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*2/41-V2*  
*Regulation*  
*May/2019*

REGULATION  
FOR UBT COLLEGE STUDIES

FIRST STUDY CYCLE

Pursuant to the respective provisions of Law no. 04 / L-037 ON HIGH EDUCATION IN THE REPUBLIC OF KOSOVO, as well as the provision of Article 88 of the Statute of BPrAL College UBT, the President on 15.05.2019 issues the following:

**REGULATION  
FOR BASIC STUDIES IN UBT COLLEGE**

**I. Introductory provisions**

**Article 1.**

In addition to this Regulation for Studies (hereinafter: the Rules), the rules of study in the BPrAL UBT College, the types of studies, the organization of lessons, the evaluation and follow up bodies, all rights and obligations of the students and the rights other studies related to UBT.

**Article 2.**

The terms used in this regulation, while having gender meaning, have to do with male and female gender.

**II. STUDIES**

**Types and levels of studies**

**Article 3.**

Higher education studies at UBT are organized and held at the BAÇELLOR level.

Studies at Bachelor level last:

- Three (3) years, and upon completion of studies 180 ECTCs are earned.
- four (4) years, and upon completing the studies, 240 ECTCs are earned.

Studies are organized and maintained in accordance with the study programs accredited by the Kosovo Accreditation Agency (hereinafter KAA) and licensed by the Ministry of Education Science and Technology (hereinafter: MEST).

In cooperation with the higher education institutions of the Republic of Kosovo, as well as external analogue institutions, joint and double studies and other forms of law are organized and maintained.

## **Structure of programs**

### **Article 4.**

The study programs leading to the diploma / certificate are modular, expressed through credit collection under the European Credit Transfer System (ECTS): To earn a university degree, 240 credits / 180 credits are needed, depending on the program early enrollment studies. The type of loans and the way they accumulate depends on the curricula published. It is a minimum requirement that for all qualifications in the first cycle or below this level, one third of the total credits are earned by Higher Education studies.

The basic module of the study is the semester course with the ECTS credits attached to the UBT approved curriculum. The assigned number of credits is obtained after the successful completion of the case, as described in this Regulation. For admission to the semester special subjects that are part of the graduation program, a pre-requisite will have to be passed at a certain level for one or more such subjects, whereas the precondition will not be considered in the same way after the expiration of three calendar years after successful completion of these cases, unless the Faculty Council, which is competent for this, does not specify any other period. Withdrawal from the subject is allowed until the date of submission of the last part of the evaluated work or before the exam, which is the most recent.

## **Registration in studies**

### **Article 5.**

Students are admitted to the study programs based on the competition approved by the Academic Council. Other requests for admission may also be specified.

The registration is done by completing the tuition payment approved by or on behalf of the UBT Board, as well as providing the registration documents in accordance with the requirements set out in the competition.

After the first registration, but before the second year of enrollment, students can be transferred from one faculty to another, depending on the proximity of the study program, but only with the approval of the Transferee Commission in the respective faculty, which should ensure that students meet the requirements for admission to the new faculty.

## **Student documents**

### **Article 6.**

On the occasion of the first registration of studies, the student is provided with student documentation that regulates the content, processing, issuance, use, form and cancellation of study documents.

### **III. ORGANIZING AND SUPPORTING STUDIES**

#### **Study program and their changes**

##### **Article 7.**

Academic studies are organized and maintained according to accredited and licensed study programs.

The content of study programs is specified by the Academic Council, according to the recommendation of the Faculty Council and the approval by KAA and MEST.

The procedure for amending and supplementing study programs is defined by special regulations.

#### **Keeping the plan and study program**

##### **Article 8.**

The studies are implemented according to the Plan and study program, which it approves each calendar year in accordance with its accreditation.

The study plan and program is published on the official "UBT" platform prior to the beginning of the academic year for the following year, including the content of lectures and other forms of instruction, as well as the text of lectures and other forms in case of the exemptions of the inability to provide the relevant literature.

In accordance with the plan and program of study, the case-holders compile the plan of realization of the respective statement.

The Faculty Council establishes a Syllabus Compliance Committee which evaluates the content of the course plan to be taught and in accordance with the accredited plan and program recommends the findings to the subject's lecturer at the faculty's responsibility.

The head of the faculty at the Faculty Council meeting submits the Syllabus Compatibility Report for approval, which must be approved before the beginning of the semester.

The teacher is obliged to present the plan of the respective subject in the first lecture hours to the students.

## **IV. TEACHING PROCESS (JUDGMENTS)**

### **Organization of the lecture**

#### **Article 9.**

Teaching (lectures) are organized and held in semesters in accordance with study programs.

Teaching (lectures) can also be held in the form of a virtual learning circle.

The teacher on a daily basis records the lecture held, as well as the adequate reporting to the responsible persons at each semester.

By enrolling in a certain academic degree, the student takes the foreseen obligation under the Academic Educational Plan.

### **Academic calendar**

#### **Article 10**

The Academic Calendar adopts the Steering Council of "UBT" until October 31, and publishes it on the UBT electronic platforms.

The Academic Calendar contains the determining framework for the beginning and end of the academic calendar year, the term of lectures, state holidays, activities and other events within UBT, and similarly conform to the Academic Program and the Law.

The student document is a public document that shows the status of the student.

### **Schedule of lectures**

#### **Article 11**

The lesson schedule is drafted by the faculty member in co-operation with other units one month before the start of the semester.

Coordination of lessons and exercises with other units is accomplished through the Department for Academic Affairs at UBT.

The final draft of lecture hours and exercises is approved by the Academic Council in accordance with the recommendations of the Faculty Council.

The approved schedule two weeks before the beginning of the teaching process is published for students and teachers.

### **Forms of lectures**

#### **Article 12.**

Lessons are held in the form of lectures, modules, seminars, exercises, field practices, consultative lectures, professional pedagogical practices and other forms of teaching.

All forms of lectures are organized and maintained in accordance with the study program approved by the Academic Council.

### **Description of the form of the lecture**

#### **Article 13.**

Students in the lectures handle and develop the theoretical part of the subject in accordance with the study program.

Exercises are organized and maintained in order to achieve practical knowledge and skills.

Exercises can also be held outside the "UBT" spaces in accordance with the appropriate arrangements with other academic and non-academic institutions.

Field practice introduces students to practical work and is executed in accordance with academic study plans.

Practical field work is led by the practical subject teacher and the mentor.

Consultations are held by teachers as well as associates participating in the academic process. The number of consultative hours in weekly parameters is set by the Faculty Council and the same is published.

## **V. HANDLING OF EXAMINATIONS**

### **The way of exams**

#### **Article 14.**

The method of passing the student exams is regulated by the study plan and program in accordance with the UBT Stut.

The exams are completed by the students of the subject of the study program.

In the case of the obstacle of the subject teacher, the Faculty Council may hold exams to another teacher of the same field.

In other reasonable cases the Rector may engage another teacher to take the exam.

### **Exam Terms**

#### **Article 15**

The examinations are held on regular terms and additional terms, and the term for exams is set by the Academic Council. Between two (2) exams durations should be at least two (2) week time intervals.

The regular exam terms are:

- winter exam term,
- summer exam term,
- the autumn term of exams.

The additional deadlines in UBT are set by the Academic Council in accordance with the recommendation of the Faculty Council.

## **Exam submission**

### **Article 16.**

The student submits the exam at least three (3) days before the exam.

Examination is done through the SMIS system.

## **Postponement of the exam**

### **Article 17.**

The student has the right to cancel the exam later than 24 hours before the exam.

If the student has not been admitted to the examination, and has not done the announcement of the examination from the previous level, the exam is counted in the total number of examinations by the same department, in accordance with this Regulation, and the exam list is marked "No participant".

## **Exam results**

### **Article 18**

The teacher is obliged to publish the results of the written exams from the day of the exams according to this dynamic:

<b>Nr.</b>	<b>Number of students undergoing the exam</b>	<b>Calendar days for result submission</b>
<b>1</b>	1 - 50	7
<b>2</b>	51 - 100	10
<b>3</b>	101 - 150	15
<b>4</b>	151 - 200	20
<b>5</b>	200 +	30

At the student's request, the teacher is obliged to give the student a written evaluation of the examination.

The oral exam and practical exam are public and are held in the presence of at least one person.

The teacher is obliged to place grades in SMIS according to the above deadline, as well as within the same day submit 3 original copies to the Dean of the respective faculty.

The Dean signs acceptance of the results after verifying the accuracy of completing the Student Assessment Form and deadline for submitting the exam results.



Examination results are delivered in compliance with the following elements;

- 1 - original copy remains in the archive of the faculty;
- 1 - original copy remains with the subject professor;
- 1 - The original copy is submitted to the student service for archiving.

All these actions are submitted within a day with a letter of support, including the internal protocol.

Preservation of written exams

### **Article 19**

The professor is obliged to keep exam tests, respectively, the written assignments of the exam, at least one (1) year from the end of the academic year in which the exam had taken place.

Exam list

### **Article 20**

The evidence of passing the exam is conducted at the level of the UBT administration and the same are preserved by UBT in the general archive of institution.

Examination Committee

### **Article 21**

The student after the third term is subject to the examination with a commission appointed by the dean of the academic unit.

The examination committee is comprised of a Chairperson and two (2) members. The professor of respective subject to whom the student couldn't pass the exam cannot be the Chair of the Examination Commission.

The Commission decides by majority vote.

The commission keeps a record during the examination.

The Commission's decision is final. The grade which is obtained in the examination which is carried out in front of the Commission shall be marked by the Chairperson of the Commission. The grade given by the Commission cannot be appealed.

If the student before the Commission fails to pass the exam, the same student is obliged to follow the subject for the second time.

## **Article 22**

A student who does not meet his / her obligations to the subject during the academic year enrolled is obliged to follow the course for the second time.

## **VI. GRADES**

Methods of assessment

### **Article 23**

The student's performance and achievements are evaluated and graded based on lectures, respectively activities carried out during lectures and final examination. The assessment shall be done in relevance with the study programs and syllabi of the respective subject.

The assessment procedure and the basic conditions that the student must fulfill to enjoy the right to grade are determined in the syllabus of the subject.

Assessment and grading of students is carried out with ECTS, national evaluation and grade and success percentage.

When evaluating and assessing the work of a disabled student, the provisions of this Regulation may be adopted by those students.

### **Grade Percentage**

#### **Article 24**

The student's success for each academic unit is expressed in the formula of the percentage rating from 0 to 100%, in which case the passing grade should be 51% to 100%, namely the grades from 6 to 10 are passing.

Student attendance and grading for each subject is carried out in a form that during the lectures (100% participation in the total assessment) so that the evaluation of the student's participation in the percentage of the assessment is done relying on the methods defined by the syllabus of the subject. In this case, the student can obtain the grade based on the points obtained during the lectures and exercises, as well as other activities involved in the syllabus of respective subject.

The exam may be written, oral, and practical or combined in accordance with the study program:

- Written exam can last from 30 minutes to 180 minutes,
- an oral exam for a candidate must not last for more than 30 minutes,
- the practical exam for a candidate must not last more than 70 minutes,
- the combined examination may not last longer than the prescribed time for written examination, oral examination or practical examination.

Student's numerical evaluation

### **Article 25**

The numerical evaluation (national altitude) is done on the basis of the final result achieved, namely, the estimation of grades and achievements during lectures, as well as the assessment in the final exam as well as other activities, as follows:

- grade 10 from 90.00 to 100% of the assessment;
- grade 9 from 80.00 to 89.99% of the assessment;
- grade 8 from 70.00 to 79.99% of the assessment;
- grade 7 from 60.00 to 69.99% of the assessment;
- grade 6 from 50.00 to 69.99% of the assessment;
- grade 5 from 0 to 49.99% of the assessment;

For subjects for which the study program is perceived to be written in written grade, the teacher gives the grade "sufficient" the student who realizes 50.00% and more of the obligations in accordance with the syllabus of the subject and the study program.

In the study document is written the grade, the signature of the teacher of the given subject, the date of the examination, the evaluation of the student.

Material of the exam

### **Article 26**

In the exam questions should be limited to the subject matter within the literature and the lecture in compliance with the syllabus of the relevant subject, while the content and complexity of the exam should be unified for all students who undergo the exam.

It is not permitted to repeat the same questionnaire in the following terms for the same student.

Rules of conduct in the practical part of the exam

### **Article 27**

During the duration of the exam students shall have a behavior in relevance with the rules of conduct foreseen by the REGULATION ON STUDENTS 'RESPONSIBILITY and as matter of fact is prohibited to:

- submit the practical part of the exam without consulting the mentor,
- submit the practical part of the exam without proper preliminary preparation,
- submit the practical retention of the exam and implement the rules in the selection of tasks.

In all the above cases the subject teacher will not be examined, the student drops the exam, while the teacher announces the case to the sub-committee of the academic unit's complaint.

Refusal of final grade

#### **Article 28**

The professor of respective subject is obliged to justify the final grade.

A student who has been evaluated negatively on the exam or is dissatisfied with the assessment has the right to submit a complaint in a written form. The objection is submitted to the Dean of the Faculty within two (48) days after the publication of the grade. Objection shall be reasoned out.

If the objection of grade is grounded, the Dean of the Faculty will approve a decision allowing it to repeat the examination. Due to the fact, appoints the Evaluation Commission and the time for retention.

The Evaluation Commission consists of: the Chairperson and two (2) members, one of whom should be narrow field. The subject teacher who is challenged can not be Chairman of the Evaluation Committee.

Against the assessment of the Evaluation Commission for a repeated examination, no further submission of the opposition is permitted.

Repeat the exam

#### **Article 29.**

The repeated exam is organized within three (3) days from the date of the assessment of the grounded objection.

The written exam or part of the written exam is not repeated before the Evaluation Commission, except that the same is reviewed, verified and evaluated for the second time.

Based on the grades proposed by all members of the Evaluation Committee, the Chair of the Evaluation Committee closes the final grade and if the grade is positive, the Chair of the Commission records the grade in the appropriate document. The final score can not be positive if two (2) members of the Evaluation Commission have proposed a negative grade.

No further objection can be made in the evaluation committee's decision.

### **VII. STATUS OF THE STUDENT**

Obtaining of student status

#### **Article 30**

The student statute reaches with the registration at "UBT". The status of the student is documented by the student document.

Regular students and students with correspondence

#### **Article 31.**

The student can be regular and correspondent.

Regular student is a student studying according to plan of programs based on the attendance of lectures, exercises and other full-time activities. A part-time student is a student who follows a schedule of lectures and a suitable term in accordance with the study plan and program. The student may change his / her status from a regular student to a correspondent student and vice versa, by submitting an application to the Student Service of the academic unit and approving it by the Dean.

Duration of student status

#### **Article 32.**

The student's status lasts twice as long as the expected time for study duration. During the time when studies are terminated, the time of frozen study status is not counted. In exceptional cases, the Rector or a person authorized by the Rector may allow the student to have a longer period of time for completion of studies, but the same must submit a substantiated request.

**Termination of student status**

#### **Article 33.**

The individual is void of student status in the following cases:

1. On completion of the studies.
2. In cases when he/she is enrolled by UBT.
3. In cases when he/she does not complete the studies foreseen in the studies plan and study program and this Regulation.
4. In cases when he/she fails to meet the contractual obligations of the studies.
5. In cases of terminating studies for reasons foreseen by the Law and normative acts of "UBT".

**Enrollment at UBT**

#### **Article 34.**

The student enjoys the right to be enrolled at UBT on the basis of a written request submitted to the Student Affairs Service. On the student registration, the person authorized by the Rector decides on a special decision act.

On the student disenrollment there is kept a procès-verbal which is signed, stamped and thereafter submitted to the act on the student enrollment recorded by UBT.

The student cannot be registered by UBT until he or she has fulfilled all obligations against "UBT", respectively, until the Student Affairs Service provides adequate certification of what is required in the respective book.

If the student wishes to withdraw from UBT studies, he / she will first need to:

- To liquidate all the payments within the Department of Finance in compliance with the obligations arising from the contract of study;
- Check with the librarian if they have a book to return;
- Fill out the form received from the Registration Office with a statement that they wish to withdraw from UBT;
- Collect documents and submit your identity card.

### **Article 35**

Re-enrollment is in relevance with the following procedure:

The student enjoys the right to re-enroll study in previously interrupted studies (continued studies).

The student from the previous paragraph of this Article registers the continuation of the studies according to the criteria in force of the study program for the academic calendar year that records the continuation, under the possibility of accepting the given exams.

### **REQUEST FOR CONTINUING STUDY STUDIES ON 30 SEPTEMBER FOR THE FOLLOWING Academic Year.**

UBT will determine the conditions for further studies by a special act. The decision regarding the student's request for continuation of the interrupted studies is issued by the person who is authorized by the Rector.

- a. the application for re-registration (to be handled by the Student Affairs Office) is completed and the same is submitted to the Student Service. The student's request must also be attached to the transcript of grades;
- b. The student is informed about the re-registration conditions and the obligations according to the plan and the study program by the Deputy Dean / Responsible Person of the Faculties
- c. The Student Service in cooperation with the Finance Office notifies the student with the financial obligations that the student has to complete for re-registration of the academic year.
- d. the completed documentation is archived in the student's file;

## **VIII. RIGHTS AND OBLIGATIONS OF STUDENTS**

### **Article 36.**

The student enjoys the following rights:

1. To attend lectures defined by the Study Program.
2. To submit to examinations within the terms set by UBT, according to the respective Study Program.
3. Registration in the next year on the basis of meeting the conditions and criteria specified in the study program.
4. Completion of studies under the Study Program in compliance with the Law, the Statute and this Regulation.
5. Participation in the work of student gatherings and other study organization.
6. Participation in work and decision-making in UBT bodies, councils and other scientific, research, cultural and sports bodies, etc., in relevance with the Law, Statute and other normative acts of "UBT".
7. Qualitative studies and educational process in accordance with educational programs and the right to declare the quality of lectures and professors.
8. Appealing in case of violation of any of its rights as foreseen by the Law, Statute and normative acts of "UBT".
9. Other rights provided by the Law, Statute and other normative acts of UBT ".

The student is obliged to honor and respect and comply with the student regulations and general normative acts of "UBT" as well as other obligations in UBT.

Common rights of students and are defined by the CONTRACT ON STUDIES which is signed and upon enrollment in the first year of study.

Responsibilities - as well as student rights and obligations, are regulated by a special normative act of "UBT".

### **Vacations**

### **Article 37.**

Student enjoys the right to terminate studies in the following cases;

- during the period of maternity leave,
- during the duration of parental leave until the child has completed one year of life, respectively, until the end of the first academic year until the child reaches 1 year;
- during the term of long-term leave for medical reasons;
- other reasonable cases of interruption of studies;

In cases when student is not capable of fulfilling the obligations owing to illness justified by adequate medical documentation, the student will be granted the request for termination of studies respectively until the surpassing of circumstances which have prevented the continuation of the studies.

Based on a justified and reasoned request - as well as with the necessary material evidence attached to the application, the student may be allowed to terminate the studies for reasons other than UBT's responsibility.

The application must be filed within 30 days from the day of taking notice of the reasons and grounds for dismissal, whereas the Responsibility shall be decided upon by drafting of a special decision within 15 days from the day of submission of the request.

During the period of study breaks the student does not enjoy the right to submit the exams as well as the acquisition of UBT services.

The term of study termination is not counted in the foreseen time for studies.

### **Article 38**

#### **Study costs**

Student is obliged to cover all cost of studies in relevance with the normative acts of "UBT".

#### **Academic Progress**

### **Article 39.**

To pass from one year to the next academic year, students must meet the following requisites:

- From the first year of studies in the second year of studies, the student must have obtained at least 42 credits during the studies in the respective academic year;
- from the second year of studies in the third year of studies, the student must have obtained at least 102 credits during the studies in the respective academic year;
- From the third year of studies in the fourth year of studies, the student must have obtained at least 162 credits during the studies in the respective academic year;
- Students who by the end of the academic year cannot at least 10% of the credits of the respective year will lose the status of the student at UBT.

Students who do not meet the abovementioned criteria will have to re-enroll the same year in the next academic year.

Determining the terms of tuition payments

#### **Study fees**

### **Article 40.**

Students pay compensation for studies at a certain amount for the respective study program and for the respective study year. Tuition fees are approved by UBT bodies in the student registration competition.



Students are required to liquidate the relevant fees in compliance with the study contract based on the academic year.

The students are obliged to make the payment for the academic year of study and to pay for the first two installments, while the other months are divided into equal installments of payments by subtracting these two installments payments in the last two months of the relevant academic year.

Payment, the student is obliged to do in the UBT account no later than 05 of the following month.

The students are obliged to pay the amount of the contractually paid payment in full even if by his will-fault he leaves the UBT before the end of the academic year.

Students are exempted from payment in exceptional cases (a supreme authority), for which the UBT competent body may exempt from payment for the remainder.

As far as that material services are concerned, the expenses should be covered by the student himself, as well as the expenses of participating in an excursion, evening, stay abroad etc., only if something similar offers free of UBT.

In all cases when the student does not liquidate the obligation within the prescribed time limit, a penalty of 0.2% daily interest is payable for each delayed day, but no longer than 60 days from the expiration date.

If the student does not make the payment, the student status is suspended. Freezing the status means blocking track records, blocking certificates-transcripts, diplomas, and other services within UBT.

In exceptional cases, for objective reasons, the student is addressed to the appropriate Commission established by the Rectorate specifically for the implementation of this regulation, with a request for facilitation of eventual delays. Objective reason is not considered the financial condition of the student.

## **The refund of tuition fees**

### **Article 41**

#### **Students are not refunded payments made for UBT studies.**

The student who executes the payment and requests that the same be transferred to the close family member (brother or sister) cannot be transferred or transferred to other persons.

## **Implementation of the rules**

### **Article 42**

The UBT Finance Service and Student Service are responsible for the strict implementation of these rules, otherwise they will be sanctioned in a triple value of the amount for which UBT was damaged.

## **Student scholarships**

### **Article 43**

The recognition of the Rector of "UBT" is the best student admission for the success achieved in the previous academic studies.

The award is awarded once a year to students of all academic units (faculties) on the basis of a special normative act.

Awards (gifts) are handed over by the Rector of "UBT" each year.

On behalf of celebrating UBT founding date there are handed over acknowledgments are solemnly handed over gifts and acknowledgments.

The scholarship criteria are determined by a special decision for each academic year, and the basic conditions are:

- Completion of the exams of the respective academic year in regular terms within the same academic year;
- The average grade of 9.0 on the whole;
- Fulfillment of financial payments for specific year of studies;
- The student hasn't subject to a disciplinary measure by the institution;

The scholarship is valid for students who have completed at least one academic year at UBT.

The scholarship is calculated from the basic salary of the studies at the end of the financial year, as the student has completed the payment of the installments, while the share is subtracted in the last installments of the payment of the financial year.

## **Mobility**

### **Article 44**

In accordance to transfer criteria student may transfer from one study program to another and from on institution to another by disregarding the former study program. Student transfer is carried out within deadlines which are stipulated by the Ministry of Education Science and Technology. Whereas the request for transfer may be submitted throughout the whole academic

year. The number of students who can enroll in the academic study program is in relevance with the student enrollment plan.

The admission of the transfer within UBT is carried out by the Transfer Committee established by the Dean. The commission submits the transfer report, and the same is signed. Student service in compliance with the Transfer Decision carries out student enrollment.

The calculation of ECTS carried out based on a special decision which student has to obey within the UBT. The obtained ECTS points are recognized as if they were gained within the framework of the study program, while the value of the subject points corresponds to the UBT study program within which the student studies are completed.

## **IX. SPECIAL CATEGORY OF STUDENTS**

### **Sports` Category**

#### **Article 45.**

Student athletes will be categorized students who have achieved significant sporting achievements and ranking achievements in competitions that are organized or that are within the jurisdiction of federations and national sports committees, respectively, competitions that are organized and held under the auspices and jurisdictions of the federations and international sports committees admitted by the International Olympic Committee.

All the elements necessary for categorization of athletes are sanctioned with special standards approved by the Council of the Olympic Committee of the Republic of Kosovo.

UBT with normative acts will sanction the appropriate study conditions for regular athlete students, as follows:

- **assessment of the athlete's status categorized when enrolling in studies,**
- **adaptation of conditions related to the obligation to present in lectures,**
- **the need for appoint mentor or leader,**
- **the division of the status rights of the regular student,**
- **the development of the right to use the possibility of dismissal of studies,**
- **allowing distance learning,**
- **a description of the manner and form of further study in the event of termination of the status of a categorized sportsman.**

The athlete's categorization status is determined by the student's request at the beginning of the academic year by issuing a ruling on the categorization or other necessary document.

The Dean of the Faculty in accordance with subsection 2 of this article allows the study program to be studied under adaptable conditions until the student achieves the necessary results of the lessons learned.

Special conditions may be foreseen in accordance with the specifics of the particular studies and the level of the student's sporting categorization.

### **Students with significant success**

#### **Article 46**

A successful student is considered a student who has passed all the exams during the studies with an average grade of 9.5 and who did not repeat the academic year.

Successful students may be allowed to complete the studies in the shortest time possible from the anticipated duration of studies.

The conditions for accelerating advancement during the studies are determined by the Faculty Council by a special act.

### **Guest Student**

#### **Article 47.**

Guest students are considered as regular or part-time students who come from high-level institution from home or abroad, and who register part of the study program in studies implemented at UBT.

The rights, obligations and responsibilities of the guest student, the way of fulfilling the financial obligations and other issues related to the status of the guest student is regulated by the SPECIAL CONTRACT.

## **X. END OF STUDIES**

### **The manner of ending studies**

#### **Article 48.**

The way of completing studies is sanctioned by law and study programs, as well as normative acts of "UBT"

### **Achieving professional and academic titles as well as the academic level**

#### **Article 49.**

Upon completion of the studies according to this regulation, the professional denomination or academic denomination or the academic level as well as other rights in accordance with the specified norms is reached.

### **Documents on studies**

#### **Article 50.**

Upon completion of the studies, a diploma or certificate is issued confirming the completion of the studies as well as the achievement of the professional or academic title, respectively, of the appropriate professional or academic level.

The document from the previous paragraph is treated as a PUBLIC DOCUMENT, and is written in Albanian and English.

In addition to the document referred to in paragraph 1 of this Article, an additional document on the studies is issued, which verifies the passing of the exams and other necessary notes for the

purpose of achieving the relevant professional or academic qualification as well as the appropriate level.

The form of the Diploma, Certificate or other documents on the studies, their contents and other relevant information for the transfer of ECTS points are sanctioned by the Law and the normative act of UBT.

## **XI. THE QUALITY OF STUDIES**

### **Evaluation**

#### **Article 51.**

Evaluation of study programs is ensured in conformity assessment procedure with the Law as well as other legal norms that regulate quality and quality composition and knowledge of higher education.

UBT by special acts regulates the evaluation of academic study programs in the framework of internal security standards and enhancement of the quality of "UBT".

## **XII. DISCIPLINARY RESPONSIBILITY**

### **Article 52.**

Disciplinary offenders, procedures and punitive measures are regulated by a special act of "UBT".

## **XIII. FINAL AND TRANSITIONAL PROVISIONS**

### **Article 53.**

Amendments and additions to this Regulation shall be made in the same procedure as the Regulation itself.

### **Article 54.**

This Regulation shall enter into force eight (8) days after its signature and publication in the UBT Announcement Tablet.

**PRISHTINA,**  
**Date, 15.05 2019**

**PPHE UBT College**  
**THE President**  
**Prof. Dr. Edmond HAJRIZI**

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