

Based on article 48, paragraph 1.4 of the Statute of the University of Applied Sciences in Ferizaj (University), the Senate of the University in the meeting held on 10.09.2021, approves:

STUDENT TRANSFER REGULATIONS

I. General provisions

Article 1

With the Regulations for the transfer of students (hereinafter: "Regulations") to the University of Applied Sciences in Ferizaj (hereinafter: "University"), the issues are defined and regulated:

- Changing the study program within the University;
- Evaluation of curricula;
- Administrative procedures in case of transfer
- Transfer from other Higher Education Institutions
- Equivalence of grades and ECTS credits;
- Transitional provisions;

II. Changing the study program

Article 2

The student can change the study program by completing the study in one study program and starting the study in another study program at the Faculty or from another faculty of the University.

Article 3

Changing the study program is possible between study programs in order to achieve the same level of education in accordance with the provisions of the Statute.

III. Equivalence of curricula

Article 4

When changing the study program, the student is legally allowed to start the new study program if at least 50% of the exams have been passed successfully during the old study program and are accepted in the new study program.

Article 5

The student is allowed to enroll in the new study program:

1. At least in the second year of studies and at the beginning of the following academic year.

Article 6

Changing the study program cannot be done if the student has to re-enroll in the first year of studies in the new program.

IV. Administrative procedures in case of transfer

Article 7

The student must submit the request for changing the study program to the study committee of the Faculty where he wants to continue his studies. Attached to the request should be the overview of grades in the original as well as the syllabi for the relevant subjects based on the previous study program.

Article 8

1. The study committee determines the individual obligations for changing the study program in accordance with the rules of the study program.
2. The decision to change the study program is made by the Teaching/Scientific Council.
3. The appeal against the decision on the refusal to change the study program must be made to the Senate within 15 working days after the publication of the decision.
4. Within 30 working days after receiving the complaint, the Senate takes a final decision in the administrative procedure.

V. Transfer from other Higher Education Institutions (HEIs)

Article 9

When changing the study program from one (HEI) to the University, the same rules apply as when changing the study program within the University (Faculty), except for students who transfer from other HEIs, the proof of program accreditation must be attached to the request of the studies in which they studied.

VI. Equivalence of grades and ECTS credits;

Article 10

The acceptance of grades (equivalence) and ECTS credits of exams given with the new study program is based on the criteria defined in the regulations of bachelor and master studies by the Studies Commission, while the decision is made by the Teaching/Scientific Council.

VII. Transitional and final provisions

Article 11

The provisions of the Law on Higher Education of Kosovo and the Statute of the University will be applied to matters not covered by this regulation.

Article 12

This regulation entered into force from the day of its approval in the Senate.

Article 13

Amendments and additions to this regulation are made with the same procedure as that of its approval.

Article 14

With the entry into force of this regulation, the regulation for transfer of students no. 43/20 of 09.01.2020 is repealed.

Prof. Dr. Agron BAJRAKTARI, Rector

Chairman of the University Senate