

**REPUBLIC OF KOSOVO
THE ISPE COLLEGE**



**REGULATION OF THE ISPE COLLEGE
ON ORGANISATION OF BACHELOR STUDIES AT THE ISPE COLLEGE**

**Approved on 28.12.2011 by the Decision
of the Council of ISPE College**

PRISTINA, 2011

Based on Law no. 04/L-037, date 29.08.2011 "On Higher Education in the Republic of Kosovo" and the Statute of ISPE College, the Council of the ISPE College has approved this regulation:

**REGULATION
ON ORGANISATION OF BACHELOR STUDIES AT THE ISPE COLLEGE**

GENERAL PROVISIONS

Article 1

This regulation aims to define the criteria, the way of organisation and the realisation of the Bachelor program, as well as the acquiring the scientific degree of Bachelor in accordance with the Law on Higher Education in Kosovo and the Statute of the ISPE.

Article 2

The ISPE College is a licensed and accredited institution of higher education which conducts bachelor studies in the fields of the accredited programs by the Accreditation Agency of Kosovo.

Article 3

1. With the basic university studies Bachelor at the ISPE College is meant all the educational process through which are acquired the scientific degrees: bachelor in the accredited programs of study.
2. The Bachelor Studies at the College last 3 years/6 semesters or 4 years/8 semesters and shall be conducted in accordance with the European Credit Transfer System (ECTS). The extension and the structure of the program is defined in pursuance with the curricula of bachelor studies.
3. At the end of the basic studies bachelor the student acquire 180/240 ECTS (credits).

Article 4

1. The academic year, as a rule starts at 1 (the first) of October and lasts until 30 (the thirtieth) of September of the following year. The academic year is composed of two semesters: winter term and summer term.
2. The winter term starts with the 1 (the first) of October and ends with 15 (fifteenth) of January of the following academic year.
3. The summer term starts begins with 1 (the first) of March and ends with the 31 (thirtieth) of May.

Article 5

The studies shall be conducted through lectures, writing academic papers, group discussions, presentations and preparations of seminars, conducting the exams and other forms of studying, as well as defending the bachelor thesis.

Article 6

1. The basic university studies shall be conducted in all the faculties/programs of studies in accordance with the plan and the program of study bachelor.
2. The plan and the program of basic university studies shall be considered as integral part of this regulation and vice versa.
3. The plan and the program of study shall be approved by the Council of the ISPE, in accordance with the Statute of the College ISPE and the accredited curricula of studies.

Article 7

The student shall be recognized with the plans and the programs of studies, as well as with the regulations defining the rules of study, the rights, the obligations and the responsibility of the student.

Article 8

1. The right to initiate the changes and amendments to the plan and to the program of study do have all the faculties of the ISPE College.
2. This right shall individually belong to the professors.
3. All those initiatives shall be reviewed by the Permanent Committee on Curricula, which may decide to further submit or not the initiative for decision –taking to the Council of the ISPE College.
4. The Council of the ISPE College reviews the proposals of the Permanent Committee on Curricula and takes a final decision concerning them.
5. If approved, these changes on the curricula shall be proposed at the accreditation process.

Article 9

The timetable of the lectures and exercises shall be published at the notice – board as well as at the web-page of the ISPE College, after it is approved by the director at least 3 (three) days prior the semester starts.

The timetable shall be published according to the faculties and the years of studies. The timetable cannot be changed without the approval of the Director of the ISPE.

Article 10

The workload of student with the lecturing hours, exercises and other teaching methods shall not exceed 26 hours per week.

Article 11

1. Lecturers and assistants are obliged to provide for the students at least three terms/schedules with duration of one hour for consultation.
2. Schedules of consultation shall be published at the notice –board of the ISPE College.
3. The lecturer or the assistant shall keep a working diary for the progress of the lecture and of the exercises in writing or electronic form.
4. The Director of ISPE College is entitled to supervise and control the diary of the module and the syllabus which is kept at the respective faculty/programe of study.
5. The Office for Quality Assurance is entitled at any time to control the syllabus of the respective module as well as the quality of the materials in writing and in electronic form which are delivered to the students. It is entitled to control also the quality of all the other indicative readings.
6. The lecturers are obliged to provide the students all the necessary literature in Albanian language. Additional literature and other indicative readings may also be recommended to the students in other languages.

CONDITIONS AND CRITERIA FOR REGISTRATION

Article 12

The candidates running for admission in basic university studies should:

- a) have successfully completed the secondary school in Kosovo or outside the country, to have acquired diploma, and the state graduation exam (in case of graduation of the secondary school in Kosovo) according to the criteria of the Ministry of Education of Kosovo.

Article 13

The foreign nationals are entitled to get enrolled in the bachelor studies, according to the conditions and the criteria stipulated by the Law on Higher Education in Kosovo, the Statute of the ISPE College and this Regulation.

Article 14

1. The admission of new students in the first year of studies is done through public competition, which is announced by the decision of the Director of ISPE College.
2. Definition of criteria for admission of new students as well as the procedures for announcing and applying of the competition shall be done through the provisions of the statute of the ISPE College.

3. The decision on the free number of places for admission of the new students shall be taken by the Council of the ISPE College based on the proposal of the Director of the ISPE College, except when otherwise provided.

Article 15

1. The selection, respectively the formation of the qualifying list of candidates for admission in the first year of studies is usually done through success in secondary school.
2. This format of selection to which are subject the candidates for admission on the first year of studies is unique for all the faculties/programs of the ISPE College.

REGISTRATION OF SEMESTERS AND OF THE YEARS OF STUDIES

Article 16

1. The continuation of the learning process and the performance of the other obligations as provided by the program of studies in the certain module shall be confirmed at the end of the semester with the signature of studentws of the list of participation in the lectures.
2. The student starts the new academic year by registering the winter term.
3. The ISPE College does not practice methods of writing students' notes on the INDEX, at the ISPE College students shall be equiped with the Card of Student while the all the other notes during the period of studies shall be wirten and kept on the electronic system of informing the students SIS.

Article 17

1. The success compeltion of the akademik year in accordance with the program of studies is a pre-condition for the student to get registered in the exams of the following academic year. The sucessful completion of the year means:
 - a) The student may register/present the exams of the second year (2nd) of the studies if until the first term for registration of exams of the new academic year (the third semester – term of January) is in the position of at mostly -2 (minus two) exams still not passed, from the total number of exams of the first year of studies.
 - b) The student may register/present of the third year (3rd) of studies if until the first term for registration of exams of the new academic year (the fifth semester - term of january) has passed all the exams of the first academic year and is in the position of at mostly i kadhënëtëgithaprovimet e vitittëparëakademikdhendodhetnëpozitënmësëshumti -2 (minus 2) exams still not passed, from the total number of exams of the second year.

- c) For the four (4) years programs of studies shall be followed the same rule for passing from the third (3rd) year of study to the fourth (4th) year.
 - d) The student at the moment that reaches in the position -2 (minus two) exams from the previous academic year, earns immediately the right that in the same term of exams or in the following one to register and to enter in the exams of the following academic year.
 - e) For the students transferred in entry/towards – the ISPE College, the above provisions shall be valid only for the exams in the years (semesters) of studies they attend at the ISPE. The other exams they shall enter into the previous semesters cannot serve as an obstacle for registration of exams.
 - f) The student cannot repeat the re-registration of years more times than is the number of years of studies.
2. The application of this Article is in fully discretion of the Director of ISPE College. The Director depending on circumstances may issue decision on: temporarily or permanently non – application of this article, on the time of starting the application of this article, or on changing the conditions (number of exams) on application of this article. Also the Director of Kolegjit ISPE has the authority to decide on extending the time of graduation/completing the studies of students (point f above) based on justified grounds.

Article 18

It is allowed the registration and the entry in the exams of the following year with two exams inherited (not passed) from the previous academic year.

The student who does not fulfil this criterion may not enter in the exams of the following academic year.

The student may not be disclaimed of passing and registration on the next/following academic year due to the existence of the inherited exams (minus two exams). The ISPE College does not apply criteria for passing and enrolling in the following academic year, for participation in the lecture and for registration/entering in the exams once the condition is fulfilled, starting even from the same term of exams.

GENERAL CRITERIA AND RULES OF STUDY

Article 19

1. The person enrolled at the ISPE College acquires the status of student.
2. The status of student shall be testified with the card of student and with the attestation on the status of student issued by the ISPE.

Article 20

The ISPE College offers regular studies - full time (on the week) and part time (on the weekends).

Article 21

The student loses his status for the following reasons:

- a) when completes the studies;
- b) when decides to leave the studies;
- c) when fails to register the academic year;
- d) when does not complete the studies within the double period of time of duration of studies;
- e) when is excluded from the College with the decision of its respective bodies.

The Director of College may decide to expand the period of time for completing the studies for those students who could not reach to complete their studies within the double period of time of the duration of studies. This is for those students who for objective reasons cannot reach to complete the studies within the due given time and ask for extension of deadline.

Article 22

1. The student after two or more years of interrupting of the studies may register again as ordinary student and may continue studies.
2. In the case of changing the program of study, a certain Committee for this purpose may decide on equivalentation and recognition of exams and/or other additional obligations as condition for continuation of studies.

Article 23

1. The students are entitled to complain against any decision taken by the bodies of the College concerning their rights, obligations and responsibilities.
2. Such complains shall be submitted to the Secretary of the College within 15 working days after the decision is published.
3. The last (Secretary) may establish a Committee for reviewing the complains.
4. The decision of the Committee is final; against it the party is not entitled to appeal to the other bodies of the ISPE College. But, this regulation does not affect on the right of the party to initiate judicial process.

Article 24

The students are entitled to actively take part in the realisation of the learning and researching process on the way as it is stipulated on the plan and on program of basic studies.

Article 25

The rights of the student shall mean:

- a) to take part in the lectures and exercises arranged according to the volume stipulated in the program and on a set schedule;

- b) to utilize the libraries of the ISPE College and other services for the students;
- c) the terms of exams to be organized according to the rules and criterias provided by the statute and the regulations of the ISPE;
- d) that the student is entiteled to review the test of the written exam;
- e) to be organized regular consultations with the lecturers and assistants with the aim of better apsorption of the module;
- f) to be provided with the printed or electronic notes of the lectures and of the exercises;
- i) to be proposed with the appropriate literature on the frequented module;
- j) to enjoy the other rights as provided by this regulation, statute and the other acts of the ISPE College;
- k) to respect the rights of the staff and of the other students;
- l) to behave well in the premises of the College, as well as outside it in order not to discredit College and colleagues;
- m) to participate in the realization of the study program according to the schedule announced;
- n) that in the provided terms of time to register or reregister the semesters, respectively of the years of studies;
- p) that in the provided term to make the registration of exams;
- q) to take part in all the activities organized by the ISPE College;
- r) to be entitled to elect and be elected for the Organisation of the European Students and to actively take part in all the activities that OES organizes;
- s) and any other right provided by this Regulation, statut and other acts of the College.

Article 26

1. A student who has been absent without reason from teaching for more than 5 weeks may lose the right to take an examination at the end of the semester.
2. If a student during the semester has been absent reasonably bythe learning process and uninterruptedlyup to 5 (five) weeks of exercises compensated missed out allows the Director of the College by a special decision.

3. Attached to the request, the student submits the detailed documents with the respective justification.

Article 27

The issue of transferring the studies from one university of other institution of higher education to the ISPE College shall be regulated with a separate act/regulation.

THE CRITERIA ON THE EVALUATION OF STUDENTS

Article 28

The evaluation of the knowledge of the students through exam may include: the practical part of the exam, the written part of the exam (test) and the theoretical part of the exam (oral exam).

The ISPE College, in case of evaluation fully respects the academic freedom and the exclusivity of the professor/lecturer of the module.

Article 29

The evaluation of the student's level of knowledge shall be done through grades, as in following:

- a) 10 and 9 (excellent)
- b) 8 (very well)
- c) 7 (well)
- d) 6 (sufficient)
- e) 5 (insufficient)

The candidate shall successfully pass the exam when evaluated with grades from 6 (six) to 10 (ten).

Article 30

1. At the ISPE College the evaluation of the student's knowledge shall be done through the written exam, oral exam, through a two-partial evaluation, practical and theoretical part (NëKolegjin ISPE vlerësimi i dijësësstudentit bëhet me anë të provimit me shkrim, provimit me gojë, nëpërmjet njës vlerësimit të pjesës së praktikës dhe pjesës së teoritë, or through seminar.
2. The manner of organization of exam for each of the modules shall be stipulated and evident in the syllabuses prepared by the cathedres or the professor of module, and shall be public for the student prior to the beginning of the academic year at the web page of the ISPE College.
3. The exams shall be organized and held publicly, where in addition to the lecturer it is allowed only the participation of the students interested to enter in the exam.

4. It is obligatory that the exam to be held in lecturing room, exercising room, or other or other suitable facilities where may be present at least 10 students.
5. The right to enter in the exam belongs only to the students who have register the exam in the ordinary procedure, and which may be confirmed with the through the participation list prepared by the student's service.
6. The grades of the exams usually shall be composed of an average of grades taken in written and oral exam, if it is not otherwise stipulated in the syllabus of the respective module.
7. Students at the moment of entering into the exam shall have with them the card of student or Identity card for identification.

Article 31

The exams can be held before the Committee in the following cases:

- a) when it is provided in the program of study or syllabus of the module;
- b) when the student complains on the assessment made by lecturer in the exam.

Article 32

1. The student may complain separately on the evaluation of the written exam or on the evaluation of the oral exam
2. The student is entitled to review jointly with the lecturer the evaluation of the written exam. If the student does not agree with the assessment, he has the right to appeal it to the Director of the ISPE College on the assessment made by the lecturer of the module.
3. The deadline to submit the complaint is two days after the final results of the exam have been published.
4. If a student complains about the grade of the written exam, the complaint must be submitted prior to the oral exam, otherwise it is considered as the grade in writing is received.
5. If a student complains only for the grade of the oral exam it is considered that the grade in writing is not contested.
6. In case of submitting the complaint on the grade of exam, Director of College appoints a commission consisting of three members, which does not include the lecturer who evaluated the test.
7. The Committee makes the reevaluation of the exam, in the following day from the day of appointment, by keeping the same evaluation criteria which has been valid for other students in that exam.

8. The Committee's assessment is final and cannot be appealed.

Article 33

1. The student, as a rule is entitled to enter four (4) times to the exam in order to pass the exam at a certain module.
2. The Director of the College, with a strong justification, may allow the student to enter in the exam for the fifth (5) time. The enter in the exam for the fifth (5) time can be done even before the committee composed of three-member, as appointed by the Director of the College.
3. The number of failures in passing the exam does not count, if the student repeats the year of study.
4. If the student, in the repeated year, again fails four (4) times in the exam, he may lose the status of a regular student for this programme of study if the Director of ISPE so decides.

Article 34

1. All exams shall be held within the announced term of exams.
2. The regular terms of exams are: term of January (winter term), term of June (summer term), and term of September (autumn term).
3. Student enrolls the exam only once within the same term.
4. The Council of the College may ask from the Director of the College to announce the additional terms of exams, if considered that this contributes to the performance of the study process at the ISPE College. The additional terms of exams may be considered extraordinary and may be only announced in case of not significantly infringe the learning process at the College.

Article 35

1. The schedule of the ordinary terms of exams shall be announced at the beginning of every academic year. The schedule of exams shall contain notes on the day, the time and on the room/space in which the exam shall be held.
2. The student of the certain year and direction of studies may not have two exams from the obligatory modules of the last semester which he has participated in the same day.
3. The schedule of exams, once it is announced is obligatory for the lecturer and for the student.
4. The exams from the elective modules shall be organized dependless from the status of the exams of the student (there is no condition on enrolling the exams on elective modules).

Article36

In case when the student can not take part in the exam due to a force majeure, it is considered that the exam is canceled for a certain period of time.

Article 37

Based on his request, the student may be allowed by the Director of the College, to take the exam earlier or later if participating in an international exchange program to study or is doing practical training abroad during the specified period of time for examination.

COMPLETION OF THE STUDY

Article38

1. The bachelor studies shall be completed with the successful defence of the diploma thesis.
2. The successful defence of the diploma thesis shall mean that way of elaboration of the thesis that certifies the acquired skills by the student during the studies to interpret and apply the methods, theoretical and practical ones in solving the certain dilemmas from the field of study.
3. The student usually works and defends the diploma thesis individually. But in certain cases, the thesis can be worked and protected together by two or three students (research group), where it is clearly noted the contribution of each candidate.
4. In cases, when the diploma thesis is worked by more students decide the Council of the College.

Article39

1. The diploma thesis shall be registered in the final semester of studies with the relevant ECTS weight according to the schedule and the program of study.
2. The diploma thesis deals with the theme from the modules which belong to the certain field of study of College.

Article40

1. To obtain the topic of the diploma thesis the student makes the request for formalization of the diploma thesis.
2. The criteria that must meet student in order to get the eligibility to formalize the diploma thesis shall be defined in the program of study.
3. The request for formalization of the diploma thesis shall be taken by the student at the services office. The responsible person from the Office of the student services by the signature confirms that the student has fulfilled all its obligations and meets the requirements for obtaining the diploma thesis.

Article 41

1. For drafting the of diploma thesis it is scheduled the period of time at least one (1) and at most three (3) months from formalization.
2. In reasonable cases, this deadline may be may be extended for a maximum of two (2) months.
3. The request for the extension of the deadline on the completion of the diploma thesis with the respective justification shall be made by the student while the decision on approval shall be taken by the director of the College.

Article 42

1. At the beginning of each new academic year, the faculties/ programs of the College may submit to the Council of the College the proposals on the diploma topics.
2. The proposal on the diploma topics shall be made by each of the lecturer who teach on the certain field, after the topic of the thesis shall be noted the purpose of the topic and the literature.
3. The teacher who has proposed the thesis topic shall mentor the student until to the conclusion of the diploma thesis.
4. The Council of the College may approves the proposed thesis topics and announce the topic which are free to be elected for that academic year.
5. A lecturer cannot be charged with the mentoring with more than eight (8) diploma thesis for one (1) academic year, with except in extraordinary cases where it is permitted by the Director of the College.

Article 43

1. The diploma thesis shall be submitted by the student in four (4) copies at least seven (7) days before the day of defence.
2. If the diploma thesis of the candidate is positively assessed, then shall be written a report on the paper of formalization. Otherwise, in such a case, the confirmation of the mentor of the diploma thesis is needed.
3. Based on the report, the Director of College or the Manager of the respective program allows the defence and the day of the defence shall be defined.

Article 44

1. The defence of the diploma thesis as a rule is open for the public (with the request of the student it may be organised as closed for the public) and shall be kept before the Committee which shall be composed of three members, proposed and approved by the Manager of the respective Faculty/Program of study.

2. The Committee may keep minutes on the oral defence of the diploma thesis of the candidate.
3. The grade achieved on the defence, the Committee shall note it on the formalization paper.
4. The Committee shall take decision on evaluation of the student on the defence and on the preparation of the diploma thesis.
5. The Committee cannot withdraw without taken a decision/respective evaluation. The defence of the diploma thesis always ends with respective evaluation.
6. It is not allowed neither the complaint of the student on the assessment taken in the defense of the diploma thesis not the request of student for another second possibility to improve the assesment given by the Committee. The Committee's assessment on the defence of the diploma thesis is final.
7. In case when the Committee negatively assess (with not passing grade) the student on the defence of the diploma thesis, then the student has another second possibility to defend the diploma thesis. In this case, the student's thesis (dependless of the same or different thematic) shall be subject to another new assessment and the first assesment shall have no impact on the student's assesment.
8. The student who in two (2) succesive times fails in defending the diploma thesis (in case when the diploma thesis even in the second time has the same thematic), definitively loose the opportunity to graduate and consequently the status of the student.

Article45

To the candidate who has not submitted the diploma thesis in the extended deadline, or whose diploma thesis in writing or oral defence were unsuccfully shall be defined the new diploma thesis.

Article 46

1. The student graduated at the ISPE College in Basic University Studies shall obtain the title: Bachelor in the respective field of studies.
2. The overall success of student at the end of the studies shall be estimated with the average grade which represents the arithmetic average of the positive grades of all the modules. At the diploma it is noted the average grade during the studies and the grade of the diploma thesis.
3. The diploma on achieving the respective academic title shall be signed by: the manager of the respective faculty/program of study of the ISPE College and the Director of the ISPE College.
4. It is preferred the solemn handing of Diplomas.

5. Until to the receiving of the Diplomas, to the student is issued the Certificate on Graduation signed by the Director of the College.
6. In format and details of issuing the diplomas, the ISPE College respects the respective administrative instructions of the Ministry of Education.

Article 47

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

Pristina, 28.12.2011

The Chairman of the Council of the ISPE College

Prof. Dr. Hagen Lichtenberg

