



KOLEGJI - COLLEGE  
**BIZNESI**  
Prishtinë

Based on Article 68, point 6 of the Statute of the College “Biznesi” in Pristina, by Decision of the Higher Educational and Scientific Council no. \_\_\_\_\_ dated 29/05/2020, as well as by Decision of the Governing Board no. \_\_\_\_\_ dated 20/05/2020, the following has been approved:

## **REGULATION ON FINANCIAL SUPPORT, SCHOLARSHIPS AND DISCOUNTS FOR STUDENTS AT THE COLLEGE BIZNESI**

### **Article 1 Legal Basis**

1. The Regulation is based on Law no. 04/L-037 “On Higher Education in the Republic of Kosovo”, the Statute of the College Biznesi, Article 68, the Internal Regulation of the College Biznesi and all other legislation in force.
2. The Regulation respects every international act ratified by the Republic of Kosovo on matters of Higher Education.

### **Article 2 Purpose**

1. This Regulation determines the types, criteria, conditions and responsibilities of beneficiaries of financial support, scholarships and discounts in the study programs of the College Biznesi.

### **Article 3 Commission for the administration of financial support, scholarships and discounts for students**

1. The Higher Scientific Teaching Council, at its last meeting in May of the academic year, establishes the Commission for the administration of financial support, scholarships and discounts for students at the level of the College Biznesi for the following academic year, composed of all stakeholders:

- 1) One teacher,
- 2) One representative from the Administration, and
- 3) One student.

#### **Article 4**

##### **Application procedure for financial support, scholarships and discounts for students**

1. The Higher Scientific Teaching Council announces a Competition for financial support in the first week of September of the academic year, the competition lasts five days.
2. Students interested in the relevant scholarship at the beginning of September must complete the Scholarship Application at the Student Affairs Office. The Student Affairs Office forwards the forms to the Commission for the Administration of Financial Support, Scholarships and Discounts for Students. The student must submit:
  - 1) Application;
  - 2) Curriculum Vitae (CV);
  - 3) Certificate of citizenship of the Republic of Kosovo (citizenship, original or certified copy) not older than 6 months;
  - 4) Birth certificate (original or certified copy) not older than 6 months.
  - 5) Necessary evidence specified for the type of relevant scholarship for which they are applying
3. The Commission for the Administration of Financial Support, Scholarships and Discounts for Students reviews and evaluates the application forms within seven days from the date of completion of the forms by the students.
4. For each subsequent academic year, scholarships are reviewed by the Commission for the Administration of Financial Support, Scholarships and Discounts for Students and, depending on the fulfillment of the established criteria, the student will be awarded the scholarship of the respective category.
5. In case the student benefits from a scholarship from any other institution, he/she cannot benefit from a scholarship from the College Biznesi.

#### **Article 5**

##### **Types of financial support, scholarships and discounts for students**

1. Financial support, scholarships and discounts for students apply only to regular students in the first cycle of studies – Bachelor Studies
2. The College Biznesi at the level of Study Programs for students offer the following types of support:
  - a) Success scholarships – during registration in the first year of studies;
  - b) Merit scholarships – based on the success shown in the previous academic year;
  - c) Social scholarships – for students with severe social circumstances, and
  - d) Scholarships for students with special needs.

3. Financial support, scholarships and discounts are only valid for students who meet the specified criteria.
4. Scholarships are only study scholarships and do not include accommodation and food expenses for students. The scholarships quoted are for the academic year (for two semesters).
5. Students who meet the criteria to benefit from more types of scholarships, benefit only the scholarship with the highest value.

#### **Article 6 Success Scholarships**

1. The College Biznesi for each study program allocates a success scholarship with a 100% discount from the amount for the student ranked first in the final list.
2. The criteria for ranking students on the final list are the results of grades from high school and scores in the entrance exam to the study program.
3. To benefit from the scholarship in the following academic years, the student must pass all the exams foreseen in the curriculum by the September deadline and maintain his success in studies with an average grade above 9.0.

#### **Article 7 Merit Scholarships**

1. The College Biznesi for each study program allocates a merit scholarship with a 75% discount from the amount to the student with the highest average grade at the end of the academic year by completing all the exams of the subjects foreseen in the curriculum of the study program by the September deadline.

#### **Article 8 Social Scholarships**

1. The College Biznesi for each study program allocates two social scholarships with a 75% discount from the amount to the student who proves a difficult social situation during the application for registration in the first year or during studies in the following academic years.
2. Student for the social scholarship must submit a request to the central administration of the College Biznesi at the beginning of September together with a certificate from the Municipality about its difficult social situation.

3. The Commission for the Administration of Financial Support, Scholarships and Discounts for Students reviews and submits the proposal to the Higher Scientific Teaching Council for students who meet the criteria for benefiting from the social scholarship within each study program.
4. The Higher Scientific Teaching Council, at its last meeting in September, approves the List of students who have benefited from the social scholarship in the study programs of the College Biznesi for the academic year.

**Article 9**  
**Scholarships for students with special needs**

1. The College Biznesi for each study program allocates two scholarships for students with special needs with a discount of 75% of the amount for the student who proves the status of studies with special needs during the application for registration in the first year or during studies in the following academic years.
2. The student for a scholarship for a student with special needs at the beginning of September must submit an Application to the central administration of the College Biznesi together with evidence of his special needs during his studies.
3. The Commission for the administration of financial support, scholarships and discounts for students reviews and submits the proposal to the Higher Scientific Teaching Council for students who meet the criteria for benefiting from the Scholarship for students with special needs within the framework of each study program.
4. The Higher Academic Council, at its last meeting in September, approves the List of students who have benefited from the Scholarship for students with special needs in the study programs of the College Biznesi for the academic year.

**Article 10**  
**Reasons for the termination of financial support, scholarship and student discount**

1. A student who interrupts his studies and leaves the College Biznesi for various reasons, from the date of departure loses the right to benefit from any type of scholarship.
2. In case of transfer to another study program within the College Biznesi, the student loses the right to the scholarship.
3. A student who has benefited from a scholarship is obliged to participate in at least 80% of the hours of the teaching process during the semester.
4. A student who has received a scholarship must not suspend his/her studies and must not take any disciplinary measures.

**Article 11**  
**Appeal Procedure**


1. A candidate who is dissatisfied with the results of the published Preliminary List of beneficiaries of various types of scholarships for study programs may submit a Request for Review of the Decision within 48 hours from the announcement of the Preliminary List of beneficiaries.
2. The Commission for Administration of Financial Support, Scholarships and Discounts for Students shall, within 72 hours, review the complaints of dissatisfied students and submit the final List to the Higher Educational and Scientific Council for approval.
3. The Higher Scientific Teaching Council in the last week of September approves and publishes the final List with the beneficiaries of various types of scholarships for study programs in the College Biznesi.

**Article 12**  
**Come into force**

1. The Regulation enters into force on the day of approval by the Board of Directors.

**Article 13**  
**Implementation of the Regulation**

1. The implementation of the Regulation is monitored and ensured by the Dean of the College Biznesi.

 Dean of the College Biznesi  
Prof. Dr. Shyqeri KABASHI