



KOLEGJI - COLLEGE  
**BIZNESI**  
Prishtinë

**KOLEGJI "BIZNESI"**

Nr. 618-1/24 Data 28.10.2024  
PRISHTINË

**REGULATION FOR PROVIDING FEEDBACK ON STUDENT  
EVALUATIONS AFTER COMPLETION OF THE COURSE**

Pristina, 2024

Regulations for providing feedback on student assessments after completing the course at the BIZNESI College" has been drafted in support of the Decision of the Higher Scientific Teaching Council, based on Law No. 04/L-037 "On Higher Education in the Republic of Kosovo", the Statute of the College, Article 21, point h and Article 71, 72 in all other legislation in force and has been approved by Decision of the Higher Scientific Teaching Council No. \_\_\_\_\_ dated 26/10/2024

## **REGULATION FOR PROVIDING FEEDBACK ON STUDENT EVALUATIONS AFTER COMPLETION OF THE COURSE**

### **Entry**

Our institution is committed to providing a transparent, fair, and high-quality learning environment. One of the key components of this environment is providing **feedback on student assessments**, helping students understand their performance, identify strengths and weaknesses, and improve their learning outcomes.

This regulation determines the manner, forms and deadlines for providing feedback, as well as the responsibilities of academic staff and the right of students to request clarifications and reviews.

**The purpose of this regulation is:**

**Ensure standardization and transparency** in providing feedback on student assessments.

**Clearly define the deadlines, forms, and content** of feedback for exams, tests, projects, and assignments.

**To guarantee justice and equality** for all students.

**To improve the quality of teaching and learning** through constructive feedback.

**Document the process** for monitoring and accreditation purposes.

### **Article 1**

#### **Scope of Application**

This regulation applies to all subjects, study programs and levels of study, and includes providing feedback on:

- exams,
- tests,
- projects,
- task,
- seminar papers and other forms of assessment.

### **Article 2**

#### **Basic Principles**

Providing feedback is based on these principles:

- transparency and objectivity;
- equality and equal treatment of students;
- compliance with learning outcomes;
- clarity and professionalism;
- continuous improvement of the learning process.

**Article 3**  
**Feedback Form**

Feedback on assessments can be given:

- in writing (physically or through electronic platforms);
- verbally (individual or group consultations);
- or in combined form.

The chosen form must be documentable and accessible to the student.

**Article 3**

**STANDARD FORM FOR PROVIDING FEEDBACK**

**INSTITUTION:** \_\_\_\_\_

**STUDY PROGRAM:** \_\_\_\_\_

**SUBJECT:** \_\_\_\_\_

**Lecturer/Assistant:** \_\_\_\_\_

**Semester/Academic Year:** \_\_\_\_\_

**STUDENT DATA**

- Name and surname: \_\_\_\_\_
- Index number: \_\_\_\_\_
- Assessment form:
  - Exam
  - Test
  - Project
  - Assignment / Seminar paper

**ASSESSMENT**

- Grade earned: \_\_\_\_\_ / \_\_\_\_\_

## WRITTEN FEEDBACK

Strengths of the job/student:

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Main errors/shortcomings:

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Suggestions for improvement:

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## ADDITIONAL INFORMATION

- Feedback was provided through SEMS
- Feedback was provided in consultations
- Feedback was provided in writing

Date: \_\_\_\_\_

Signature of academic staff: \_\_\_\_\_

### Article 4 Feedback Content

Feedback should include:

- justification for the grade given;
- identifying strengths;
- identification of major errors or shortcomings;
- concrete suggestions for future improvement.

### Article 5 Deadlines for Providing Feedback

Feedback on assessments should be given:

- within a reasonable time after the publication of the results,
- no later than 15 working days after the completion of the assessment, except in special justified cases.

#### **Article 6**

#### **Responsibilities of Academic Staff**

Academic staff is obliged to:

- provide fair, clear and documented feedback;
- to respect the deadlines set out in this regulation;
- be accessible for additional clarifications to students.

#### **Article 7**

#### **Student Rights**

Students have the right:

- receive feedback on any form of assessment;
- to request additional clarification regarding their assessment;
- to initiate a procedure for review of the assessment, in accordance with the relevant regulations.

#### **Article 8**

#### **Monitoring and Implementation**

The implementation of this regulation is monitored by the bodies responsible for quality assurance in the institution.

#### **Article 9**

#### **Entry into Power**

This regulation enters into force on the day of approval by the competent body of the institution and applies to all assessments after its entry into force.

  
Prof. Dr. Shyqer Kabashi

