

UBT-PRISHTINA

Nr. 10279 Data 09.10 2020



**UBT College**

**REGULATION FOR THE TRANSFER OF STUDIES AT UBT COLLEGE**

**Prishtine, 2024**

Based on the relevant provisions of Law No. 04/L-037 on Higher Education in the Republic of Kosovo, and the provisions of Articles 26 and 27 of the Statute of UBT College, with the recommendation of the Academic Council in the meeting held in Pristina on the date \_\_.\_\_.2024, the Rector of UBT College approves this:

## **REGULATION FOR THE TRANSFER OF STUDIES AT UBT COLLEGE Neni 1**

### **Aim**

This regulation aims to define the methods and procedures for the transfer of studies (ECTS) at UBT College, as well as the transfer of studies from one program to another within UBT College.

### **Article 2**

#### **Scope**

1. This regulation will apply to all students who wish to transfer their studies (ECTS) to UBT College from other institutions at the Bachelor's, Master's, Integrated Studies, and Professional Studies levels (level 5 according to the NQF).
2. This regulation will also apply in cases of study transfers within UBT College from one program to another, as well as to student mobility where students earn credits (ECTS) from other higher education institutions and wish to transfer these credits to UBT College.

### **Article 3**

#### **Definitions**

1. The definitions used in this regulation will have the following meanings:
  - 1.1 Study transfer** – refers to the transfer of studies (ECTS) from another institution to UBT, the transfer of studies from one program to another within UBT, and the transfer of credits earned through student mobility;
  - 1.2 ECTS** - European Credit Transfer System;
  - 1.3 The transfers Committee** – The committee established within the academic units for the evaluation of study transfer requests;
  - 1.4 Appeals Committee** – The Appeals Committee at the central level of UBT College;

**1.5 Recognition of credits** – Refers to the acceptance of credits (ECTS) earned at another higher education institution and their equivalence according to the curriculum to which the student is transferring at UBT College; and

**1.6 Student mobility** – Refers to earning credits (ECTS) by a UBT College student at another higher education institution outside Kosovo as part of student mobility.

#### **Article 4**

##### **Request for study transfer**

1. All students interested in transferring their studies to UBT College must submit an official request for the study transfer.
2. The following documents must be attached to request for transfer:
  - 2.1 A copy of the student's identification document;
  - 2.2 The completed transfer form from the student; and
  - 2.3 The transcript of records from the institution where the student has previously studied.

#### **Article 5**

##### **Conditions for transfer**

1. To complete the transfer, the following conditions must be met:
  - 1.1 The institution and the study program from which the student is transferring must be accredited (the student must provide relevant proof for this), and
  - 1.2 The transfer of students can only be made to programs that have at least seventy percent (70%) compatibility in program content.

#### **Article 6**

### **Review of the transfer request by the Transfers Committee**

1. Upon receiving the student's transfer request to UBT College, the request along with all supporting documents is sent to the relevant faculty.
2. The faculty dean forwards the transfer request to the Transfers Committee within the academic unit.
3. The Transfers Committee must submit a report on the recognition/non-recognition of the student's credits to the faculty dean within 10 working days.
4. In exceptional cases, the Transfers Committee may extend the processing period for an additional 10 days if deemed necessary. For the extended period, the Transfers Committee will issue a decision explaining the extension and notify all parties involved in the process (the faculty dean and the student).
5. Based on the findings and the comparison of curricula, the Transfers Committee makes a decision on the request.
6. The Transfers Committee's decision.
7. The dissatisfied party may file an appeal against the Transfers Committee's decision within 7 days from the date of receiving the decision.

### **Article 7**

#### **Handling of Appeals**

1. The appeal is addressed to the Appeals Committee at the central level of UBT College.
2. The appeal can be submitted for two reasons:
  - 2.1 Refusal of the transfer request, or
  - 2.2 Non-recognition of certain credits (ECTS).
3. The Appeals Committee must process the appeal within a maximum of ten days, coordinating with the faculty to ensure compliance with the legal deadline for transfers.
4. The decision of the Appeals Committee is final.

### **Article 8**

### **Study Transfer within UBT College**

1. After enrollment at UBT College, students may transfer from one program to another depending on the similarity of the study programs.
2. Transfers can only be carried out when the curriculum has at least the similarity specified in point 1.2 of Article 5 of this regulation.
3. The same procedures and conditions as specified in point 1.2 of Article 5 and Article 6 of this regulation apply to internal transfers.

### **Article 9**

#### **Registration of transfers in SMIAL**

1. The registration of transfers in SMIAL is carried out within the deadlines set by the Ministry of Education, Science, Technology, and Innovation.
2. Students can submit a transfer request at any time during the academic year. The number of students that academic units can register in the transfer process is in accordance with the student registration plan approved at the central level and the quotas allowed by the Accreditation Committee's decision for the study programs at UBT College.
3. The Student Services, in accordance with the transfer decision, carries out the student's registration.
4. A specific decision determines the method for calculating the ECTS credits that the student needs to complete either within or outside of UBT.
5. Credits (ECTS) earned are accepted as if they were awarded within the original study program, while the value of the course points corresponds to the study program within UBT that the student is continuing.
6. In cases where students come from other higher education institutions, they must submit all documents according to the requirements set by UBT College.

## **Article 10**

### **Amendment and Completion of This Regulation**

This regulation may be amended using the same procedure by which it was approved.

## **Article 11**

### **Final Provisions**

1. In cases where any provision of this regulation conflicts with legal and sub-legal acts regulating this area, the legal provisions that govern this area shall apply.
2. This regulation comes into effect after being signed by the Rector of UBT College. It will be sent to all units of UBT College and made public on the UBT website.

Prishtine,  
September 2024

**Rector**

Prof. Dr. Edmond Hajrizi

