

Rector
Prof.Dr. Agron Bajraktari

Nr. Prot.: 44/20; Date: 09.01.2020

Pursuant to Article 49, point 1.3. of the Provisional Statute of the University of Applied Sciences in Ferizaj (UASF), UASF Senate, dated 09.01.2020, approves

STUDENT TRANSFER REGULATION

I. General Provisions

Article 1

The Regulations for the transfer of students (hereinafter referred to as the "Regulation") at the University of Applied Sciences in Ferizaj (hereinafter: the "University") define and regulate matters:

- Changing the study program within the University;
- Balancing curricula;
- Administrative procedures in case of transfer
- Transfer from other Universities
- Equivalence of grades and ECTS credits;
- Knowledge of prior studies on transfer
- Transitional provisions;

II. Change of study program

Article 2

The student may change his/her study program by completing a course of study in one study program and commencing a study program at another Faculty or another University faculty.

Article 3

Replacement of the study program is possible between the study programs in order to achieve the same level of education in accordance with the provisions of the Statute.

III. Balancing Curriculum

Article 4

During the change of study program the student is legally allowed to start the new study program if at least 50% of the exams have been successfully taken during the old study program and accepted into the new study program.

Article 5

Students are allowed to enroll in the new program of study:

1. At least in the second year of study and at the beginning of the following academic year.

Article 6

The study program cannot be changed if the student has to re-enroll in the first year of study in the new program.

IV. Administrative procedures for transfer

Article 7

The student must submit the request for a change of study program to the Faculty Studies Commission where he/she wishes to continue his/her studies. Attached to the application should be an overview of the grades in the original as well as syllabuses for the respective subjects based on the previous study program.

Article 8

1. The study commission shall determine the individual obligations for changing the study program in accordance with the rules of the study program.
2. The decision to change the study program is taken by the Teaching/Scientific Council.
3. Appeal against the decision to refuse to change the study program must be made to the Senate within 15 working days of the publication of the decision.
4. The Senate shall, within 30 working days of receiving the appeal, make a final decision in administrative proceedings.

V. Transfer from other Higher Education Institutions (HEIs)

Article 9

When changing a study program from one University (HEI) to the University, the same rules apply as when changing a study program within the University (Faculty) except students transferring from other HEIs, the application must include evidence of program accreditation.

VI. Equivalence of grades and ECTS credits;

Article 10

Acceptance of grades(equivalence) and ECTS-credits of the exams given under the new program of study is done on the basis of the criteria set out in the Bachelor and Master studies regulations by the Study Commission, while the decision is made by the Teaching/Scientific Council.

VII. Transitional and Final Provisions

Article 14

For matters not covered by this Regulation, the provisions of the Law on Higher Education of Kosovo and the University Statute shall apply.

Article 15

The regulation comes into force on the day it is approved by the Senate.

Article 16

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

Rector

Prof. Dr. Agron Bajraktari

[Signed]
