

**REPUBLIKA E KOSOVËS**  
**KOLEGJI ISPE**



**REGULATION OF THE ISPE COLLEGE**  
ON EVALUATION OF STUDENTS AND THEIR PROGRESS DURING THE STUDIES

Approved on 02.09.2013 by the Decision  
of the Council of the ISPE College

PRISHTINA, 2013

Based on Law no. 04/L-037, date 09.09.2011 "On Higher Education in Republic of Kosovo" and the Statute of ISPE College, the Council of the ISPE College adopted this regulation:

## **REGULATION**

ON EVALUATION OF STUDENTS AND THEIR PROGRESS DURING THE STUDIES

### **CHAPTER I GENERAL PROVISIONS**

#### **Article 1**

The process of evaluation of students is important part of the teaching process and shall be done during the development of the discipline and finalized with the conducting of the exams and the announcement of the results.

The process of evaluation shall be as such as it encourages active participation of student in lectures, seminars, and other forms of teaching.

#### **Article 2**

The methods, procedures and the rules applicable for evaluation of students shall provide a more objective evaluation of this process, as well as the motivation of the students for a more active approach.

#### **Article 3**

The process of evaluation shall be based on the rules and procedures providing by this regulation as well as other respective acts of the study programs of the ISPE College.

### **CHAPTER II SYSTEM OF EVALUATION**

#### **Article 4**

1. The students of master (MA) and bachelor (BA) programs shall in continuation be subject of evaluation of their knowledge. The students are entitled to enter the final exam, after having had attended the lectures in the following module.
2. The final assessment shall be expressed through the respective grade accompanied (certificate of grades) with an certain number of credits.<sup>1</sup>

#### **Article 5**

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<sup>1</sup> ECTS-European Credit System Transfer.

The registration (presentation) of exams shall be done through the administrative service of the ISPE College.

#### **Article 6**

1. The students are entitled to enter the exams in accordance with the respective Regulations of the studies.
2. If the student does not pass the exam being based on the respective Regulations on organizing the BA and MA studies, he/she may be subject of examination before the Commission.
3. The Commission shall be established by the Director of the ISPE and is composed of three members.

#### **Article 7**

1. The final assessment shall be given by the lecturer of the respective module.
2. During the final assessment shall be taken into account the results of all the student's activities during the lectures and exercises in the respective module.
3. The final assessment shall be expressed with the grade from 5 (five) up to 10 (ten). The grade 5 (five) means insufficient success, by which the student does not pass the exam.

#### **Article 8**

1. In the forms of the written exam it may be used the assessment system with points, which result necessarily shall be converted in grade. The convert of points in grade shall be done through this scheme: 45-54 points - grade 5; 55-64 points - grade 6; 65-74 points - grade 7; 75-84 points - grade 8; 85-94 points - grade 9; 95-100 points - grade 10.
2. In the final assessment, each professor at its discretion determine the criteria and the extend of implementation in the final grade of student's activities such as conducting of seminars, presentations, exercises, active participation in the lectures, conducting of researches or independent scientific papers, or of the participation in the summer schools.

### **CHAPTER III METHODS OF CONTROL OF KNOWLEDGE**

#### **Article 9**

The methods of controlling the knowledge are exams, the continuous commitment/group discussions, and the protecting of the course's projects, teaching practices and other duties. These methods are in details provided in the syllabus of the course or respective module and in accordance with the workload provided in the relevant curriculum.



### **Article 10**

The exam is the main method of control for evaluation of the knowledge that the student has gained during the development of the theoretical and practical course/module. The exam shall be conducted within the provided deadlines in the structure of the academic year of the program of study.

### **Article 11**

The group discussion is form of controlling of the knowledge gained from the course based on continuous evaluation and ends within the period of lecturing.

### **Article 12**

The professor/lecturer of the subject is obliged to keep/maintain the tests of the exams and his/her notes on the assessment of the students/respective results until 1 (one) year after the exam is conducted. He/she shall put them available to the administrate of the ISPE College in case there is required clarification on the assessment of the student.

### **Article 13**

The tests/thesis of the written or oral exam shall contain questions or exams which ask for the logical thinking of the student, by avoiding the question that simply asks for the mechanic reflection of the knowledge.

The number of questions or exams that shall contain one test/thesis of the written exam depends on the volume of the subject (module), number of lectures.

## **CHAPTER IV RULES OF EXAM**

### **Article 14**

The exam shall be conducted at the scheduled day and time. In case of not possibility of conducting the exam on the given day, for vis major cases, the dean/manager of the respective program shall set another later date, the written notice shall be immediately send to the students.

### **Article 15**

The students are obliged to be present at the exam at the due time. The student shall be presented at the exam with the student ID/document. In its absence, may be present any other identification document if the student is recognized by the lecturer of the module.

It is prohibited the entrance of the outside persons at the exam, dependless whether they are members of the academic staff of the ISPE College, with exception of the Director of the ISPE, the Dean/manager of the respective Faculty/Program and other persons authorized by written from the Dean/manager of the program or the Director of ISPE College to conducting control/inspection on the well conducting of the exam.

The exam shall last not less than 60 (sixty) min.

## **CHAPTER V COMPLAINTS**

### **Article 16**

The student is entitled to complain in case that against him/her is breached the procedural rules during the conducting of the exam or for undeserved assessment.

The complaint shall be submitted in writing within 24 hours after having received the result of the exam and shall be addressed to the dean/manager of the faculty/program. The dean shall decide whether the complaint is right or not and takes the respective decision within two days. This decision is final.

## **CHAPTER VI TITLE AND DEGREE AFTER THE COMPLETION OF STUDIES**

### **Article 17**

1. The students who successfully complete Master (MA) studies and have defended their master thesis, shall be equipped with the scientific degree Master of Science with 120 credits (ECTS).
2. The students who successfully complete Bachelor (BA) studies and have defended their bachelor thesis, shall be equipped with the scientific degree Bachelor with 180 or 240 credits (ECTS).
3. Number of credits earned in the Bachelor (BA) and Master (MA) studies shall depend on the curricula of the respective program of study.
4. The diplomas on the respective degree achieved Bachelor (BA) and Master (MA) shall be issued on the form and the content approved by the Ministry of Culture.
5. The promotion of the graduates on Bachelor (BA) and Master (MA) shall be conducted by the ISPE College.

## Article 18

The Commission for evaluation and defense of Master's thesis (MA) and Bachelor (BA) has the right to compensation in the amount determined by the Council of ISPE College.

## Article 19

This Regulation shall enter into force on the date of approval.

Prishtina, 02.09.2013

Chairman of the Council of ISPE College

