

**REPUBLIC OF KOSOVO  
ISPE COLLEGE**



## **REGULATION OF ISPE COLLEGE**

**for transfer of studies, equivalence of modules, and the recognition of  
credits**

Approved on 07.04.2016 at the meeting  
of the Council of ISPE College

**PRISHTINA, 2016**

Based on the provisions of the statute of ISPE College, the Council of this institution drafted and on the meeting held on 07.04.2016 approved this:

## **REGULATION**

### **on the transfer of studies, equivalence of modules, and the recognition of credits**

#### **GENERAL PROVISIONS**

##### **ARTICLE 1**

This regulation provides the conditions, criteria and the procedures for transfer of studies, equivalence of subjects/modules and recognition of credits (ECTS) and the change of the study program from the institutions of higher education to the ISPE College.

This regulation also provides the conditions, criteria and the procedures for equivalence of subjects/exams given in other programs and study levels inside or outside the ISPE College for the applicants who wish to register as students at the ISPE College.

This regulations also provides the conditions, criteria and the procedures for equivalence, recognition of subjects/modules developed by the ISPE students in different training programs, summer schools etc, inside and outside the country.

The provisions of this regulation are applicable even for equivalence of subjects/modules in case of changing of the study program inside the ISPE College.

#### **TRANSFER OF STUDIES**

##### **ARTICLE 2**

At the ISPE College may be transferred all those students, who at the time of transfer continue their studies at the other institutions of higher education. For taking respective decisions such as the acceptance of transfer and the

equivalence of the exams passed/given there are eligible the bodies of the ISPE College which acts in accordance with this regulation.

For changing of the faculty/program of study during the transfer it is necessary a particular decision of the competent body of the ISPE College for doing the equivalence of subjects/modules.

Eligible to be transferred are all those students who at the time of submission of the request for transfer do fulfill the defined criteria with the applicable respective regulations of ISPE College.

The exams given/passed at the institution from which the transfer of studies is underway shall be recognized at the ISPE College if those are in compliance with the teaching academic program of the ISPE College and in conformity with the respective procedures for this purpose.

## **CRITERIA FOR THE TRANSFER OF STUDENTS/STUDIES**

### ARTICLE 3

Every student is entitled to transfer his/her study from the other institutions of higher education inside and outside the country to the ISPE College and *vice versa*.

### ARTICLE 4

The students who transfer their studies to the ISPE College shall submit the following documents:

- a) Written request for transfer of studies;
- b) Birth certificate/ or Identity Card (ID);
- c) Certificates and secondary school diploma ;
- d) Proofs of educational institution from which are being transferred;
- e) Certificate of grades accompanied with the number of credits acquired (ECTS)<sup>1</sup> for the respective subjects/modules.

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

In certain cases to the student may be required to submit or sign other additional documents which may be considered as necessary.

#### ARTICLE 5 EQUIVALENCE

Through the equivalence, the exams given/passed, full or partial program of studies or diploma acquired at the other foreign or domestic institutions shall be recognized or be equivalent from the point of view of the eligibility to continue education at a same or similar program of study.

The equivalence shall be done by the faculty to which it is submit the request and the other necessary documents.

The equivalence shall be done by the deanery of respective faculty where the request is submitted.

#### ARTICLE 6 TRANSFERS

THE ISPE College offers opportunities for transfers in entry – towards the ISPE College and in exit – from the ISPE College towards the other institutions of higher education of students in the intermediate years of the same cycle, in within the institution itself or the different institutions of the higher education.

The transfer if students shall be completed/allowed at the beginning of the winter term and at the beginning of the summer term. The students transferred at the beginning of the academic year shall be evidenced in the registration book with all the other registered students, while the students transferred at the beginning of the summer term (after the submission of the registration books) shall be noted in the protocol books of the registration office and then evidenced in the registration books of the subsequent academic year with the respective notes as transferred student.

The student, who applies for transfer in entry /towards the ISPE College, shall have frequented the same or similar program of study at the institution of

higher education from which he/she comes. In these cases, to such a student the credits for subjects/modules given/passed at the institution of higher education (IHA) from which he/ she comes shall be recognized according to our teaching plan (curricula of the ISPE College).

The students who according to the ISPE College teaching plan do not acquire the right to pass to the second year of studies of the bachelor program/respectively master program are not eligible to transfer. Nevertheless, the ISPE College does not apply the condition on certain number of exams given/passed as a condition to pass/register from one year to the other subsequent year of study.

## **INTERNAL PROCEDURE OF THE INSTITUTION FOR EQUIVALENCE - RECOGNITION OF EXAMS/CREDITS**

### **ARTICLE 7**

#### **COMMITTEE OF TRANSFER, EQUIVALENCE OF MODULES AND RECOGNITION OF CREDITS**

The Dean of the respective faculty/program of study takes the decision to establish/create the Committee for Transfer of Studies, Equivalence of modules and Recognition of Credits and leads/head this Committee in the capacity of the chairman.

The Committee is composed of 3 (there) members – professors/lecturers of the respective faculty. Members of such committee may also be the administrative officials of the ISPE College who are committed in offices of academic services, curricula developments, quality assurance etc.

In case of absence of the Dean, such Committee shall be established by Deputy Dean or the Director of College who shall also lead the Committee in the process of transfer, equivalence and recognition of credits (ECTS), he shall exercise the same competencies of the Dean.

The decision for transfer of studies, equivalence of modules and recognition of credits shall be signed by all the 3 (there) members of the Commission. In

certain cases the decision may be signed only by the chairman of the committee.

## ARTICLE 8 REVIEW OF APPLICATION SUBMITTED FOR EQUIVALENCE

The Committee for Equivalence reviews the documents submitted from the applicant, it decides which subjects/modules shall be recognized to the student according to the teaching plans of the study programs at the ISPE College, it prepares the respective documents for each applicant and submits it to the Deanery of the faculty and to the Office of Archive and to the Director of the ISPE College.

The Committee for Equivalence shall decide within the deadline of 7 (seven) working days on the request submitted to it.

After the decision is taken, the original decision shall be submitted to the Office of Archive and shall be archived on the file of the student.

A copy of the decision shall be submitted to the student.

## ARTICLE 9 PROCEDURE OF EQUIVALENCE

For the subject/s to which is made the equivalence, shall be recognized the evaluation (grade) of the institution which has made the evaluation (issuer), while the credits (ECTS) and the status of the subject equivalenced shall be recognized in accordance with the number of credits and the status the same subject hold at the receiving institution

In cases where the module/subject regarding which is submitted the request for equivalence/onesness/recognition, at the issuer institution has existed/appeared as a single subject/module (in accordance with the curricula of the issuer institution) while at the receiving institution its equivalence (which shall takes place basing on the curricula of the accepting institution) shall be done by stating it as equivalent with two or more subjects/modules, then the accepting institution recognizes the evaluation (grade) of the evaluation institution (issuer) and the same evaluation (grade)

shall be recognized to the student in all the subjects/modules stated as equivalented. While the credits (ECTS) and the status of the equivalented module shall be recognized in accordance with the number of credits and the status that have the same modules in the accepting institutions.

In cases where the module/subject regarding which is submitted the request for equivalence/oneness/recognition (two or more modules) for which at the receiving institution (based on the curricula of the receiving institution) are developed as a single unique module (in case when the Committee for Equivalence recognize the modules by doing their fusion/merger) then as for the recognition of the evaluation (which is given by the evaluation/issuer institution) shall be recognized the rounded average of evaluations (grades) given for each subject/module. While the credits (ECTS) and the status of the equivalented modules/subjects shall be recognized in accordance with number of credits and the status that has the same joint module/subject (to which the equivalence is made) at the accepting institution.

At the procedure of the equivalence, the Committee for Equivalence may request other additional documents by the claimant.

In addition to the above documents, the Committee for Equivalence may request by the claimant the syllabus of the module/subject issued by the institution of higher education (IHE) at which he/she has entered at the exam for the module which is in process of equivalence.

One subject/module shall be recognized as valid (equivalent) when it has compatibility of its content and of the workload not less than 80 % with the module which is developing at the respective curricula/ studying plan at the ISPE College.

For certain subjects/modules, the Committee for Equivalence may take decision to accept them as elective subjects/modules. In this case, the Committee shall be based on the justification and usefulness of the knowledge acquired by the student in the respective module and on the fact that it contributes enough and goes in favor of the academic background of the

student as well as it is in compliance/compatibility with the aim of the elective modules/subjects in the respective curricula.

#### ARTICLE 10 APPROVAL OF TRANSFER OF STUDIES

After the Committee for Equivalence has taken the decision on the equivalence of the exams, the decision on the acceptance of the proposed student for transfer shall be taken by the Director of the ISPE College. After the decision is taken by the Director of the ISPE College, the applicant shall be notified for the decision taken.

The decision of the Director on approving the transfer shall be kept at the Office of Archive, in the file of the student.

#### ARTICLE 11 CONTENT OF THE DECISION FOR THE TRANSFER OF STUDIES, EQUIVALENCE OF MODULES AND RECOGNITION OF CREDITS (ECTS)

The decision for equivalence of exams/modules should content:

1. Title/name of the subject/s/module which is under the process of equivalence (recognition of the exam, credits), the status of the module (obligatory/elective), evaluation/grade, number of its credits at the issuer institution, semester on which the module is developed / lectured;
2. Title/ name of the respective subject/s/module to which it is stated/assessed as equivalent/equated at the academic program of the accepting institution, together with the status of the module (obligatory/elective), (obligatory/elective), evaluation/grade, number of its credits of the equated module according to the evaluation of the Committee based on the curricula of the accepting institution, and on the semester on which the module develops.
3. The notice to the Office of Archive for drafting the minutes of recognition of credits.
4. The semester on which the applicant should follow the studies/lectures.



5. The signatures of the members of the Committee.

ARTICLE 12  
STATUS OF THE MODULE EQUATED

The module which is stated by the decision of the Committee for Equivalence as equivalent/equated with any module of the curricula of the studies of the respective faculty acquires the status of the given/passed exam/module. The student - for the equated modules, is not subject to examination.

Grades/evaluation of subjects/modules of student/s whose is accepted the transfer of studies to the ISPE College should be register at the SIS<sup>2</sup> system and be maintained at the folder of the student at the Office of Achieve.

**REGISTRATION OF THE TRANSFERED SATUDENT AT THE ISPE COLLEGE**

ARTICLE 13  
REGISTRATION AND THE SUPPLY OF STUDENT WITH THE RELEVANT  
DOCUMENTS

The student who acquires the right to transfer should make the registration at the administration of the ISPE College – Office for Registration. The administration should notify the student for all the additional documents which may be needed for registration as well as with his/her rights and obligations towards the ISPE.

The applicant in this case signs the contract of studies with the ISPE College and is subject to equal rights and obligations as the other students of the ISPE College.

At the moment of registration, the applicant should be equipped with his/her personal file (or the decision of the Committee for Equivalence) taken by the Committee for Equivalence, where it is showed which subjects/modules are recognized as given/passed according to the teaching plan of respective

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<sup>2</sup>Student Information System.

curricula where he/she is transferred at the ISPE College, and in which academic year should attend the studies. Also, the Office for Registration and the Office for Service of Students shall inform the student for the modules which he should attend the lectures on the previous academic years which are not developed according to the teaching curricula of the institution of higher education (IHA) from which the student comes.

At the moment of registration the applicant should be equipped with the ID student and with his/her electronic account at the student information System -SIS.

## **REGISTRATION IN STUDIES AND THE EQUIVALENTATION OF MODULES/EXAMS**

### **ARTICLE 14**

#### **EQUIVALENTATION, RECOGNITION OF EXAMS PASSED**

The exams passed at the same institution of the high education (at the ISPE College) or at the other institutions of the high education (within or outside the country) in different programs and levels of study may be recognized by the ISPE College in case the applicant applies to be register as student at the ISPE College.

In this case, the applicant submits at the ISPE College, the diploma of the studies committed and the certificate/s of grades.

For the recognition of these exams shall be applied the same rules as for the equivalence, respectively the recognition of exams and credits for effect of transfer.

At the moment of taking the decision for recognition of subjects/modules, the applicant should be equipped with his/her personal file (the decision of the Committee for Equivalence) taken by the Committee for Equivalence, where it is showed as which subjects/modules are recognized as passed/given according to the curricula of the respective program in which the student is registered at the ISPE College. Also, the Office for Registration and the Office

for Service of Students inform the student for modules which he should attend in the years of studies/every respective semester.

## **EQUIVALENCE OF SUBJECTS/MODULES DEVELOPED IN DIFFERENT TRAINING PROGRAMS, SUMMER SCHOOLS, ETC**

### **ARTICLE 15**

Students of the ISPE College, who take part in summer schools, and different training programs may be recognize subjects/modules developed on which has taken part.

In this case, the student submit at the ISPE College the certificate/prove of the trainings attended.

For the recognition of these documents issued from the participation on the trainings/summer schools etc. are applicable the same rules as for the equivalence, respectively the recognition of the exams and credits for effect of transfer.

At the moment of taking the decision for recognition of these documents, the applicant/student shall be equipped with the file for recognition of exams/ECTS (the decision of the Committee for Equivalence) taken by the Committee for Equivalence, where it is showed as which subjects/modules shall be recognized as passed/given according to the curricula of the respective program in which the student is registered at the ISPE College. Also, the Office for Registration and the Office for Service of Students inform the student for modules which he should attend in the years of studies/every respective semester.

## **FINAL PROVISIONS**

### **ARTICLE 16**

The right to interpret the provisions of this regulation has the Council of the ISPE College.

In case of conflict or misunderstanding about the interpretation of the provisions of this Regulation, the priority shall be given to the version of its drafting - the Albanian version.

#### ARTICLE 17

This regulation may be changed according to the procedure of its approval.

The changes with the aim of its improving, or amending with new rules for situations which are not foreseen in this regulation, but which are of its field, may be proposed by the members of the Council of the ISPE College, respective deaneries, and the Office for Quality Assurance.

#### ARTICLE 18

With the approval of this regulation, the Council repeals the previous Regulation for transfer of studies from the other institutions of higher education to the ISPE College of the date 25.11.2011 and all the other previous acts approved for this purpose and which conflicts with it.

#### ARTICLE 19

This regulation enters into force on the date of its approval.

**Pristina, 07.04.2016** The Chairman of the Council of the ISPE College

Gen. Karl Heinz Lather

