



UNIVERSITY
OF APPLIED SCIENCES
— FERIZAJ —

Student Handbook

University of Applied Sciences in Ferizaj

This handbook will provide general information and guidance for the students of the University of Applied Sciences in Ferizaj and is based on:

- The Law on Higher Education in Kosovo
- The Temporary Statute of the University of Applied Sciences in Ferizaj
- The Regulation for Bachelor and Master's studies
- The Code of Ethics
- The Regulation for Student Disciplinary Responsibilities

The contents of this handbook are accurate at the time of its publication. The information may change depending on the circumstances and developments within the institution. UASF reserves the right to continuously update the information.

For more information visit our website:

www.ushaf.net

A word from the Rector

Dear students,

Welcome to the University of Applied Sciences in Ferizaj.

Choosing your profession and a lifelong career path is a decision which will shape and determine your future. This is why it's important to ensure that you have found the right place to develop and enhance your skills and abilities. I firmly believe that you have made the right decision by enrolling in our University, where you will have the opportunity to apply in practice everything that you learn in theory. From the moment of your enrollment, you have established a new lifelong connection which rests on reciprocal contractual laws and regulations.

Our University provides a modern educational environment, with attractive programs, qualified teaching staff, classrooms, labs, workshops and other essential instructional tools, as well as various activities which are of service to the mission we've set out to accomplish.

Study programs, course design, the expertise of the staff, our cooperation with businesses and the application of the curriculum in the workplace, are all advantages that make us effectual and competitive in marketplace, both locally and regionally.

You, the students, will always be a priority for the University, be it in regards to the educational process, or the preservation and promotion of your fundamental student rights, which will no doubt have an important role in your lives. You will be represented to the governing bodies by the Student Parliament, which will prevent any sort of injustice from being done.

Even though we are a new university, we have already proven that we can offer many opportunities for our students, and I remain dedicated to the advancement of the mission of our University.

Do good work and may you have a successful journey!

Sincerely,

Prof. Dr. Agron Bajraktari

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VISION

Our university is a national example of modernity, innovation and inclusivity, where theory is applied in practice and professional skills that benefit our society are developed.

MISSION

We are dedicated to providing the highest quality education and tutoring our students to be competent professionals and responsible citizens, who will then go on to develop a professional career and lead a productive life.

VALUES

- **Education:** Our University values education which is focused on employment, which balances theory and practice and places special emphasis on active learning and critical thinking, as well as encouraging the responsibility and wish for lifelong learning.
- **Ethics:** The University treats all of its members with dignity, respect, and equality.
- **Cooperation:** We build partnerships with students, alumni, businesses and industries, national and international governing institutions, the Accreditation Agency and the community which the University serves.
- **Excellence:** We continuously strive for excellence in education and innovation.
- **Diversity:** We embrace all ideas, beliefs, cultures and ethnicities.

GENERAL INFORMATION

Enrollment

All candidates that have passed the State Matura Exam are entitled to apply for enrollment, including those who are not Kosovo citizens.

The admission criteria are set by the Ministry and the UASF Senate.

Admission methods and criteria are regulated by the Bachelor and Master's studies regulations set by the UASF Senate.

Student status

The student status is earned upon enrolling in a program and being provided with an official document (student identification card).

All students are full-time students as our institution does not organize part-time studies.

All study programs at the University are accredited by the Kosovo Accreditation Agency.

The University offers studies of all accredited programs at two levels:

- a) Professional Bachelor's and Bachelor of Science and
- b) Master's studies

National qualifications framework determines our students' level of qualification.

Bachelor studies consist of 6 semesters (3 years). Each semester has 30 ECTS credits and upon graduating the student must have 180 ECTS credits accumulated.

Master's studies consist of 4 semesters with 120 ECTS. Each semester has to have at least 30 credits, whereas upon graduating the student must have 180 ECTS accumulated.

Bachelor studies are level VI, whereas master's studies are level VII. In certain study programs students are required to defend a thesis in order to graduate, while in others they graduate upon passing their last exam.

A Bachelor's degree is awarded after completing three years of undergraduate studies, while a Master of Science degree is earned after completing master's studies.

Students are provided with a certificate of grades and a diploma.

A supplementary certificate may be provided upon request.

Studies

Each study program at UASF is carried out during the academic year, which is organized into two semesters. Lectures in one academic year correspond to 1500 study hours, whereas one ECTS credit is equal to 25 hours of study work.

The winter semester starts on 01.10.- of the respective year and ends on 15.01.- of the following year (15 study weeks), whereas the summer semester starts on 16.02.- of the respective year and ends on 31.05.- of the same year (also 15 study weeks). The number of ECTS in one academic year, according to the European System, is 60.

Courses

Studies are carried out in accordance with the syllabi of the accredited study programs, which are then applied to various courses, both mandatory and elective.

Course registration

Course registration is done at the start of each academic year, on the University Management System online. Course registration is required for each study program.

Student vacation

Summer vacation consists of July and August.

Weekly vacations, national holidays and other activities are also included by the legislations and decisions made by the governing bodies of UASF.

Degree and study recognition

The recognition of studies is carried out in accordance with the rules of Lisbon Recognition Convention as well as Ministry regulations.

The University recognizes qualifications (degrees and diplomas) of licensed national and international institutions of higher education which are verified by MEST according to recognition procedures in compliance with the MEST administrative directive, as well as the provisions of the UASF Statute (article 104 of the UASF Statute).

Change of study program

Students can change their study program by discontinuing their studies in a particular study program and beginning them in a different program, either in the same academic unit of the University or in a different one. This change can be done between study programs in order to achieve the same level of education.

During this procedure, the student is legally permitted to begin studies in a new study program if at least 50% of all exams of the program are passed and if they are in compliance with the program that the student wants to continue their studies in.

Enrollment in a new study program is permitted
no earlier than the second year of studies, or
in the year following that of the initial study program.

For more information, see article 110 of the UASF Statute.

Student mobility

Mobility as part of the Erasmus+ program, financed by the European Commission, allows students who have completed their first year of Bachelor studies to participate in an exchange program through the contest announced by UASF online in advance.

Master's students are entitled to apply in the first semester of their studies.
For more information, see UASF Mobility Regulation.

Lectures (organizing the learning process)

Lectures and other forms of teaching are all based on the course syllabus.

Students are required to attend all lectures organized as part of a course planned on the syllabus.

Attendance sheets are used to track and monitor student attendance in lectures.

Entry requirements for a new study year

Students are only able to register a new study year when they have completed the previous one in accordance with the study program. The only exception is the second year of studies, which students can register if they have passed all but two exams of the previous year.

Students can register the third year of studies only if they have passed all their first year exams and if they have passed all but two exams of their second year of studies.

The University Senate can set new passing criteria and requirements for the registration of the new academic year.

Master's students can register their second year of studies if they have managed to accumulate 50% of the first year credits. The number of years that master's students are permitted to register can only be twice the number of the studies or equivalent to the regular number of studies.

Repeating a year

Students which have not met the criteria to register the subsequent year of their studies have to repeat the year. Students may enroll in the same study program or a modified program which is offered for that study year. The highest number of registered years permitted is equivalent to the regular number of studies. Only one registration of one year is permitted and the same academic year may not be registered twice in a row.

If the student requests to register the same study year again, it is regarded as a discontinuation of studies. For more information, see Article 117 of the UASF Statute, as well as the Regulation for Bachelor and Master's studies.

Practical work

In order to equip the students with the necessary professional skills and prepare them to enter the workforce, the University organizes practical work in certain study programs. This practical work is carried out in various companies with which the University has a signed cooperation agreement. During their practice, students are supervised by their course instructors and company managers. The company also makes an assessment of the students' work, which in turn affects the final grade in the course which the student has done practical work.

The organization of practical work is carried through in compliance with the UASF's manual for the realization of practical work.

Graduates

Upon completion of the last year of studies, students are given a period of two academic years to pass all their exams.

During this time, students must pass their diploma exam in order to successfully complete their studies. During this period students have the graduate status.

Students that are not able to pass their diploma exam on time can submit a request to the dean of the faculty for the extension of the period to another academic year.

Graduates are required to repeat a year.

For more information, see the Temporary UASF Statute.

Temporary discontinuation of studies (suspension)

Students may temporarily discontinue their studies for the duration of one academic year, granted that they provide the necessary documents to justify it. The suspension starts at the beginning of the academic year, on condition that students fulfill all their obligations to the institution.

The period of temporary suspension is not taken into account in the full duration of the studies.

After completing the suspension, students are required to get back to their studies with all their rights and obligations. For more information, please see Article 118 of the Temporary UASF Statute.

Knowledge assessment

At UASF, knowledge assessment is continuously practiced in various forms and methods. The aim is to estimate the students' work in order to achieve and preserve the quality of knowledge. These methods are practiced in accordance with the syllabi of the respective courses. Attendance, participation in various activities in the classroom, mid-term exams, presentations, assignments, practical work and the final exam are all components which are taken into account in the assessment of each student's work.

Students also have the opportunity to assess the academic and administrative staff on their performance, communication with students, commitment, and dedication in their work. The process is carried out by using assessment forms, which are all anonymous.

Examinations

Examinations are either organized separately for each course or are combined for more than one course depending on the study program (exams with committee).

The examination sessions take place at the end of each semester, after the completion of lectures.

Examinations take place in three terms:

- Winter term, which takes place at the end of the first semester.
- Summer term, which takes place at the end of the second semester.
- Fall term, which takes place in September.

Students may be allowed additional terms with the Senate’s decision.

Examinations are public and are organized in the following ways:

- Written;
- Oral;
- Written and oral;
- Practical.

Examinations may be held with a committee if:

- Students submit a complaint,
- It has been so decided by the study program.

The knowledge assessment methods and criteria for passing the exam are determined by each course’s study program. The authorized instructor publishes the grades on UMS. For more information see the Regulation on the University Management System (UMS).

Description	Grade	Letter grade
Excellent	10	A
Excellent	9	B
Very good	8	C
Good	7	D
Satisfactory	6	E
Poor	5	F

Registration of examinations

The registration of examinations is carried out based on the schedule which is published at the start of the academic year. The examination schedule is organized in a way which doesn't allocate more than one exam a day for the students.

The schedule of the registration of examinations, examination schedule, abstinence from exams or failure to show up on the day of the exam, taking exams earlier, recognition of exams and other issues are all regulated by Article 96 of the UASF Statute, as well as the Regulation for Bachelor and Master's studies.

The duration of a written exam cannot be longer than three hours, whereas oral exam two hours.

The exam schedule may change upon request of the students or the course instructor.

Exam administration and observation

It is the responsibility of the course instructor to administer and carry out the exam. All members of the academic staff are required to ensure that students are provided with the necessary means to be as successful in examinations as possible, by maintaining order and silence in the classroom during examinations.

Announcing and changing grades

After the examination takes place, the course instructor is given 48 hours to announce the grades on UMS.

For more information on issues related to the student's rights and responsibilities, see the Regulation for Bachelor and Master's studies.

Grade certificate

After the examination takes place, the grades are registered by the Office of Student Services. The office may also divulge the grades upon the request of the student. Students have access to the system to only be informed about their grades, but not use them as an official document due to the lack of a signature and seal by the official in

charge. Students have to file individual requests in order to be provided with a grade certificate.

Loss of student status

Students may lose their student status due to the following reasons:

- when they decide to discontinue their studies;
- when they complete their studies;
- when they fail to enroll in to the academic year;
- when they fail to complete their studies for twice the duration of the studies;
- when the amount of times they have registered a year reaches its limit and they still have not been able to successfully complete their studies;
- in the event they are expelled after due disciplinary procedures.

Student rights and responsibilities

Students who are admitted to the University have the right to:

- Attend all lectures, seminars and other study activities organized in each course of the chosen study program;
- Make use of the university library and other student services;
- Participate in elections for their representative in the governing bodies of the University: Scientific and Educational Council, the Senate and others such as the Ethics Council, the Disciplinary Student Committee, etc.

Students must carry out their duties with due dedication and impartiality. In case of a conflict of interest, members elected by students will not attend meetings of the governing bodies of the University.

Students do not risk their student status and other privileges at the University by expressing their opinions and ideas.

They have the right to complain about the teaching quality or the University infrastructure, as well as oppose decisions or actions taken against them by the University, at the Ministry or in Court.

Students are required to:

- Comply with the University regulations;
- Comply with the rights of the personnel and other students;
- Be attentive in their studies and participate in academic activities;
- Attend lectures in accordance with the program's rules;
- Be well mannered and courteous in and out of University spaces and not disparage it;
- Comply with the rules of the Code of Ethics;
- Pay necessary study taxes and fees.

For more information on student rights and responsibilities see Article 115 and 116 of the Temporary UASF Statute.

Student organizations

Students are permitted to set up organizations which all students can be members of.

Each student organization has to have its own statute which is approved by its members in accordance with the general regulations of the Steering Council and approved by the appropriate Ministry.

The Statute must include principles for equal and non-discriminatory opportunities.

The Student Parliament represents students' interests.

The members of the Parliament are elected in compliance with the Regulation for student elections.

Suggestions for Parliament members are made depending on each year's election results.

The Statute and the Regulation for the Student Parliament determines the nomination, mandate, number of members and their election to the Parliament.

Scholarships

UASF offers scholarships for students who excel in their studies as a way to further motivate them and achieve higher educational quality. Any student that meets the criteria set by the UASF Steering Council can be awarded a scholarship.

University library

The University library has various scientific and research publications and is accessible both by the academic staff and the students.

Students have access to literature and theses which they can borrow and use in the dedicated reading spaces at the University.

Our aim is to continuously furnish the library with contemporary literature and more scientific and research publications which students can use.

Information Technology Services

Information technology has an important role and its application is in its beginnings. Students can receive services and information from the Information Technology Officer.

Identification card

All students are provided with an ID card as soon as they enroll at UASF, which is used to identify their status.

Student fees

The first year of Bachelor studies is free for all students. Second and third year students pay 50€ a year, i.e. 25€ per semester.

Master's students pay: 300€ in for their first year, i.e. 150€ per semester and 150€ for the registration of the third semester. The fourth semester is free as students have to pay 100€ for their thesis defense.

In both study levels, students have to pay 25€ for a copy of their diploma, and 5€ for the certificate of grades.

The registration of exams for the Master's students costs 2.5€.

These fees are determined by the Ministry.

Financial benefits

The University pays special care to the motivation of students. This motivation is manifested in the organization of study visits that contribute to the students' professional growth, supporting various student projects, awarding of scholarships, as well as giving the top student award.

OTHERS

UASF Ethics council

The council promotes and preserves the positive values between the academic and administrative staff. Its primary function is to investigate cases in which there has been an ethical breach by not only the personnel, but students too. For more information see the Code of Ethics.

Maintenance

All University employees (academic staff, administrative staff and associates), as well as its students, are prohibited from damaging the building or any other property of the University in any way. Special care should be taken to preserve the inventory and maintaining a clean environment. This includes the open spaces of the University.

Smoking is strictly prohibited in all university-owned buildings. Consumption of alcohol and narcotic drugs is also prohibited and the University will impose disciplinary and legal sanctions on all those who violate the standards of conduct.