



KOLEGJI - COLLEGE
BIZNESI
Prishtinë

REGULATION ON BACHELOR STUDIES IN BIZNESI COLLEGE

Prishtina 2020

Regulation "On Bachelor Studies in BIZNESI College" was drafted supported by the Decision of the Higher Scientific Teaching Council, based on Law no. 04 / L-037 "On higher education in the Republic of Kosovo", Statute of the College article 81, in all other legislation in force and was approved by Decision of the Higher Scientific Teaching Council no ._____ dated __.__. 2020, as and by Decision of the Board no ._____ dated __ __ 2020 of BIZNESI College.

CHAPTER I GENERAL PROVISIONS

Article 1 Legal Basis

1. Regulation on basic level studies - Bachelor in BIZNESI College is drafted based on Law no. 04 / L-037 "On higher education in the Republic of Kosovo", the Statute of the College article 81 and all other legislation in force.

2. The Regulation is subject to changes in form and content in accordance with any changes in laws and regulations governing the activity of Higher Education in the Republic of Kosovo, the Statute of BIZNESI College, and respects any international act ratified by the Republic of Kosovo regarding the system and principles of functioning of Higher Education.

Article 2 Object of the Regulation

1. This regulation sets more closely the organization and conduct of basic studies at BIZNESI College and it achieves the definition of standard rules for study programs.

CHAPTER II ORGANIZATION OF STUDIES

Article 3 Studies

1. Bachelor studies are organized and conducted in accordance with the law on Higher Education and the rules of studies based on the European credit transfer system (ECTS).
- 2.

2. Article 4 Organization and types of Bachelor studies

1. BIZNESI College organizes full time studies in the programs:
 - I. Program: Banking and Business Finance (Bachelor);
 - II. Program: Management and Economics (Bachelor);
 - i. Program: Management and Economics, with these sub-programs:
 - Business management;
 - International business;
 - Marketing and communication.
 - III. Program: Emergency Management (Bachelor);
 - i. Program: Emergency Management with these sub-programs:
 - Protection at work,
 - Fire protection, and
 - Environmental Protection.
 - IV. Program: General Law (Bachelor);
 - i. Program: General Law with sub-programs:

- Administrative - Constitutional,
- Criminal - Law,
- Civil - Law,
- International -Law,
- Financial -Law.

Article 5

Standing Curriculum Committee

1. The Standing Curriculum Committee is the structure responsible for the evaluation of project programs submitted according to the submission in article 4 of this regulation.

Article 6

Program Director

1. The person in charge and the director of the program, based on the plan of legal duties, for the issues related to the bachelor programs these responsibilities and duties:

a) Directs all teaching work; directs the work for the development of curricula and syllabi and monitors their implementation, oversees the observance of teaching programs on time and in the prescribed manner;

b) Supervises and signs the accomplishment of the teaching load of the academic staff;

c) Recommends to the Dean the special criteria for admission of academic staff and teaching-scientific assistance for the program;

d) Organizes the annual analysis of teaching work, periodic analysis or other analysis for special cases and aspects in the program;

e) Evidences, verifies and, when appropriate, proposes to the Dean the measures for violations of work discipline by the employees of the program;

ë) Supervises the observance of discipline at work, takes appropriate measures to restore order in cases of violations or shortcomings, informs the Dean and makes relevant recommendations on organizational and disciplinary matters when he deems it reasonable;

f) Requests lecturers pre-prepared written and printed lectures for courses that do not have basic or auxiliary textbooks, so that they are approved by the College;

g) Proposes to the Higher Scientific Teaching Council the members and chairmen of the commissions of the admission exams, the professional training exam and the defence of diplomas, approves the questions of the admission exams, the professional training exam and the diploma topics;

4. In its activity, the program director supports and represents the opinion of the academic staff of the program.

Article 7

Program Council

1. The Program Council is an academic body. It consists of the Head of the Program, the regular academic staff of the Program and 2 student representatives.

2. The members of the Program Council are all full-time teachers and two student representatives elected by the Student Organization. This body is renewed in cases of employment of new teachers at the beginning of the academic year.
3. The Program Council has the following responsibilities and duties:
 - a. proposes the curricula to the Higher Scientific Teaching Council,
 - b. drafts the criteria for the selection of academic staff and proposes them to the Higher Scientific Teaching Council,
 - c. drafts the strategic development plan of the Program and proposes it for approval to the Higher Scientific Teaching Council,
 - d. proposes to the Higher Scientific Teaching Council the approval of the structure of studies,
 - e. drafts and proposes to the Higher Scientific Teaching Council the criteria for student admission,
 - e. prepares the annual reports for the teaching and scientific activity of the Program and submits them to the Dean.

Article 8

Admissions for studies at the Bachelor level

1. Admitted to study at BIZNESI College are:
 - a) Citizens of the Republic of Kosovo.
 - b) Students transferred from universities or other school of university level in the country or abroad;
 - c) Foreigners;
2. Candidates who meet the following conditions are accepted to register:
 - a) Prove their citizenship with official document;
 - b) Have an official document of completion of high school in Kosovo or abroad (equivalent to the criteria set by the Ministry of Education, Science and Technology);
 - c) Prove, with an official document, the ability to attend higher studies;
 - d) Have passed the admission testing.
 - e) Submit to the teaching secretariat of the College, the request to be accepted in the program they want;
 - f) Pay the tuition fee.
3. The College accepts student transfers from the university and other BAL (public and private). The deadline of transferring students from university and other BAL (public and private) to BIZNESI College ends with the beginning of the winter or summer semester. In these cases, an evaluation commission is created to measure equivalence of the study program at the respective branch or program by decision of the Dean. After the equivalence of the program and the recognition of the grades by the evaluation commission, the student who meets the conditions is given the right to transfer, in that academic year, as a student at BIZNESI College.
4. At BIZNESI College, teaching can be conducted in Albanian and other languages.
5. The objectives of the Studies are:
 - a) Studies at BIZNESI College aim at professional education and scientific qualification of students through the integration of teaching with researching.
 - b) The college offers study programs in the fields of economic sciences, management, emergency management, law, etc.

- c) The development of new study programs is organized in accordance with the needs of society, existing regional conditions and development prospects of the country.
- ç) Study programs are drafted in accordance with Law No. 04 / L-037 "On higher education in the Republic of Kosovo".
- d) Upon completion of studies, the student is provided with a university degree "Bachelor" in the field of education.
- e) Graduation in all programs provides training of specialists capable of helping to solve professional problems, according to the fields. The study programs refer to the theoretical and practical achievements in contemporary sciences and aim to achieve convertible degrees with those of other universities.

Article 9

Organizing full time studies

1. Bachelor's study programs at BIZNESI College are organized full time and without dismissal.
2. BIZNESI College offers integrated study programs which are concluded with 180 credits (and 240 - only for the Law program) and their normal duration is three years (and four years - only for the Law program) of academic study.
3. Study programs end with graduation. The College offers accredited study programs and credit scores, according to the European Credit Transfer System (ECTS).
4. The minimum amount of credits accumulated during a year by a student is 60 credits. A university study credit corresponds to 25 load hours. Thus the average amount of work done by the student during a year of full time university studies is 1500 teaching hours.
5. The study programs are drafted by the College itself and approved by the Higher Scientific Teaching Council. The College publicly announces the study programs it offers, prior to the commencement of applications for admission to them.
5. The academic year is organized in two semesters. Each semester has 15 weeks.
6. The number of credits for a subject is determined according to the number of hours of theoretical and / or practical study, workshops, seminars, etc.), students time working in independent assignments (homework, projects, seminar papers and so on, and time for learning to get prepared for knowledge verification and assessment (tests, final exam, etc.).

Article 10

Bachelor study programs

1. In BIZNESI College the curricula are semester organized, with continuous knowledge assessment which includes the active participation of students. The manner of organizing the knowledge assessment is defined in this regulation.
2. Bachelor study programs aim to provide basic knowledge on general scientific methods and principles and certain skills in a variety of professions and specialties.
3. Bachelor study programs in BIZNESI College are achieved, as a rule, with 180 European credits (ECTS) and their normal duration is 3 academic years (for the low program with 240 European credits (ECTS) and its normal duration is 4 academic years).
4. Students in these programs, based on the criteria set out in the College regulations for the grade point average, can graduate with a diploma thesis.
5. At the end of the study programs, a "Bachelor" degree is issued in the field of education completed.

Article 11

Study programs development

1. According to the legal deadlines, the study programs are developed, reorganized or changed as a project by the program directors in accordance with the standard requirements "On the elements of study programs offered by Higher Education Institutions", the Statute of the College, as well as the provisions in internal regulation etc.

2. Bachelor programs are programs that are drafted and reorganized in cooperation between specialists in defining courses according to the specific field of each. In these cases, the Dean sets up a committee with an equal composition of all basic units to integrate decision-making for the parts of the programs that belong to their fields of study.

3. In case of approval, the Dean sends the draft program to the Higher Scientific Teaching Council for further approval.

Article 12

Elements of course programs

1. Project-programs prepared by the program director are organized in modules and courses.

2. The course program (Syllabus) is drafted in accordance with the requirements set by the Kosovo Accreditation Agency.

3. In designing programs, **program director** should avoid repeating the same modules in different subjects of study.

4. The various literature and materials that will be used in each study program and in each subject must be always approved by the Dean.

5. Detailed elements for the programs are defined in the program regulations.

Article 13

Structure of the study program

1. The study program contains the general and special conditions the student has to meet to gain certain knowledge and they are:

a. List of compulsory and elected subjects by years and semesters,

b. Number of individual student load hours by subject,

c. Number of ECTS (credits) for each subject;

ç. Other forms of learning for achieving and perfecting knowledge and skills (seminars, workshops, practical work, etc.),

e. Submission of obligatory conditions for attending the subject,

e. Presentation of modules and blocks, if the lesson is organized in that way,

f. Final work or final exam of studies if planned.

2. The data for the subject have this content:

a. Subject name and corresponding code,

b. Short description of the study program that enables easier understanding of the subject by students,

c. Assessment of the level of the subject, which means the clear sign of the necessary prior knowledge (mentioning the subjects which should be completed in

advance and the order for the literature which should be used for preparation) of the set goals and the list of professional literature,

ç. Sign / code for compulsory and elective subjects,

e. Names of professors and collaborators,

e. Duration of studies - year of study, semester, number of weekly hours, place of the subject in the general structure of studies,

f. Method of learning and mastering the content, lectures, seminars, consultations, exercises, field work, with the weekly number of hours and the total number of weeks of duration of the given activity,

g. The way of passing the exam - forms of assessing the knowledge during the lesson, their frequency, frequency of evaluation of practical work and other forms of individual work (seminar papers, projects, etc.), ways and deadlines for passing exams,

h. Special code for subjects which toughed in any of the foreign languages,

i. ECTS (credits) foreseen for the assigned subject in accordance with the provisions of ECTS, in addition to indicating the number of credits for the first activities with the respective subject.

Article 14

Approval of bachelor studies curricula

1. Upon receipt of the proposal, the Dean sends the draft program for review to the Curriculum Commission, which, within 10 days, drafts a report for the Higher Scientific Teaching Council regarding the approval, further completion or disapproval of draft program.

2. The Higher Scientific Teaching Council, within 30 days, responses for the approval return for completion or disapproval of the draft program.

3. In case of return for further completion, the Higher Scientific Teaching Council sets a deadline for the respective person responsible for performing the necessary actions. The requirements of the Council are binding on the program director in reviewing the draft program.

4. With the approval of the draft program, the Dean undertakes measures for the preparation and submission of the Self-Assessment Report to the Kosovo Accreditation Agency.

Article 15

Elements of bachelor studies

1. The main elements of the study are: lectures, seminars, laboratory work, assignments, projects, teaching and professional practices, intermediate and final exams of the course, diploma thesis and essays.

2. The division of teaching hours according to the above elements of study for each course is determined by the academic staff responsible for it, based on the credits assigned to the discipline.

3. Lectures, seminars, teaching and professional practices, laboratories, etc., take place in teaching groups.

4. The division of students into groups is set according to the years of study and types of programs, according to the determinations of the dean and is clearly evidenced in their registers, which reflect the participation of students, as well as the development of teaching hours by assigned academic staff.

5. Attendance of classes is mandatory to the extent of not less than 75%.

6. If the student is absent during the course and reaches the quota of 25% of absences then the student is disqualified, evaluated with a grade of 5 (five) and repeats the course in the next semester when the course is offered.
7. If the student has attended but is assessed as non-passing then the student can either attend the course again in the next semester where the course is offered or take the exams in a special season determined by the main units according to the rules set out in this regulation.
8. The schedule, day and the auditor of the development of the lesson are defined in the teaching schedule for each program and year of studies. It is drafted by the main units at the beginning of each semester, announced by the Teaching Secretariat one week before the start of the classes and published on the website.
9. The teaching schedule is mandatory to be respected by students and academic staff.
10. The teaching schedule is built on the basis of the harmonization of the elements of studying and the rational distribution of the student workload.
11. The duration of the semester is 15 weeks. The semester syllabus and relevant schedules are announced before the start of the semester in prominent places in the College and in each branch, as well as on the official website.
12. Courses are all semester.
13. The duration of class is 60 minutes.

Article 16

Subjects

1. According to the features of the study programs subjects are divided into:
 - a) Compulsory subjects;
 - b) Elective subjects.
2. Compulsory subjects include scientific activities in the relevant field of graduation defined in the curricula.
3. Elective subjects include scientific activities in the relevant field of graduation oriented towards a narrower specialization.
4. In accordance with the curriculum of each study program, a certain number of elective courses are defined which can be 10% to 20% of the one year courses.

Article 17

Curriculum

1. The volume of studies is determined depending on the curricula of each study program which are drafted by the programs, approved by the Council of the respective Program and finally receive the approval of the Higher Scientific Teaching Council of the College.
2. At the beginning of each academic year, based on the curricula of each study program, the program directors draft the curriculum of the year which is approved by the Program Council. Curricula (syllabi) are drafted for each subject.

Article 18

Organization of the classes

1. The year of studies is organized in two semesters: winter and summer. Classes in the winter semester begin in the first week of October and last 15 weeks. Additional tuition and re-examinations last up to 4 weeks. Tuition in the summer semester starts in the third week of February and lasts 15 weeks.

Semester certification and registration takes 2 weeks.

Summer vacation, extracurricular activities (summer university and similar) are organized in periods of up to 4 weeks.

The annual calendar of organization of the study program is approved by the Higher Scientific Teaching Council of the College at least 60 days before the beginning of the classes.

2. Classes are organized according to the approved class schedule and the College is obliged to publish it at least 10 days before the beginning of the lectures. The teaching schedule contains: the name of the study program, the year of study, the name of the subject, the time (day, hour), the place it is held (halls, laboratories), professors and other instructions for teaching. The professor of the subject shall submit the work plan (Syllabus) in the sector of teaching issues at least 15 days before the beginning of the lectures, and to the students at latest in the first week of the lectures. The professor of the course shall inform the students about the course plan in the first week of the lectures and to handle it in written form.

3. The assessment of knowledge is organized in certain deadlines to verify the results achieved by students in certain subjects for which the assessment of knowledge is provided. Assignments for individual student work (seminars, projects, etc.) should be distributed linearly during the semester. The total amount of these assignments should correspond with the intended course load, in accordance with ECTS.

The teacher shall help the students during the teaching, doing the independent tasks and preparing for the proof of knowledge by organizing a schedule for consultations. Deadlines for consultations should correspond with the class in order to be available to students.

Changing the schedule and work plan during the lesson according to the rule is not allowed. If there is a need for change (due to the teacher's illness or similar) the Dean determines the change.

The teacher of the subject is responsible for all forms of teaching, exercises and practical work.

4. Some forms of teaching can be organized as "distance teaching", but exams must be held at the college where this form of teaching is organized.

Article 19

Selection of subjects

1. The student is introduced to the subjects that will be developed in the following year of studies three weeks before the start of classes in the winter semester, and for the first year of studies after their enrolment.

2. The selection of elective subjects is done at the beginning of the semester by making the selection offered by the College for the semester assigned according to the curriculum in this case he selects a subject from at least two subjects.

3. After the deadline for the selection of elective subjects, the student registers are formed according to the subjects where the quotas provided for the organization of the subject for the next year of studies have been reached and placed on the College web and student program for each subjects and for each program.

Article 20

Student assessment

1. The success of students in the exam and in other assessments of knowledge is evaluated with the system comparable to ECTS, as follows:

10 (A) - (excellent success with some insignificant mistake), with 91-100 points earned,

9 (B) - (high success, with some mistakes), with 81-90 points earned,

8 (C) - (average with obvious errors), with 71-80 points earned,

7 (D) - (generally good, but with obvious shortcomings), with 61-70 points gained,

6 (E) - (meets the minimum passing criteria), with 51-60 points earned,

5 (F, FX) - (does not meet the minimum norms, does not pass), below 51 points.

Article 21

Teaching Secretariat

1. The Teaching Secretariat of the College compiles, administers and is responsible for the maintenance of the basic (basic) register written by hand and computer, as well as for the course registers.

2. The course minutes are deposited in the Academic Secretariat, signed by the members of the academic staff and the responsibilities of the programs, the names and numbers of the students' matriculation are stored, their entries are made in the basic register and in the course register.

3. The Teaching Secretariat has the duty to maintain, control, and inform the lecturers about the maintenance, the careful completion of the course register. Any inaccuracies are notified in writing to the head of the branch, the head of the unit, the person in charge of the respective program and the deputy dean.

4. The Teaching Secretariat has the duty to write in the course register the names, surnames, the exact number of the student's matriculation, to notify in writing the lecturer and the deputy dean on the students who have absences and who cannot enter the exam due to them.

5. One day before the beginning of the enrolment week, the Teaching Secretariat submits in physical and electronic form to the dean the list of students who have the right to attend each of the courses that will be offered. The Dean forwards this list to the Office of Information Technology and Registration. This list is compiled based on the following elements:

a) students who remain in that course in previous years;

b) students who have the course in the standard curricula of the study program they attend;

c) students who pass the required course (if any);

d) students who have paid the tuition fee and have paid other legal obligations.

6. The main unit has no responsibility for any mistakes made by the student during the registration.

7. The Office of Information Technology and Registration is responsible for student enrolment.

8. The Office of Information Technology and Registration provides first-year students with the password and username which serve to access the online timetable registration program, within the deadlines set by the dean.

9. At the end of the online registration, the Office of Information and Technology sends the lists to the Teaching secretariat of the main units.

10. Registrations are declared completed by the dean no later than the last day of the registration week.

11. Course lecturers have no right to add or remove names of students in the register of the respective program.

12. The Teaching Secretariat prepares the registers according to the lists within the first week of each semester.

13. Special requests of students, who for various reasons are not registered, can be addressed to the Teaching Secretariat no later than the first week of the semester. The Teaching Secretary submits it to the Office of Information and Technology.

14. The Teaching Secretariat is directly dependent on the Dean and is checked by written order from a commission appointed by the Dean at the end of each semester, for the accuracy of the data received and processed.

Article 22

Basic register (essential)

1. The Teaching Secretariat keeps a basic (essential) register of students with their personal data, assessments received during the study program, data on the diploma or diplomas obtained together with the diploma supplement, etc., formatted according to the standards legal.

2. The basic student register is completed by the Teaching Secretariat in written and electronic form and is kept in permanent storage.

3. In the Basic Registration, each student of BIZNESI College is given a unique registration number that accompanies him until graduation, respecting all legal acts in force.

4. The Teaching Secretariat also keeps the minutes of the intermediate and final exams in physical and electronic form.

5. The Teaching Secretariat carefully registers all grades according to the courses in the basic (essential) register.

6. The Basic Register is completed in writing, without corrections and is not changed for any reason.

Article 23

Study program (year) register

1. The Course Register is the only official basic document that evidences the development of the class, and the student's absences.

2. The non-participation of students in the elements of compulsory attendance is assessed by a lack in the course register.

3. In the Course Register, each lecturer is obliged to record the titles of the developed topics, seminars, as well as to accurately reflect the absences of students.

4. After the end of the class, the register is deposited to the Secretariat of Education which records the attendance of classes by students, completes the name of the course, program, class schedule, and the list of students along with the relevant registration numbers.

5. The register after the end of the lesson is submitted to the Teaching Secretariat signed by the lecturer and counter-signed by the Teaching Secretariat of the College (branch) that offers the study program.

Article 24

Information Technology and Registration Office

1. The Office of Information Technology and Registration publishes the registration deadlines, rules and relevant instructions on how to register online highlighting the fact that non-payment of obligations is a penalty for enrolling in the courses of the next semester.

2. The Office of Information Technology and Registration provides students with the identification name and password to complete the registration in the online system.

3. The right to enrol in the sections of courses which are offered in a certain semester have all those students who:

- a. have paid the tuition fee (for enrolment in second semester courses);
- b. result in passing the required courses (where there are any of them);
- c. have settled other legal obligations.

4. The enrolment week in BIZNESI College is the week prior the first week of the semester.

5. The Economic Office, before the beginning of each registration process, compiles the list of students who have made the payment of tuition fees or other obligations according to the laws and instructions in force, identifying the students who are still debtors. This list is deposited to Office of Information Technology and the Dean s Office.

6. The Office of Information Technology and Registration is directly subordinated to the Teaching Secretariat in relation to the issues of registration, maintenance and updating of student data, including generalities and grades, drafting, completion and preparation of diplomas.

7. The Office of Information Technology and Registration reports directly to the Dean.

Article 25

Knowledge assessment

1. The only form of knowledge assessment in BIZNESI College is the written exam. For each course 10% of the assessment is based on course assignments, individual or group projects, and essays, according to the approved course program.

2. In the control forms, the point evaluation system is used, the result of which is returned to the grade according to the formula defined by this regulation.

3. Classes are held inseparably in lectures and seminars.

4. When the student is absent in the exam they are evaluated with 0 (zero) points, but reserves the right to continue to attend the course until its completion. In case the student submits documentation that justifies strong reasons such as serious health problems (eg hospitalization, serious accident), exceptional cases of family disasters, or cases of public emergencies, the decision for another opportunity to take the exam belongs to the dean, based on the written request submitted by the student. The Dean has the right to request additional documentation to verify the absence.

6. The teaching calendar of the semester and the respective schedules are announced before the beginning of the semester in the visible places of each main unit or branch, as well as on the official website.

7. Courses are all semester. If the student does not qualify for a course he has the right to attend it again, in the following semester where the course is offered. If the course for various reasons will no longer be offered, the student has the right to attend the relevant replacement course. Thus, in addition to the courses defined in the standard curricula of the study program, the student has the right to attend at the same time other courses where there are students failed from previous semesters.

8. If the student has completed 25% of the absences he cannot enter the exam, the Teaching Secretariat informs in writing the relevant lecturer for students who will not participate in the exam, due to the completion of the number of absences.

9. The intermediate exam takes place in the seventh and eighth week, while the final exam in the fifteenth and sixteenth week, guaranteeing a distribution of exams in both weeks.

10. The minutes of the intermediate exam are signed by the lecturer, the teaching secretary and the person in charge of the program where the lecturer belongs.

11. The final minutes are signed by the lecturer, the teaching secretary, the program director and the dean.

12. The examination for students who have attended the course but have not achieved qualifying results (evaluated with a grade of 5) is done by adhering to the following procedure:

a) Exam dates are determined by the main units;

b) Students pre-register to take the exam for a registration fee;

c) For each course and study program the program that offers the course from the theses used in the normal semester, the number of theses to be drafted, is determined by order of the dean;

d) On the day of the exam, under the responsibility of the program director, 4 theses used in the exam are selected;

e) Exam theses are distributed to students and secreted;

f) The person in charge of the program that covers the course, on the day of the exam, determines the evaluation commission;

g) The evaluation commission within the day corrects the exams based on the keys of the selected theses and submits them to the program director. The administrative staff where the course is offered remove the secrecy of exams and compile the minutes. The minutes after being verified, are signed by the evaluation commission, the teaching secretary, the program director and the dean;

h) Any note or mark in the thesis before correction that leaves doubt about the student's identification, makes the thesis incorrigible. This exam is not corrected, and there is kept a special record by the evaluation committee where the reasons are explained and forwarded to the program director for review;

i) After the correction and drafting of the minutes, the exams are sealed in an envelope according to the established procedure and kept in storage for one year;

j) Any finding of violation of this procedure or actions that leave room for interpretation are considered very serious violations and are punished by immediate termination of the employment contract for the person who commits the violation.

Article 26

Exam dates and deadlines

1. Exams are held according to the deadlines set in the approved calendar of the academic year.
2. Possible changes in the calendar are made by decision of the Dean.

3. Exam dates and assists are made public by the Main Units one week before their development by distributing them in two weeks (seventh and eighth week, and fifteenth and sixteenth week). Deadlines set for exams are mandatory for both lecturers and students.

4. Dates of non-attendance exams are announced by the Main Units. Up to two exam seasons can be announced.

5. On the same day, the student has the right to take the exam for different courses, if the exam schedule allows.

Article 27

Examination and assessment

1. Examination takes place at the appointed time and date. For reasons of force majeure or other reasons, the dean orders the new date and time of the examination, notifying the students at least 3 days in advance.

2. The course lecturer as well as the assistant lecturer appointed in the graph drafted by the head of the program are present while examination. If the assistant does not appear in the exam, the course lecturer notifies the program director.

3. Apart from the governing authorities, no other persons may be present during the examination.

4. The lecturer follows the development of the exam and has the responsibility for its progress.

5. If the assistant lecturer does not participate in the exam, the program director makes the replacement and proposes disciplinary measures.

6. Exam theses must be signed by the program director.

7. The student appears in the exam with an identification document.

8. The degree of mastery of the curriculum is assessed with a scoring system of 100 points, converted into a system of ten grades in the final minutes.

9. The lowest passing grade is the sixth grade which corresponds to 51 -60 of the points earned.

10. The way of evaluation together with the course program are also expressed in the syllabus (course program), which is drafted by each lecturer no later than 7 (seven) days before the beginning of the semester, adhering to the standard syllabus approved by the Council of Higher Scientific Teaching.

11. Syllabuses (course programs) should be submitted to the respective programs managers, who approve them after giving their suggestions and remarks. If deemed necessary, program director suggest that a syllabus be jointly drafted for a course, by all academic staff responsible for that course.

12. The syllabus (course program) and the rules of the exam are introduced and explained to the students by the lecturer, in the first class of the course development. Also the general rules of operation of the College are clarified by the lecturer for everyone in the first class of presentation.

13. The final evaluation of each course is performed based on the amount of points accumulated during the course development (maximum 100 points) calculating as follows:

- a) Presentation and group work: 0-5% of the final evaluation;
- b) Individual presentation: 0-10% of the final evaluation;

- c) Activity: 0-5% of the final evaluation;
- ç) Seminar paper: 0-10% of the final evaluation;
- d) Test I: 0-20% of the final evaluation;
- e) Test II: 0-20% of the final evaluation;
- ë) Final exam: 0-30% of the final grade.

14. The placement of grades based on the accumulated points is performed according to the following references:

- a) Grade 5 (five) - 0-50 points;
- b) Grade 6 (six) -51 - 60 points;
- c) Grade 7 (seven) -61 - 70 points;
- ç) Grade 8 (eight) -71 -80 points;
- d) Grade 9 (nine) - 81 -90 points;
- e) Grade 10 (ten) - 91 -100 points.

15. Exam administration:

At least 4 (four) exam theses must be drafted for each program and year of study;

a) Exam theses must be computer written and clearly drafted. They must be subject to the approval of those in charge of the programs no later than the last day of the week preceding the examination, namely the sixth or seventh week for the first examination and the fourteenth and fifteenth weeks for the final examination.

b) After receiving the approval of the theses from the program director, the lecturers personally multiply them in the photocopies located on the premises of the College;

c) After the exam, the theses corrected by the lecturers for each program and year of study are submitted in sealed envelopes to the Teaching Secretariat within 7 days. Each envelope must be clearly written in capital letters:

- a. Name of Lecturer;
- b. Program;
- c. Year of studies;
- d. Number of exam sheets;
- e. Date;
- f. Lecturer's signature.

d) In the following class of the exam the lecturers explain the exams to the students in order to ensure the transparency of the assessment. In the case of the final exam, the lecturer sets the date and time to announce the results of the exam. The day set by the lecturer must be no later than 7 (seven) days from the day of the final exam;

e) For the intermediate exam (first and second test), no later than the last class of the following week of the exam. The lecturer announces the results of the exam at his office, recording the student's registration number and hiding his identity;

f) In cases of uncertainty, students have the right to personally see the exam answers in the presence of the course lecturer, to receive appropriate clarifications. For further clarifications they have the right to write to the program director who covers the respective course;

g) The final grades of the exams are recorded in the minutes by the lecturer and signed by the secretary, program director and the dean;

h) In case the minutes have technical irregularities, the program director in cooperation with the dean and the responsible lecturer, review the documentation and give the final decision within 7 days from the day of ascertainment;

i) The original final minutes signed, are deposited at the Teaching Secretariat. Teaching Secretaries have no right to rework or replace them for any reason.

16. Disciplinary Measures:

a) During the exam it is not allowed to communicate with any other person, except with the course lecturer;

b) The use of the mobile phone is not allowed;

c) In case the student is caught with a copy by the lecturer or his assistant, the student cancels their examination and measures are taken to complete the minutes by the course lecturer and the relevant assistant. The exam is also attached to the minutes;

d) The minutes are submitted to the respective program director who then makes a decision on the disciplinary measures that will be applied in the specific case. In case the program director deems it necessary, he can consult the Program Council.

17. Preservation of documentation:

a) After the exams are evaluated, the minutes completed by computer, signed by the lecturer on each of its pages and by the program director they are deposited to the Teaching Secretaries;

b) The deadline for the submission of the minutes is respectively not later than the last day of the eighth or ninth week for the first intermediate exam, and not later than the last day of the sixteenth and seventeenth week for the final exam;

c) The deadlines for submitting the minutes for the final exam are determined in the regulation of the Office of Information Technology and Registration.

d) Minutes of the final exam are submitted electronically and in print to the Teaching Secretaries of the main units and a copy is submitted to the Office of Information Technology and Registration;

e) Posting of the final exam results is done according to the registration number by the Teaching Secretaries at the end of each semester;

f) Exam results remain posted for 3 weeks;

g) It is not allowed to provide information on the results of the exams to any person other than the student who has passed the exam, including parents or relatives;

h) At the end of each exam, examination results are submitted to the Teaching Secretariat of the basic unit with minutes. The envelope must be signed in capital letters:

- Name of the lecturer;
- Year of study;
- Programs;
- Semesters;
- Academic year;
- Exam: First / Second;
- Number of Exams in envelopes (expressed in letters);
- Signature of the lecturer.

i) Minutes of passing the exams at the Teaching Secretariat must match the standard form attached.

j) Envelopes with exam sheets archived in the secretariat can be opened and checked only in case of complaint or when deemed reasonable by the relevant managing authority.

k) Pursuant to the order, a commission is set up with specialists in the respective field.

18. Exams are stored in the archive of the College for 1 (one) academic year. They are then burned under the auspices of the Office of Information Technology and Registration.

Article 28

Complaint for violation of rules in the exam

1. The student has the right to complain about violations of the rules of the exam and the points obtained. The complaint is submitted in writing to the program director within 48 hours from the date of posting the results.

2. The program director, if they verify correctable violations, in cooperation with the responsible lecturer, and the vice-dean, make the necessary corrections within 5 days from the receipt of the complaint.

3. In case the program director deems it impossible to make a decision, he proposes that the decision be taken by the dean.

Article 29

Appeal for the final result

1. The student has the right to complain about the final result of the exam. The complaint is submitted in writing to the program director within 48 hours of being informed of the exam result. The program director makes the necessary verifications and when he finds it impossible to resolve the complaint, immediately notifies the dean.

2. The Dean, within 48 hours of being informed of the complaint by the program director, sets up an ad-hoc commission which verifies the student's claims. With the approval of the dean, the commission determines the final evaluation of the exam.

3. Changes in student results in the signed minutes and in the online system are made with special commissions.

Article 30

Grade improvement

1. At the end of the academic year, the student has the right to submit in writing to the Secretary of Education, his request for grade improvement, up to three subjects from the obligations of that year. The student has the right to improve the grade against a fee set by the Higher Scientific Teaching Council, by submitting a request to the dean who decides on the matter.

2. Applications are reviewed case by case and approved within two weeks from the end of the academic year.

3. The requests approved by the dean are forwarded in writing to the secretary who forwards the information to the Office of Information Technology and Registration who makes possible the student's access to the course registration.

4. For grade improvement, the student has the right to try only once. In the end, the grade with which the student is evaluated for the second time remains in force.

Article 31 **Organization of graduation (obtaining a degree)**

1. Graduation adheres to these conditions:
 - a) Accumulation of all credits provided in the standard curricula of each study program, respectively:
 - 180 credits for three academic years (240 credits for four academic years) for "Bachelor Degree".
 - b) **Settlement** of all financial and material obligations to the College.
 - c) Students who meet the requirements, to submit to the Teaching Secretariat of the College the "Preliminary Graduation Request" completed, according to the approved format, no later than 2 (two) months from the beginning of the academic year.
 - d) In case that, at the end of the academic year, the student is qualified in all subjects, to submit together with the certification of grades, to the Teaching Secretariat of the college "Application for graduation" no later than one week of the end of the academic year, to confirm the fulfilment of the conditions as well as the desire to graduate.
2. For each study program that does not contain a practical subject in the curriculum, the dean determines a summary subject (diploma course) during which the student works on a micro thesis under the direction of the subject lecturer. If the study program contains in its curriculum a practical subject, this course serves as the graduation course.
3. Based on the graduation results as well as the general results of the student, the Teaching Secretaries of the main units in cooperation with the Office of Information Technology and Registration, realizes diplomas and certificates of grades for each student.
4. The Office of Information Technology and Registration registers in the State Register of Diplomas and Certificates for Higher Education and Scientific Research, held at the Ministry of Education and Science, all diplomas obtained before being withdrawn, according to the rules in force.
5. A special register for diplomas is also kept in the Office of Information Technology and Registration. The student who is evaluated with a minimum grade of 6 (six) at graduation has the right to withdraw the diploma and the certificate of grades.
6. The student who loses the right to graduate is issued a certificate of grades which lists all courses with credits earned and the respective grade as well as the weighted average grade. They reserve the right to apply for graduation in the next graduation season.

Article 32 **Equipping with a bachelor's degree**

1. Upon completion of studies at BIZNESI College at the Bachelor level, the Diploma of the first cycle "Bachelor" is obtained.
2. Upon completion of studies at BIZNESI College at Bachelor level, Diplomas are obtained with the following titles:
 - a) Program: Banking and Finance in Business - Bachelor;

b) Program: Management and Economics - Bachelor (with sub-programs: International Business, Management and Marketing);

c) Program: Emergency Management - Bachelor (with sub-directions: Fire protection, Occupational protection and Environmental protection);

d) Program: General-law: (LLB) (with sub-directions: Administrative - constitutional, Criminal -law, Civil - law, International - law, Financial - law).

3. To earn the degree, the student has to receive 60 ECTS credits per year (180 credits for three-year Bachelor studies), respectively 240 credits for four-year Bachelor studies.

If the candidate does not pass the first defence session of the diploma, he has the right to appear for defence in the next defence session.

4. The student who meets all the requirements of the curriculum is provided with a diploma, the list of grades and the Diploma Supplement. Student assessment is expressed according to the ECTS credit system. Students who, at the end of full studies, have all ten grades, are decorated with "Gold Medal" with the relevant certificate; those who have not less than 80% of the grades ten and the rest nine, are decorated with the certificate "Excellent Student".

In the College, the submission of diplomas is done with a ceremony of each Program; for students who win the "Gold Medal" or the certificate "Excellent Student". The ceremony is organized at the level of the College and the delivery of diplomas is done personally by the Dean of the College in the presence of representatives of the Board, professors, administration, students` parents and friends.

Article 33 Diploma Supplement

1. All bachelor's degree diplomas issued by BIZNESI College are accompanied by the Diploma Supplement which is drafted in accordance with the instruction of the Minister responsible for education and legislation of BIZNESI College.

2. The Diploma Supplement contains the following information:

I. GRADUATE INFORMATION

1.1. Surname;

1.2. Name;

1.3. Date of birth (day, month, year);

1.4. Student ID number.

II. DIPLOMA INFORMATION

2.1. Name of the diploma and the title given to the graduate;

2.2. Main field / fields of studies;

2.3. Name and status of the institution issuing the diploma;

2.4. Name and status of the institution that administers the study process if different from the one provided in 2.3;

2.5. The language in which the studies were conducted.

III. STUDY PROGRAM CYCLE (LEVEL) INFORMATION

3.1. Program cycle (level);

3.2. Program duration;

3.3. Selection criteria.

IV. PROGRAM CONTENT INFORMATION AND RESULTS

4.1 System (way of studying);

- 4.2. Academic features of the program;
 - 4.3. Details about the program, including the subjects studied and the grades and credits obtained by the graduate;
 - 4.4. Title obtained at the end of the program.
- V. INFORMATION FOR THE PURPOSE OF THE PROGRAM
- 5.1. Opportunities for further education;
 - 5.2. Professional status of the graduate.
3. The above information is organized in accordance with the requirements of the European Higher Education Area according to the format of the diploma supplement which is defined in the internal regulations of BIZNESI College.

Article 34

Clarification of student generalities

1. The Academic Secretaries have the obligation to collect the correct data of the students before completing the diploma document and the grade certificate.
2. The student must submit the necessary documentation for changing and correcting generalities and other data before completing the diploma or certificate.

Article 35

Graduation Ceremony

1. The presentation of diplomas is organized with public ceremonies attended by authorities of the College, other recognized authorities and students' relatives.
2. For students who have completed their studies with all the tenth grades, the certificate "Gold Medal" is given. For students who, during their studies, have over 80% of the grades 10 (ten) and the rest only 9 (nine) are awarded the certificate "Excellent Student".
3. The 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 performed by a family member provided with a special power of attorney, presenting their ID card. If the diploma has inaccuracies or shortcomings, the interested party should request the provision of a regular diploma.

CHAPTER III

STUDENTS

Article 36

Students at the bachelor level

1. The student at the bachelor level is any natural state person of Kosovo, Albanian or foreigner included in a study program in one of the study programs of BIZNESI College in accordance with the criteria set by the legislation in force of the state and the College.
2. The student' status is obtained by enrolling in one of the main units or branches of the College. It is lost when the student receives the relevant diploma or certificate, or is deregistered by the College.

3. Each student is required to enrol and attend only one study program. Exceptionally, excellent students can attend a maximum of up to two study programs at the same time.

4. Students data is stored and processed by the College and the main units and branches, in accordance with the principle of confidentiality and the legislation in force for the protection of personal data.

5. Students are obliged to implement all obligations arising from the curriculum, provided by the Statute, Regulations and any legal or sub-legal act for higher education applied by the college. They should know in detail all the obligations and be aware of their implementation. The College is not responsible for the consequences arising from their ignorance.

6. The student must respect the College's code of ethics.

Article 37 **Students' rights**

Students while attending studies at BIZNESI College have the following rights:

1. Be represented in the bodies of the College, except for the cases provided in the legislation in force.

2. Participate in all decision-making processes of the College in accordance with legal and statutory provisions.

3. Attend lectures, seminars and all other studying activities, organized in accordance with the study program they are attending.

4. Use facilities in libraries, computer rooms, laboratories, sports facilities and other services provided to students by the institution.

5. Express their opinion on the quality of teaching and the work of the academic staff of the institution through semester or annual evaluations organized by the quality assurance units.

6. Benefit from scholarships when they meet the conditions set by the bylaws in force as well as other special awards administered by BIZNESI College.

7. Be provided with a diploma or certificate at the end of a study program as well as with all other necessary documents.

8. Participate in study programs outside the main unit where they study to spend one or more semesters outside the College as well as to be recognized for the credits and courses developed.

9. Develop studying practices in institutions that have cooperation agreements with the College or the main units and branches.

10. Be provided with the Student Card and benefit from services at reduced prices.

11. Be organized in non-profit organizations within the College adhering to the provisions of the legislation in force.

Article 38 **Students' obligations**

Students have the following obligations:

1. Implement the Statute and the Regulation in force of the College.

2. Respect the Code of Ethics defined in the statute or the regulation of the College.

3. Behave correctly and respect the rights of academic and administrative staff as well as other students.

4. Fulfil in time and deadlines, as well as with quality, all obligations arising from the study program and participate in all academic activities carried out by the main units.
5. Pay the tuition fee and other services to the College.

Article 39
Professional Internships

1. Students are required to carry out professional internships when it is included in the curricula of their study program. With the completion of the academic year, the dean informs the students about the time to complete their work and program.
2. Professional internships are conducted in a public or private institution according to the student preparation profile and under the guidance of the lecturers appointed by the program director respecting the rules and institutions where the internships are conducted.
3. The student that does not accomplish the program of professional internship is subject to regulations for other courses.
4. Internships are performed in teaching groups according to the definitions in the instructions of the Ministry of Education, Science and Technology.

Article 40
Conducting professional practices

1. The lecturer who conducts the internship is present, exercises constant assessment and maintains contact with the institution where the internship is performed throughout the duration of the internship.
2. The lecturer responsible may assign the student with special tasks during the internship period.
3. At the end of the professional internship, the student prepares a report on the work done which is evaluated by the lecturer responsible for the internship, after receiving the opinion of the institution where it was performed. Students' assessment is performed with a grade based on the respective program.
4. The dean reviews the organization of professional internship in each program. The duration and time of the development of professional internships is determined in the curricula of each study program. The places of development of professional internships are determined by the Dean in bilateral agreements with public and private institutions.

Article 41
**Organization and development of the transfer process,
and enrolment in second study programs.**

1. For students who wish to transfer to BIZNESI College, the equivalence commission set up at each College based on the documentation sent by the sending university or college, determines the obligations that the student will have if admitted to that study program based in the curriculum in force as well as in the recognition of equivalent paid courses.
- 2.

Article 42
Types of transfers

1. BIZNESI College offers opportunities for transfers of students in intermediate years between programs of the same cycle, within the institution or different institutions of higher education, as well as for transfers from previous programs to bachelor study programs, as well as transfers from one form of study to another.

2. As a rule, transfers are made in intermediate years and the candidates with the highest results are accepted. The minimum credits required for the transfer of studies are 30.

3. Transfer procedures end at the beginning of the academic year.

Article 43

Transfer to other institutions of higher education

1. Students of BIZNESI College who want to transfer to universities or other colleges in the country, in the program of the same cycle, submit the application to the dean. The Dean reviews the requests and according to the evaluation makes the approving decision and forwards the proposal to the host university.

2. After the response of admission from the host university, the complete documentation of the student is forwarded and it contains: the obligations paid with the respective grades, the high school diploma and the scholarship documentation, if any.

Article 44

Transfer from other Higher Education Institutions to BIZNESI College

1. "Study transfer" is the change of the study program at the request of the student when he studies in an intermediate year (not in the first year) and wants to continue in the following year in another study program / institution.

2. For students of other universities who want to transfer to BIZNESI College, the accompanying university must be recognized and licensed by the Ministry of Education, Science and Technology.

3. The proposal comes from the student himself through a request accompanied by detailed data for the student: study program, cycle, study system, obligations paid, assessments with relevant credits, identification document and course programs completed.

4. The decision to admit students proposed for transfer is made by the dean. For this procedure, the dean sets up an ad-hoc commission, taking into account the possibilities and capacity of the program and the study cycle according to the quotas set by law.

5. The procedure of transfer of studies is performed only in the space of time when one academic year has ended and the next year has not started yet. No transfer of study can take place in the middle of the academic year, nor in the time span between two semesters of the same year.

6. The transfer can be achieved if the student has completed a part of the studies in the institutions of higher education which are created and function based on the laws in force or in foreign universities.

7. The right to apply for transfer of studies in intermediate years have all students who have earned at least 30 credits in the disciplines of general education and in the disciplines of character education in the programs they have attended.

8. Admission quotas for transfer from other institutions of higher education are unlimited at the beginning of each academic year.

9. Requests for study transfer are submitted according to a special form provided to those interested by the Teaching Secretariat of the College. This form is published on the official website of the College together with the necessary information under this regulation.

10. Applications for transfer from students who complete or have completed studies in other institutions of higher education are accepted at the registration office of the College throughout the academic year until August 31 of each year.

11. The file for the request for transfer of studies should contain:

a) Form - Request for Transfer of Studies and Enrolment in the Second Study Program, completed and signed by the interested party;

b) Certificate of grades with relevant courses and credits obtained in the institution of origin;

c) Course programs (syllabi) where the student is qualified;

d) Identification document (birth certificate or photocopy of identity card or photocopy of passport).

12. For students who have completed their studies abroad, the documentation in a foreign language must be translated and notarized according to the rules in force.

13. For students who have completed their studies at non-public universities, a document is submitted certifying that the university of origin operates by adhering to all the rules of the legal framework in force.

14. Under the responsibility of the Dean, when it is noticed that there is even one request for transfer of studies, a Commission is established to review the Applications for Transfers and Enrolment in the Second Study Program, composed of 2 to 5 members of the academic staff, within the waiting period for requests. The commission is chaired by the dean.

15. The duties of the Commission for Review of Applications for Transfers and Registration in the Second Study Program are:

a) Review of the compliance of the applicant file with the criteria set out in this regulation;

b) Recognition of credits obtained in the institution of origin;

c) Further verifications of information / documentation where deemed necessary.

16. The Commission for Review of Applications for Transfers and Registration in the Second Study Program drafts a report on the work done, expressing the decision on credits recognized for each applicant.

17. This report is deposited with the Dean no later than September 20 of each year.

18. Students who transfer studies in intermediate years from another institution of higher education, or who enrol in a second study program, are subject to the fee according to the decision of the founder of the College.

19. The Teaching Secretariat notifies the students about the approval / non-acceptance of their request. Students who are eligible to transfer are informed by the Office of Technology Information and Registration about their legal / financial obligations, recognized credits, and the courses they must attend, as well as how to organize their studies at the College.

20. The documentation is stored in the Teaching Secretariat of the College and in the Office of Information Technology and Registration.

21. Students who for various reasons want to change the study program within the College must submit a request for transfer of studies starting from the closing date of the academic year until September 30.

22. Applications are submitted by mail to the address of the College.

23. Students who wish to transfer their studies to submit within the set deadline:
- a) Form "Request for transfer of studies and enrolment in another study program", completed and signed by the interested party;
 - b) Certification of grades with relevant credits;
 - c) Documentation certifying that they have fulfilled all legal / financial obligations to the university;
 - d) Identification document (birth certificate, photocopy of identity card or photocopy of passport).
24. The review of requests for transfer of studies should be performed by the Commission for Review of Applications for Transfers and Enrolment in the Second Study Program.
25. The commissions, after performing the verification of the files based on the average grade, list all the applicants in descending order.
26. The list of students in descending order based on the grade point average is posted at the Teaching Secretariat of the College.
27. Credits and grades obtained in joint courses between the previous and the next study program to be recognized automatically.
28. The Office of Information Technology and Registration ,through a special minutes, to perform the physical transfer of the student file from one study program to another within the College, as well as to take measures to change the registration number, the matriculation number, the relevant changes in the database, as well as the provision of a new student card.
29. The copy of all documentation should be kept in two copies in the Teaching Secretaries of the College and in the Office of Information Technology and Registrations.
30. Individuals who wish to attend a second study program, to submit their application to the Dean's Office throughout the academic year until September 30 of each year.
31. The application file for enrolment in a second program should contain:
- a) Special form completed and signed by the interested party;
 - b) Notarized photocopy of the high school diploma;
 - c) List of courses with relevant credits obtained in the institution of origin if it claims that some of the credits may be recognized;
 - d) Course syllabi if you claim that some of the credits may be recognized;
 - e) Identification document (birth certificate, photocopy of identity card or photocopy of passport).
32. Students who have studied abroad must submit in addition to the above documents the certificate of diploma unit from the Ministry of Education, Science and Technology. All documents in foreign languages must be translated and notarized according to the rules in force.
33. Application files for studies in the second study program are reviewed by the "Commission for review of applications for transfers and registration in the second study program", under the direct supervision of the Dean of the College.
34. Except "excellent students", applicants who are approved to enrol in a second program of study are subject to the tuition fees set by the founder of the College.
35. The Teaching Secretariat notifies the applicants of the approval / non-acceptance of their request. Applicants who gain the right to start their studies are notified by the Teaching Secretariat about their legal / financial obligations, the recognized credits (if any), and the courses they must attend, as well as the way of organizing studies at the BIZNESI College.

Article 45

Suspension of studies

1. Every student has the right to suspend his studies and resume them at any time. The suspension may not be more than double the study time for that study cycle. After that, the student must start the registration in the launched program from the beginning, according to the rules of the time in force.

2. With the suspension of studies, all rights and obligations related to their study program are suspended. These are returned with the resumption of studies.

3. Procedures for suspension and resumption of studies are defined in the regulation of the College.

Article 46

Student representatives

Students have the right to have their representatives in:

- a) The Higher Scientific Teaching Council,
- b) The Ethics Council,
- c) Standing committees allowed by statute,
- d) Student councils.

Article 47

Student organizations

1. Student Councils are independent organizations of College students who represent and defend the interests of College students in all study programs.

2. Student Councils do not carry out political, economic or other activities not in accordance with the norms of the Statute and ethics.

3. They have the right to be organized at the College level.

4. Student Councils support their activity in law no. 04 / L-037 “On higher education in the Republic of Kosovo”, in this statute as well as in the acts for the organization and functioning of the councils.

5. Student Council of the College draft and approve the statute for its functioning. Student Councils of the basic units draft and approve the regulations for their functioning in accordance with the statute of the Student Council of the College.

6. College Student Councils have the right to:

- a) Promote the participation of students and to coordinate their representation in the bodies of the College and the main units and branches.
- b) Express opinions and proposals for the study programs of the College, the regulations for teaching activities, as well as the right to study.
- c) Give their opinions on the quality of services provided by the main units and / or basic units.
- d) Organize together with the main units or only various scientific, social, cultural, artistic, sports, etc. activities.

7. Student Councils have a 2-year term and their members are elected by the votes of all students of the College or main unit. The rules regarding the voting process are defined in the relevant regulation.

8. At the moment of starting the process of setting up structures for student councils, the managing authorities, respectively the Dean and the General Secretary should be informed if they are at the level of the College or the head of the branch and the administrator of the main unit if they are in branch or main unit level.
9. After the elections and the issuance of the result, as well as the establishment of the Student Councils, the governing authorities as above should be informed.

Article 48

Extracurricular activity

1. Students perform extracurricular activities of a cultural, scientific, sports and entertainment character, in places, time and content allowed.
2. Such activities by students in the premises of branches and units can be performed only with the permission of the relevant governing authority while at the College level with the permission of the dean.
3. Demonstrative or protest activities are allowed only with the permission of the dean at the request of their legally recognized associations, after obtaining the opinion of the College Student Council.

Article 49

Organizing Student Council elections

1. Each branch has its own student council consisting of 3 student members distributed according to the study programs offered by the respective branch.
2. In the first meeting, the councils of headquarter and the branches elect a chairman and a vice-chairman.
3. The College Student Council consists of 1(one) representative from headquarter and each branch.
4. The Student Council of the College also includes the chairman of the council of the previous year who enjoys the right of honorary membership for advisory effect.
5. The right to be elected as a member of the College Student Council, have all students who regularly attend studies in the first cycle of studies and attend studies within the normal time of study.
6. Every student has the right to vote in the elections of the Student Council of the branches and the College for the representative of the study program where they are registered.
7. The vote is confidential, personal and free.
8. Only one preference is expressed by vote for the representatives of the study program in the Student Council of the College.
9. Every voter exercises the right to vote on the day of the elections and at the Election Commission for the representative of the study program where they registered.
10. Every voter can exercise their right to vote only if they present an identification document such as an identity card, passport, birth certificate or patent at the time of registration.
11. The stay of persons who are not related to the voting process, as well as the stay of voters who have voted is prohibited in the voting premises.
12. The date and place of the elections for the members of the Student Councils is decided by the decision of the Dean of the College and is announced by his order.

13. The election process takes place on the appointed day and place from 08.30 to 15.00.

14. The date of the elections for the Student Councils should be set 15 days before the date of the elections.

15. For the election of the council of each branch, under the supervision of the existing Student Council of the branch, a branch election commission is set up consisting of 5 student members.

16. The branch election commission is overseen by a branch election coordinator appointed by the Dean of the College.

17. The coordinating lecturer reports to the dean on the progress of the electoral process and takes care of the implementation of the commission's tasks according to this regulation.

18. From the date of the announcement of the elections until the date of their holding, the election commissions are placed in an office within the premises of the respective branches, equipped with all the necessary means for the organization of work.

19. The Dean of the College in cooperation with the Secretary General offers the necessary premises and materials available to the electoral process.

20. The functions of the Election Commissions of the branches are:

- a) Publication of all explanatory information regarding the organization of elections;
- b) Preparation in cooperation of the Information Technology and Registration Office of the voter list, for each branch and its publication;
- c) Publication of the list of approved candidates to participate in the elections, no later than 10 (ten) days from the day of announcing the elections;
- d) Verification of the list of supporters for each submitted candidacy.
- e) Preparation of ballot papers with the names of the candidates for each branch.
- f) Counting of votes and preparation of minutes related to the conduct of elections and announcement of results no later than 2 (two) days from the day of elections.
- g) Review of complaints and preparation of an explanatory report regarding the development and organization of the electoral process.

21. The right to run for members of the Student Council belongs to all students who are enrolled in at least the second year of study, who have an overall grade point average above 7 (seven) and have passed the exams of at least 70% of subjects according to the standard curriculum until the moment of candidacy.

22. Students who are serving a sentence for a crime or criminal offense or who have previously been convicted of a criminal offense or minor offense may not run for members of the Student Council.

23. The submission of candidates starts from the moment of the establishment of the Election Commissions and ends within 10 (ten) days.

24. Candidates for members of the Student Councils of the branches to submit in person to the relevant Election Commissions:

- a) The application form;
- b) The election program signed by the candidate himself;
- c) Photocopy of an identification document;
- d) Special certificate issued by the Teaching Secretariat of the main unit where it is specified that they are college students, year of study, study program, courses with relevant grades, average and the percentage of courses completed from the amount of standard curriculum courses up to at the time of candidacy.

25. List with the names and signatures of 10 (ten) student supporters of the study program he represents.
26. Voting takes place on a single day, with a single round.
27. Voting starts at 08.30 and ends at 15.00 at the designated place. If there are still voters in the polling place even after this hour, the commission declares the election process closed with the departure of the last voter.
28. Voting for the election of members of the Student Council of the branch is done with a list of candidates for each study program. Each voter has the right to a single vote.
29. Ballot papers are considered invalid if they:
 - a) Have signs that do not allow identify the selected candidate;
 - b) There are no ballots prepared by the Election Commission;
 - c) Hold signs declaring the identity of the voter;
 - d) Vote for persons who are not on the list of candidates;
 - e) Express more than one preference;
 - f) Unfilled ballot papers express abstention and are considered invalid votes;
 - g) In case only one candidate is nominated and / or approved, the ballot paper must allow the possibility of voting against.
30. The counting of votes begins with the end of the election.
31. At the beginning of the counting process the ballot boxes should be closed. If there are open boxes the box is declared invalid.
32. In the event that the calculation of the voting results shows that two or more candidates have received an equal number of votes, the winner shall be chosen by lot.
33. The voting results are reflected in the final minutes, which are signed by all members of the Election Commissions on all its pages;
34. Election Commissions announce the winners and publish the result.
35. Minutes together with other voting materials which are packaged shall be deposited in the College Protocol Office.
36. At the first meeting of each of the Branch Student Councils, which takes place no later than 3 days from the date of expiration of the appeal period, the members elect a chairman and a vice-chairman.
37. The first meeting of each Branch Student Council is called by the former chairperson or, if the former chairperson has completed his or her studies, by the former vice-chairperson of each Branch Student Council.
38. Voting in this case becomes secret.
39. The coordinating lecturer of the branch also participates in the first meetings of the Student Councils of the branches.
40. The College Student Council convenes no later than 3 days from the day of the election of its members by the Branch Student Councils.
41. At the first meeting, the members shall elect their chairman and secretary by secret ballot.
42. In the first meeting of the Student Council of the College, the coordinating lecturers of the branches also participate as well as a representative of the dean.
43. The result is communicated in writing to the dean.
44. The right to appeal regarding the implementation and observance of procedures and the calculation of election results is recognized to both candidates and voters.

46. The right to appeal is exercised no later than 3 (three) days from the day of announcing the winners.

47. The complaint is addressed in writing to the Election Commission of the respective branch and a copy is submitted to the Dean's Office.

48. The Election Commission reviews the complaint and prepares the relevant explanatory report which it addresses to the complainant and the Dean, no later than 3 (three) days from the day of filing the complaint.

Article 50

Understanding disciplinary violations

1. Violation of the rules are considered all actions performed by the student that violate the personality of others, rules and ethical and moral norms of society such as: copying in exams, falsification of various documents, acts of robbery, theft, etc. , when these actions do not carry elements of a criminal offense.

Article 51

Types of disciplinary measures

1. For the above actions performed during the academic year including the interval with the previous year, the following disciplinary measures are taken:

- a) Warning;
- b) Written warning;
- c) Suspension of the course in which disciplinary violations have been identified;
- d) Suspension from the College for that academic year;
- e) Deregistration from the BIZNESI College.

2. Disciplinary measures "warning", "written warning", "suspension from the course", "and suspension from the College for the academic year" is made by decision of the dean.

3. Disciplinary measure "deregistration from BIZNESI College, is done by decision of the Higher Scientific Teaching Council.

4. The student is considered rehabilitated, if he does not commit another violation for six months in a row.

Article 52

Criteria for taking a disciplinary measure

1. The disciplinary measure is taken after the necessary verifications are made for the violation. The student himself, the affected parties, and the Student Council of the respective branch are heard.

2. The type of measure is determined according to the degree of violation, if it is repeated and the attitude held towards the performed action.

3. As a rule, disciplinary measures are taken in the above order unless otherwise assessed.

4. Against the decision for the disciplinary measure taken, the student has the right to appeal to the Dean within 10 days of receiving the notification.

CHAPTER IV

AMENDMENT OF THE COLLEGE FOR COLLEGE BACHELOR STUDIES

Article 53

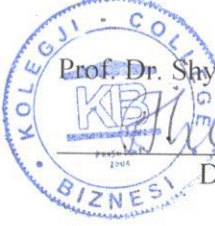
Procedure for amending the regulation

1. The Dean has the right of initiative to propose changes to this regulation.
2. The proposal must be accompanied by an explanatory report.

Article 54

Final provisions

1. This regulation entered into force with its approval by the Higher Scientific Teaching Council.
2. The dean of BIZNESI College has the right to interpret this regulation.
5. Approved by decision no. _____ date ____ 2020 by the Higher Scientific Teaching Council of BIZNESI College.


Prof. Dr. Shyqeri KABASHI
Dean