

According to article 49 section 1.3. of the Temporary Statute of the University of Applied Sciences in Ferizaj (UASF), the Senate of UASF, on 09.01.2020, approves

## THE REGULATION FOR UNDERGRADUATE STUDIES (Bachelor Studies)

### **I. General provisions**

#### Article 1

The Regulation for Undergraduate Studies (hereafter: “Rule book”) in the University of Applied Sciences (hereafter: “University”), the following issues are defined and regulated:

- Mission and goals
- Admission requirements;
- Study programs;
- Determinants of academic achievements;
- Bachelor’s thesis;
- Studies recognition;
- Academic year;
- Language of studies;
- Students, rights and responsibilities;
- Student organization;
- Disciplinary responsibility;
- Temporary directives

## II. University admission

### Article 2

The number of admissions for undergraduate programs is decided by the Senate with a proposal from the Learning/ 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 a right to apply to University.
2. Candidates who have completed secondary, without the Mature Exam, and possess the necessary diploma have to sit an entrance exam in order to be able to enroll in 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 and Technology 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;
- Secondary school transcript;
- Verification for the assessment in the Matura Exam subjects;
- Birth certificate;
- Identification card (copy);
- Application payment, decided by the Ministry.

## 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 which is decided by the Ministry.

### **III. Study programs**

## Article 7

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

## Article 8

1. The University offers undergraduate programs (Bachelor) of the first cycle according to the European Qualifications Framework, which consist 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 the following academic programs:
  - Industrial Management (Bachelor of Science)
  - Hotel and Tourism Management (Bachelor of Science)
  - Industrial Engineering and Information Technology (Bachelor of Science)

- Interior Architecture and Furniture Design (Bachelor of Science)
  - Design and Construction of Wood Products (Professional Bachelor's Degree)
  - Graphic Design and Multimedia (Professional Bachelor's Degree)
3. Upon successful completion of undergraduate studies, the student earns a Bachelor's degree, depending on the department or area of study.

## Article 9

Upon successful completion of Bachelor studies, the student is qualified for the following fields:

### **1. Industrial Management:**

- Implementation of knowledge about theoretical concepts and disciplines that support the management of industrial technology
- Demonstration of critical thinking in solving complex, industrial problems in the management of technology
- Clear articulation of complex and sophisticated ideas by using a wide range of media and formats
- Performance of activities with good social and leadership skills as well as a clear demonstration of responsibility
- Development of management and teamwork skills, as well as the ability to coordinate relevant tasks and programs

### **2. Tourism and Environment Management**

- Study and gain basic knowledge on qualitative management in Hotel and Tourism
- Employment opportunities in hotel businesses, especially management of businesses
- Employment in travel and tourism agencies
- Preparation of projects related to the field of hotel and tourism

### **3. Industrial Engineering and Information Technology**

- Understanding of basic concepts of mechanical engineering

- Recognition of different types of artificial materials and the technology of their processing
- Development of practical skills for the production of various materials, especially plastic ones
- Mastery and application of theoretical and practical knowledge in conducting a research project/paper (such as a thesis)

#### **4. Interior Architecture and Furniture Design**

- Study and gain basic knowledge on wood materials and their properties, methods, techniques and processing technology, as well as quality control in general
- Projection, construction, reconstruction and practical implementation of projects in the process of production and assembly in interior and exterior
- The furnishing of public and individual buildings while using their own projects or potential clients
- Work in project studios and manufacturing enterprises, wherein they implement and execute furniture projects and interior design
- Involvement with furniture manufacturing enterprises, manufacture wood industry products, special products and sublimation of wood products.

#### **5. Design and Construction of Wood Products (Professional Bachelor's Degree)**

- Ability to sketch products,
- Understanding of the components of Design and Construction of Wood Products,
- Demonstration of critical thinking in solving complex problems related to interior and wood construction,
- Implementation technical skills which are to be applied in product manufacturing,
- Design and constructive selection of products that are to be manufactured,
- Practice of efficient communication skills with enterprise employees,

- Calculation of the price of manufactured products and ability to manage product manufacturing

## 6. Graphic Design and Multimedia (Professional Bachelor's Degree)

- Analysis of various professional artistic problems;
- Application of skills and knowledge in carrying out various activities in the field of graphic design
- Contribution to new ways of thinking and innovative processes
- Individual and group work when dealing with theoretical and practical problems (finding and applying adequate methods in scientific research);
- Comprehension of the complexity of the processes of graphic press operation and design services;
- Utilization of modern computer software (Corel Draw, Adobe Photoshop, Adobe InDesign, Adobe Flash, Adobe Illustrator, Adobe Dreamweaver, Open source web (wordpress) etc.) when designing and providing graphic press and design services;
- Planning, initiation and execution of various projects in the field of graphic design and multimedia (audio, video);
- Management of work protection and security as well as environmental protection.

### Article 12

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

### Article 13

**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 Docents. Only academic staff with the academic rank of full-time professor, associate professor, assistant professor and in certain cases personnel with Master's degree, but only under the supervision of personnel with the rank of assistant professor or higher, with the suggestion of the Council and approval of the Rector.

## 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. Professional practice
5. Practical exams

### 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 on campus and they include:
  - 3.1. Written exams;
  - 3.2. Oral exams;
  - 3.3. Written and oral exams;
  - 3.4. Practical exams.
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. If 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 is appointed by the study calendar.
4. The starting date and ending date of each exam term is suggested by the Council and is approved by the Senate.
5. Exam timetables are announced at the start of each academic year for the entirety of year.
6. Exam timetables are appointed in a way which ensures that students do not have more than one exam in a day.
7. Exam timetables must be respected both by the instructor and the student.

#### Article 16

1. Exam registration begins no earlier than 6 weeks before exams end, and no later than 8 days before they begin.
2. Exam timetables are announced no later than three days before the date that the exams are scheduled for.
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 from 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 which 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 request an additional 12 months of the graduation period from the dean.

## **Bachelor's thesis**

### Article 20

1. Undergraduate studies are completed when the student passes the last exam. The only exception is study programs which 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

Bachelor's thesis 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 in 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 later.
4. If the candidate fails to receive positive evaluation for the defense, 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. 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.

#### Article 26

Upon successful defense of the thesis, the student completes his or her studies and earns a Bachelor's degree. 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 MEST, as well as those of the UASF Statute, the University

accepts qualifications (titles, diplomas, exams) from licensed national or international institutions of higher education.

2. In accordance with the Administrative Directives of MEST 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 to recognize diplomas received from professional higher education schools, university degrees and study certificates 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 keeping with the existing study programs of the academic year which is 12 months long. The academic year begins on the 1<sup>st</sup> of October and ends on the 30<sup>th</sup> 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 1<sup>st</sup> of October and ends on the 15<sup>th</sup> of January. The summer semester starts on the 16<sup>th</sup> of February and ends on the 31<sup>st</sup> 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 39 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 labor 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. To comply with University regulations;
2. To 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 student may apply for an extension of study time of one or two years. The decision is taken by the Council. If a positive decision is made, the student will have the status of a regular student again.
3. The Council shall apply the special rules for maintaining the status of full-time student in the following cases:
  - 3.1. For special achievements in the field of sport, certified by amateur or professional status at regional level or above;
  - 3.2. For individuals with physical disabilities, including sight and hearing, or mental disabilities, certified with a doctor's certificate.

4. The decision to register shall be taken annually by the Council.
5. The student may request temporary suspension from the status of 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;
6. Other justified cases. The decision is taken by the Council.

#### Article 37

Full-time student status is maintained within two years after all exams have been completed. During this time the student must take the diploma exam to complete their 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 Board 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 enrollment time 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.

## **X. Student organization**

#### Article 39

10.4. Students have the right to establish student organizations to which all students may belong.

10.5. Each student organization has its own statute that is approved by its members in accordance with general regulations issued by the Governing 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 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 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 Governing 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

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

Rector

Prof. Dr. Agron Bajraktari

[Signed]

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