

According to article 48 paragraph 1.4. of the Statute of the University of Applied Sciences in Ferizaj (UASF), the Senate of UASF, on 11.10.2021, approves

THE REGULATION FOR UNDERGRADUATE STUDIES (Bachelor Studies)

I. General provisions

Article 1

With the Regulation for Undergraduate Studies (hereafter: "Regulation") the University of Applied Sciences (hereafter: "University"), the following issues are defined and regulated:

- University admission;
- Study programs;
- Determination of academic achievements;
- Bachelor's thesis;
- Studies recognition;
- Academic year;
- Language of studies;
- Students, rights and responsibilities;
- Student organization;
- Disciplinary responsibility;
- Temporary provisions.

II. University admission

Article 2

The number of admissions for undergraduate programs is decided by the Senate with a proposal from the Teaching/ Scientific Council (hereafter: "Council").

The decision is made based on the practicality of the proposal, taking into account the infrastructure, staff and market needs.

Article 3

1. All candidates that pass their Matura Exam have the right to apply to University.
2. Candidates who have completed secondary school, without the Mature Exam, and possess the necessary diploma have to sit an entrance exam in order to be able to enroll in the University.
3. Undergraduate admission criteria:
 - 3.1. Successful completion of secondary school in Kosovo and possession of a diploma;
 - 3.2. Successful completion of primary and secondary school with at least 12 years of education and possession of respective diploma(s);
 - 3.3. Successful completion of primary and secondary school with at least 12 years of education abroad, verified by a diploma, if the Ministry of Education, Science, Technology, and Innovation has deemed it equivalent to the secondary school diploma in Kosovo
 - 3.4. In the admissions procedure, the University arranges additional exams for specific study fields - or entrance exams for certain subjects - which are approved by the Ministry. The student must pass the entrance exam successfully in order to enroll in the first year of studies at the University.
4. The criteria for assessment, ranking and admission are appointed by the Ministry and University Senate.

Article 4

The candidates that are not admitted to University have the right to lodge a complaint in the first 48 hours after the results are published. The complaints are processed by the Complaints Committee, which is part of the University.

Article 5

Required documents to apply:

- Secondary school diploma (original or certified copy);
- Secondary school transcript (original or certified copy);
- Verification for the assessed subjects in the Matura Exam;
- Birth certificate;
- Identification card (copy);
- Application payment, determined by the Ministry with special instruction.

Article 6

Candidates that are admitted to the University must, upon their enrollment, provide:

- 2 (two) photographs, size 4.5 x 6 cm;
- The registration form which is given at the University once you enroll;
- The payment form for the semester, decided by the Ministry.

III. Study programs

Article 7

Studies at the University are organized according to the study programs, prepared by the Council, and approved by the Senate.

Article 8

1. The University offers undergraduate (Bachelor) programs of the first cycle according to the European Qualification Framework, consisting of three years and six semesters, during which time the student accumulates at least 180 credits in ECTS.
2. The University provides only full-time studies. Studies at the University are focused on academic study programs, accredited by KAA:
3. Upon successful completion of undergraduate studies, the student earns a Bachelor's academic degree (scientific and professional), depending on the department or area of study.

Article 9

Upon successful completion of Bachelor studies, the student is qualified for the relevant field where he/ she completed the studies.

Article 10

For the two-subject study programs, joint and interdisciplinary, the University will, if necessary, act in accordance with Statute s and active judicial provision.

Article 11

The appointment of academic staff. The following have the right to teach in undergraduate studies: Full-time professors, Associate professors and Assistant professors, Lecturers and Language Lecturers.

IV. Determinants of academic achievement

Article 12

The following methods are used for assessing academic achievement:

1. Exams;
2. Mid-term exams;
3. Seminar paper;
4. Internship;
5. Practical exam during exercises.

Article 13

The following are used to measure a student's performance in exams:

- 10 and 9 (excellent);
- 8 (very good);
- 7 (good);
- 6 (sufficient);
- 5 (fail).

Article 14

1. Exams are a valid measure of knowledge and academic achievement.

2. Exams can be arranged separately for each subject or be merged depending on the study program (with an examination committee).
3. Exams are held within the University and they include:
 - 3.1. Exam;
 - 3.2. Mid-term exam;
 - 3.3. Seminar Papers;
 - 3.4. Workshop;
 - 3.5. Internship;
 - 3.6. Practice exam during exercises;
 - 3.7. Interpretation, and presentation of the artistic creativity and of other work;
 - 3.8. Other criteria set according to courses of respective subjects
4. Exams that are both written and oral are held within 7 days.
5. Exams are graded by the instructor, or the examination committee.
6. Exams can be held in the presence of the examination committee if:
 - 6.1. The student has lodged a complaint;
 - 6.2. It is so determined by the study program.
7. The examination procedure is determined by the study program, while the assessment methods are determined by the syllabus.

Article 15

1. Exams at the University are held at certain exam dates and times.
2. Exams take place in winter (January), spring (June), and fall (September).
3. The exact time and date of exams are appointed by the study calendar.
4. The starting date and ending date of each exam term are suggested by the Council and are approved by the Senate.
5. Exam timetables are announced at the start of each academic year for the entirety of the year.
6. Exam timetables are appointed in a way that ensures that students do not have more than one exam per day.
7. Exam timetables must be respected both by the instructor and the student.

Article 16

1. Exam submission time begins ten (10) days before the exam term and ends three (3) days before the start of the exam term.
2. Exam timetables are announced no later than three days before the date that the exams are scheduled.
3. If the student does not show up for the exam or decides not to take the exam, the latter is considered failed and the student is given a 5.
4. If the student is part of an international exchange program or is on an internship abroad during the scheduled exam dates, then he or she can be allowed by the Council to take the exam ahead of time.

Article 17

1. The student has a right to lodge a written complaint about a grade to the dean of the faculty. The complaint must be lodged within two work days after the results are published.
2. A complaint may be lodged for the following reasons:
 - 2.1. About a written exam – lodge a complaint about the grade given;
 - 2.2. About an oral exam – lodge a complaint about the grade given;
 - 2.3. About an exam that is both written and oral;
 - 2.3.1. About a grade, given for a written exam before taking the oral exam;
 - 2.3.2. About a grade, given for an oral exam, meaning the grade for the written exam is accepted.
3. The dean assembles the examination committee within a work day after receiving the complaint and appoints three members, not including the instructor against whom the complaint was lodged.
4. If the oral exam is repeated, the committee does the evaluation on the next work day after it has been appointed.
5. If the complaint lodged is about a grade for a written exam, the exam will be inspected by the committee on the next work day after it has been appointed.
6. The student cannot lodge a complaint about the evaluation of the committee.
7. The exam papers are kept for 30 days after the exam takes place.

Article 18

1. The student has a right to retake an exam that he or she has failed.
2. The student has a right to retake an exam up to three times.
3. The student may be allowed to retake an exam for the fourth time after lodging a complaint to the dean. The exam will then be taken with the

examination committee present, which consists of three members appointed by the dean.

4. If the year of study is repeated, the previous amount of failed exams will not be taken into consideration.
5. If the student again fails an exam four times during the repeated year, he or she will no longer be considered a student in the same study program.
6. One may become a student again if one decides to enroll in a different study program. The Council will decide which previous exams will be taken into consideration, as well as determine the responsibilities of the student for the new study program.

Article 19

1. Upon completion of the final semester of bachelor studies, the student is given 12 months to finish all his or her exams (graduation period).
2. The student can once request from the dean an additional 12 months of the graduation period with the condition not to exceed twice the duration of the studies.

Bachelor's thesis

Article 20

1. Undergraduate studies are completed when the student passes the last exam. The only exception is the study programs that have a bachelor's thesis in their curricula, an exam before a committee, with which the studies are completed.
2. A bachelor's thesis is individual work through which the student shows that theoretical knowledge and skills acquired throughout his or her studies can be successfully utilized in solving practical problems in certain scientific fields.
3. A bachelor's thesis can also be written by two or three students wherein each candidate shows his or her contribution.
4. The permission to do a joint bachelor's thesis is given by the Council.

Article 21

If the Bachelor's thesis is finished successfully, it can be evaluated with grades 6 to 10 and it takes a certain amount of credits (ECTS) depending on the study program.

Article 22

1. A bachelor's thesis can be made official upon the student's request, signed by her or his mentor. The approval of the thesis may be given if the student has only one exam left to pass and when the University verifies that the other exams have been passed.
2. After the approval of the thesis from the Council, an assessment committee from the relevant field is appointed and it consists of three members (the mentor and two members of the academic staff) as well as an additional member.

Article 23

1. The bachelor's thesis cannot be defended until 30 days have passed since its approval.
2. Five identical copies of the bachelor's thesis should be submitted to the committee 7 days before the defense.

Article 24

1. The thesis should be defended within a year of its approval.
2. If the thesis is not defended on the due date, the student can make a request to the dean who can extend the date to an additional year. If the candidate again fails to defend the thesis, a new thesis will be appointed.
3. If the thesis is evaluated negatively, the defense procedure may be repeated again 30 days from the evaluation date.
4. If the candidate fails to receive positive evaluation for the defense, even after the second try, he or she will lose the right to defend the same thesis and must start procedures to take on a different topic.

Article 25

The defense is public and takes place on University grounds. Depending on the nature of the topic, the thesis can be defended outside University buildings as well. A written record is kept during the process of the defense. The grade given during the evaluation is written on the record and on the student's registration form. In special cases, with the approval of the dean, the thesis can be also defended through online platforms, determined by the University.

Article 26

Upon successful defense of the thesis, the student completes his or her studies and earns a Bachelor's degree, depending on the study program. The graduate is provided with an academic transcript, diploma supplement and a diploma for the completion of studies.

Article 27

After the defense, the Committee does the evaluation and communicates the result of the defense.

The Committee evaluates the defense with grades 6 to 10, completes the procedure and sends the materials to the administration to be further processed.

V. Recognition of studies

Article 28

1. In accordance with the Lisbon Recognition Convent and the administrative directives of MESTI, as well as those of the UASF Statute, the University, through a commission that the Senate sets up, accepts qualifications (titles, diplomas, exams) from licensed national or international institutions of higher education.
2. In accordance with the Administrative Directives of MESTI on the rules and procedures on the recognition of professional higher education schools and university degrees earned outside the Republic of Kosovo, the University has the authority, through a special commission set up by the Senate, to recognize diplomas received from professional higher education schools, university degrees and study certificates of specific periods of studies, in order to continue studies.
3. If the qualifications are approved, the student has the right to continue studies at the University.

Article 29

The recognition procedure transpires at the University. The decision to recognize studies is determined by the information obtained from the relevant European database and is in coordination with the National Recognition Committee which is responsible for the implementation of the Lisbon Recognition Convention. In other cases, the decision is determined by the directives of the University Statute.

VI. Academic year

Article 30

1. In accordance with its Statute, the University organizes studies in accordance with the existing study programs of the academic year which is 12 months long. The academic year begins on the 1st of October and ends on the 30th of September.
2. The active period of studies (lectures, exercises, seminars, mid-term exams) is divided into two semesters. The winter semester starts on the 1st of October and ends on the 15th of January. The summer semester starts on the 16th of February and ends on the 31st of May.
3. A subject can be taught for 15 weeks in one or two semester, or it can be taught all at once in one semester.
4. The lecture timetable is announced at the beginning of each academic year and after it is published it must be respected both by the students and the instructors.
5. The annual student load of lectures, exercises, preparations and others is 750 hours for one semester, namely 1500 hours for a year, which corresponds to 30 credits for a semester or 60 credits for a year. Every ECTS credit is equal to 25 hours of student assignment.

VII. Language of Studies

Article 31

- VIII. 1. At the University, studies are organized in Albanian language.
- IX. 2. On the proposal of the Council, the Senate may decide on programs of study in other languages in justified cases and in need (promoting academic exchange), situations in the labour market, student interest, academic orientation of teachers) that favor academic development of the University.

IX. Students - status, rights and responsibilities

Article 32

- 9.4. The person enrolled in the University has the status of a student.
- 9.5. Student status is verified with the student card (student card).
- 9.6. The form and content of the student card is determined by special regulations issued by the Senate.

Article 33

Students admitted to the University have the right to:

1. participate in all lectures, seminars and lessons organized in the subjects of the chosen study program according to the progress of the studies;
2. use university libraries and other student services;
3. participate in elections for student representatives in university bodies;
4. regularly attend meetings of the Council, the Senate and other structures where they have been designated as members and perform such duties in a sincere and committed manner. In the event of a conflict of interest regarding the content, delegated student members do not attend meetings of the aforementioned bodies.
5. present new ideas and controversial opinions without risking the loss of the student's place or privileges they may enjoy from the University;
6. complain about the quality of the teaching process or the infrastructure of the University;
7. challenging a University decision or action against them in the Ministry and in the competent court.

Article 34

Students admitted to the University are required to:

1. Comply with University regulations;
2. Respect the rights of staff and students;
3. Pay due attention to their studies and participate in academic activities;
4. Attend lectures in accordance with the rules of the specific study program;
5. Behave well in and outside the University premises so as not to discredit the University;
6. Observe the rules of the student's code of ethics;
7. Pay the fees and charges that are set.

Article 35

1. Successful completion of the year in accordance with the study program is a prerequisite for the student to enroll in the following year.
2. A student who has not successfully completed the year must re-enroll in the same year of study.
3. The maximum number of re-enrolled years is equal to the number of regular years of study concerned.

Article 36

1. A full-time student loses status for the following reasons:
 - 1.1. When deciding to leave studies;
 - 1.2. When he has completed his studies;
 - 1.3. When failing to enroll in the academic year;

- 1.4. When he has not completed his studies in the double period of study duration;
 - 1.5. When it reaches the maximum number of years without successfully completing studies;
 - 1.6. In the case of expulsion, based on the decision issued after the disciplinary procedure.
2. The Council shall apply the special rules for maintaining the status of full-time student in the following cases:
- 2.1. For special achievements in the field of sport, certified by amateur or professional status at the regional level or above;
 - 3.2. For individuals with physical disabilities, including sight and hearing, or mental disabilities, certified with a doctor's certificate.
3. The decision to register shall be taken annually by the Council.
4. The student may request temporary suspension from the status of a full-time student in cases proven to be:
- 5.1. Severe illness;
 - 5.2. Child care under the age of three;
 - 5.3. Pregnancy and Maternity;
5. The final decision for temporary suspension is taken by the dean of the respective academic unit.

Article 37

Full-time student status is maintained within two years after all exams have been completed, under the condition that the double duration of the studies has not exceeded. During this time the student must take the diploma exam to complete the studies successfully.

Article 38

1. A student may re-enroll as a full-time student without any obstacles regarding the period of temporary suspension of full-time student status. The period of temporary suspension of full-time student status does not count towards the duration of studies.
2. If the valid syllabus at the time of first student enrollment is not developed in the following year of student enrollment following the temporary suspension of full-time student status, the Teaching/ Scientific Council shall decide on differential exams or other additional obligations.

3. If the student enrolled in the first year of studies is allowed a temporary suspension and meanwhile the study program valid during the time of admission is not developed in the following year, the student must continue his studies with new current curricula.
4. A request for temporary suspension shall be made at the beginning of the academic year (until October 31).

X. Student organization

Article 39

4. Students have the right to establish student organizations to which all students may belong.
5. Each student organization has its own statute that is approved by its members in accordance with general regulations issued by the Steering Council. The statute will include the principles of equal opportunity and non-discrimination.

Article 40

Student interests are represented in the Student Parliament at the University level.

Article 41

1. Members of the Student Parliament are elected in accordance with the Rules on Student Elections.
2. Proposals for Members of Parliament shall be made on the basis of election results every two years.
3. The nomination, mandate, number of members of the Student Parliament and their election shall be determined by the Statute and the Rules of Procedure of the Student Parliament.

XI. Disciplinary responsibility

Article 42

1. The Teaching/ Scientific Council excludes from the University permanently or temporarily students who violate the rules.
2. Students accused of violations have the right to be heard by the disciplinary committee which advises the Teaching/ Scientific Council.
3. Students punished by disciplinary measure have the right to appeal to the Appeals Commission as a second instance body.

4. Other matters shall be complied with in accordance with the Regulation on Disciplinary Liability for Students issued by the Steering Council.

XII. Transitional and Final Provisions

Article 43

For matters not covered by this Regulation, the provisions of the Law on Higher Education of Kosovo and the University Statute shall apply.

Article 44

Students who have not completed their studies in the prescribed period may continue their studies in accordance with the rules of studies provided by this regulation.

Article 45

The regulation comes into force on the day it is approved by the Senate.

Article 46

With entrance into force of this Regulation, the Regulation for bachelor studies no. 47/ 20, date 09.01.2020 no longer applies.

Article 47

Amendments to this Regulation shall be made by the same procedure as that of its adoption.

Rector

Prof. Dr. Agron Bajraktari

[Signed]
