaluation of the completed thesis.

15. The Commission for the evaluation of the completed thesis, within a period of not more than 15 days and not longer than 45 days from the decision-making, must report to the High Scientific Teaching Council, regarding the evaluation of the thesis.

16. The Commission may return the research to the candidate with possible remarks, at most twice and set a deadline of at most 3 months, in order to improve them.

17. After the positive evaluation by the relevant Commission, the High Scientific Teaching Council, within 15 days, appoints the Commission for the defense of the thesis.

18. The Thesis Protection Commission may consist of the same members who make up the Thesis Evaluation Commission.

19. In cases when the composition of the Commission for the defense of the master's thesis differs from the composition of the Commission for the evaluation of the thesis, then he is

obliged to evaluate the research and within a maximum of 45 days, to inform the candidate of possible remarks.

20. Until the writing of the master's thesis, the candidate must, at least once, report to the High Scientific Teaching Council, if required by that Council.

21. After the final evaluation, the Commission for the defense of the master's thesis prepares a report, which is submitted to the High Scientific Teaching Council.

22. After the approval of the report, the High Scientific Teaching Council sets the date of protection, within 15 days from the day of approval of the report. In case the High Scientific Teaching Council does not approve the report, then the process of preparing the master's thesis must resume. In this case, the Council shall provide explanations and written instructions.

23. The candidate is notified in writing of the day of the defense of the master's thesis.

24. The master's thesis can be worked on and publicly defended in the Albanian language, as a rule, exclusively in English, at the request of the candidate.

### **Article 35**

#### Protection of the master's thesis

1. The candidate publicly defends his master's thesis before the Defense Commission.

2. The day and place of the public defense, the name of the candidate and the title of the master's thesis are published on the website of the College, at least 7 days before the public defense of the master's thesis.

3. The defense of the master's thesis takes place in the premises of the College.

4. The Thesis Protection Commission consists of 3 members, of which more than 50% must be experts in the field.

5. Before the defense, the chairman of the Commission for Public Protection from the ranks of the Commission for Public Protection is appointed.

6. The Mentor may not be the Chairman of the Thesis Protection Commission.

7. For the course of public protection, an official record shall be kept, which shall be signed by the members of the Commission.

8. The defense of the master's thesis is developed according to the following order:

- The Chairman of the Commission, keeps the introductory speech, with which he opens the public defense;
  - The Secretary of the College reads the candidate's biographical notes and his scientific activity;
  - The Chairman of the Commission, reads the review with the evaluation of the Commission for the master's thesis;
  - The Chairman of the Commission invites the candidate to present and justify the master's thesis;
  - The Chairman of the Commission, gives the floor to the mentor and members of the Commission, to express their opinion on the master's thesis;
  - The members of the Commission ask questions to the candidate;
  - The commission withdraws to take the decision regarding the defense of the master's thesis. 9.
- Graduation of the master's thesis is done with one of these two descriptive grades:
- a) did not defend his master's thesis;
  - b) defended his master's thesis.

### **Article 36**

#### limitations

1. The purpose of the restrictions is to ensure that the master's degree of the College "BUSINESS" represents the possession of current knowledge in the field of study.
2. The master's thesis must be completed for a period of not more than four calendar years from the student's enrollment in the postgraduate study program, which means no more than two calendar years from the moment of submission of the thesis proposal.
3. If the student in consultation with the mentor sees fit and is ready for the candidate to defend the thesis at the end of the fourth semester, then they can do so.
4. In exceptional circumstances, the candidate may apply for a continuation of the restrictions.
5. The request must be accepted by the Head of the Office for Master's Studies and submitted to the Dean regarding the final decision.
6. Each student, who will request the continuation of the restrictions, must be ready to demonstrate preparation for the completion of all the requirements of the program.

### **Article 37**

#### Permission for absence

1. Under special conditions, a student with a master's degree may be granted a leave of absence once.
2. Students of master's studies can be given a maximum of one year of absence.
3. The period and reason for the absence must be given in advance and approved by the dean or his / her appointee.
4. Only students with high academic success will be required to apply for absence.
5. If the time of absence (rest) is approved, it should not be calculated against the general time, while the student must complete his studies.
6. Admission after an approved leave is a formality.
7. Students who take an unauthorized leave may, at the discretion of the Dean and the Head of Master's Studies, discreetly be admitted to the College, but must complete the requirements of the Program, within the statute of limitations. specified in the original record.

### **Article 38**

#### Withdrawal from studies

1. If a student is retired from studying at BUSINESS College, he / she must:
  - a) Not to have payment obligations at the payment office;
  - b) To check, with the service of the library, if they have received books;
  - c) Fill in, in the Registry Office, the withdrawal form;
  - ç) Take the documents and return the identification cards.

#### Article 39

#### Copyright

1. The candidate, before approving the thesis, signs a statement, by which he passes the copyright of the work to the BUSINESS College.

2. Staff and students have the copyright, including the right worldwide, for written papers such as: books, articles, educational papers, seminar papers, where the results of academic research or study are presented.
3. BIZNESI College reserves all the rights to use the above-mentioned works for educational and research purposes.

#### **Article 40**

##### Plagiarism

1. The master's thesis must be the author's original work. Any form of copying from works published by other authors, without citation, and contrary to scientific methodology that has elements of plagiarism is prohibited. When dealing with plagiarism of master's theses, we will act in accordance with the relevant laws in the Republic of Kosovo, the Statute and internal regulations of BIZNESI College.

#### **Article 41**

##### Organizing diploma defense

1. BIZNESI College organizes the defense of continuing diplomas, depending on the realization of the work of the topics by the students.
2. The preparation and submission of the diploma thesis is done according to the norms determined by this regulation and follows the procedures approved by the Dean before he is defended in the respective commission.
3. The diploma thesis is defended before a special commission, composed of effective pedagogues, approved by the High Scientific Teaching Council. The chairman of the commission is appointed by the Council. He respects for each graduate the relevant procedure established by the Dean.
4. The Commission for the Protection of Diplomas operates only in full (of 3 members).
5. The defense of the diploma is public.

#### **Article 42**

## Evaluation of the paper

1. At the end of the diploma examination process, the Chairman of the Commission gathers the members of the commission for the evaluation of the graduate's work. After the assessment is made, in the presence of the members, they communicate to the graduate the success of the defense. The evaluation of the members of the commission is documented and attached to the minutes of the defense of the diplomas.

### **Article 43**

#### Issuance of a diploma

1. A student who has met all the requirements of the curriculum and has defended the diploma, is provided with the relevant diploma, accompanied by the diploma supplement.

2. The diploma of the second cycle of Master study, is printed in a format not less than A4, with paper density not less than 200 gr / m<sup>2</sup>, with elements of security on paper and in their graphic formulation. Diplomas must contain the following data:

- a) The coat of arms of the Republic of Kosovo;
- b) The emblem of BIZNESI College;
- c) The name "Republic of Kosovo";
- ç) Name "BIZNESI College - Prishtina";
- d) Name, paternity and surname of the student;
- dh) Place and date of birth;
- e) Naming the diploma in the field of completed education and its profile;
- ë) Date of defense of the diploma thesis;
- f) Year of beginning and end of studies;
- g) Student's enrollment / matriculation number;
- h) Diploma number;
- i) The name of the Dean of the College.
- j) Other elements defined by the legislation in force.

3. The name of the diploma obtained is:

- a) Master of Arts Degree in (Study program completed).

4. The diploma is written in Albanian and English and is signed by the Dean of the College, marking the name, surname, rank and scientific title. The diploma is stamped with the seal of the College.
5. The submission of diplomas is done with a public ceremony, in which the authorities of the College and other well-known authorities in the fields of study and government participate.
6. Withdrawal of the diploma is done personally by the graduate, against the signature and is recorded in the relevant register. If the presence of the graduate is objectively impossible, the withdrawal of the diploma can be done by one of the family members, provided with a special power of attorney, presenting his / her ID card. If the diploma is not completed properly, the interested party should not withdraw it and request the provision of a regular diploma.
7. The student, who loses the right to graduate, is issued a certificate for the completed years, as well as the grade sheet, where all the subjects with the obtained credits and the respective grades are marked.

#### **Article 44**

##### Diploma supplement

1. The diploma supplement contains at least the data as presented in the statute of BIZNESI College.
2. Notwithstanding the determination of point 1, the information contained in the Diploma Supplement may vary depending on the legal provisions in force.
3. The model of the diploma supplement, its design are approved by the Higher Scientific Teaching Council of the College according to the National Model of the Diploma Supplement.
4. The Diploma Supplement does not replace the Diploma given at the end of the completed program.

CHAPTER X  
QUALITY ASSESSMENT

**Article 45**

Periodic review of the study program

1. At the end of each academic year, the College organizes the periodic review of its study program and teaching regulations. The dean activates the review team, which is responsible for this process. During this review, attention is paid to:
  - a) review of the distribution of credits for the respective disciplines;
  - b) review of curricula of special subjects;
  - c) review of the constituent elements of the disciplines and division of credits between them (lectures, seminars, assignments, projects, laboratories, etc.);
  - ç) review of the regulation of the study program;
  - d) reviewing the necessary didactic basis for the implementation of the study program, identifying shortcomings and taking measures for the following year;
  - dh) review of the used literature, observed deficiencies and measures to improve the situation;
  - e) reviewing the implementation of the study program in the respective academic year;
  - ë) review of knowledge / examination control procedures and analysis of control results;
  - f) review of feedback received from the student.
2. Successful implementation of the review process The College requires the collection of necessary data for the academic year. The Dean organizes the process of attracting students' opinions regarding the development of the teaching process in all disciplines. The procedure for organizing this process is determined by the Dean.
3. At the end of the school year, the pedagogues make a report on all aspects of the organization of teaching for the respective discipline, identifying the problems and suggesting solutions, as well as regarding the procedures of knowledge control and the results obtained.
4. The Secretariat of the College and the Deputy Dean (in cases where there are) continuously monitor the progress of the learning process, recording all the shortcomings in the development of learning, which become the object of the review process.

5. The Secretary General of the College shall submit a written report regarding the provision of the material base and the records of any deficiencies observed.

#### **Article 46**

##### Registration, Data Storage, Reporting

1. All data collected according to the points of article 38 of this regulation, are stored in a special file of the study program in the archive of the College. This file is made available to the review team at the time of review of the study program.
2. The review report determines the changes that need to be made in the study program and its teaching regulations, in the implementation process, in the material and didactic basis, in the academic staff, in the procedures of knowledge control and student assessment, in the process of receiving feedback from students. All recommendations are recorded in the action plan. In the action plan are placed the responsible persons and the deadlines for performing each activity.
3. The report of the review of the study program is analyzed by the High Scientific Teaching Council of the College, which approves it. The dean takes measures to implement the action plan according to the set deadlines.

## CHAPTER XI INFORMATION

#### **Article 47**

##### Student information

1. In BUSINESS College there is an organized information system to transmit to students all the necessary information about study programs, teaching process, internal regulation of the institution, study regulation, procedures related to various process activities. teaching etc.
2. Necessary information is published in several forms:
  - a) paper forms, in the form of guides, regulations, leaflets, procedures, etc., which are found in the secretariat and made available to students;

- b) in electronic form on the official website of the College, which is accessible to all students;
- c) announced in the premises of the College and its branches.

3. Important decisions taken by the Board, the High Scientific Teaching Council, the dean, program managers, branch managers regarding various activities of the teaching process, students, etc., are made known to students in various forms. such as direct meetings with students, announcements on the premises of the College, announcements on the official website, etc.

## CHAPTER XII

### THE RIGHTS AND TASKS OF THE STUDENT

#### **Article 48**

##### Student Rights

1. The student has the following rights:

- a) to use the equipment of the College, to realize the curriculum and the work programmed in his scientific activity, laboratories, library and premises of the College;
- b) to be organized in various non-political and non-economic associations in accordance with the Law on Higher Education, the Statute of the College, the relevant legal and sub-legal acts;
- c) to be represented in the High Scientific Teaching Council, Student Councils and in administration in accordance with the Statute of the College;
- ç) to request the observance of the teaching process and the procedures foreseen in this Regulation and other applicable Regulations;
- d) to express his / her opinions on the teaching and work of the Academic staff;
- dh) to attend lectures, seminars / exercises and other teaching activities organized in accordance with their status;
- e) to appeal to the relevant instances of the College for violation of student rights;
- ë) to be provided with a student card;
- f) other rights defined by other legal and sub-legal acts in force.

#### **Article 49**

##### Student obligations

1. The student is obliged to:

- a) to know in detail the rules of the College and its obligations and to be aware of their implementation; on the contrary, the College is not responsible for the consequences that may result from their non-recognition;
- b) to apply all the rules deriving from the Statute of the College, from this Regulation and from any other legal and sub-legal act for Higher Education;
- c) to settle the obligations defined in the curriculum and subject programs;
- ç) to be responsible for the violations of the rules of the College by him or the material damages that he may have caused;
- d) respect the ethics of appearance;
- dh) to maintain and respect the ethics of behavior with the staff of the College, with other students, in the premises of the College, in the lessons, in the teaching practices and in any other activity organized by the College;
- e) to maintain and respect the inviolability of the teaching class of the lecturer.

## **Article 50**

### Violation of the rules

1. Violation of the rules of the College are considered all actions performed by the student that violate the personality of the teacher and any other employee of the College, ethical norms of society such as: copying in exams, falsification of various documents, non-compliance with the rules of citation sanctioning intellectual property, acts of theft of copyright, acts of rogue, theft, etc., when they do not carry elements of a criminal offense.

2. To the student that the actions defined in point 1 of this article, the following disciplinary measures are taken:

- a) exclusion from the College for one year;
- b) exclusion from the College.

3. The decision on disciplinary measures against the student is taken by the Dean following the recommendations of the Ethics Council.

## Article 51

### Recent provisions

1. This regulation, on the proposal of the Office for Master Studies, is approved by the High Scientific Teaching Council of BIZNESI College.
2. From the date of entry into force of this Regulation, the existing Regulation on Master studies at the BUSINESS College is repealed.
3. For the cases in which the procedure has started according to the provisions of the preliminary Regulation, the provisions of that Regulation shall apply until the end of the process.
4. For all other issues on which they are not included in this regulation, the provisions of the law on Higher Education of Kosovo and the Statute of BIZNESI College will be applied.
5. Amendments to this Regulation may be made in accordance with the procedure by which it was adopted.
6. This Regulation shall enter into force on the day of its approval by the High Scientific Teaching Council and signed by the Dean of the BUSINESS College.



Chairman of KLMSH

Prof. Dr. Shyqeri KABASHI- Dean