

On the basis of Indent 9 Article 27 of the Statute of the College ESLG the Management Board of the College adopted the following

THE STUDY REGULATION OF COLLEGE ESLG

- I. General provisions
- II. Undergraduate study program Law (LLB)
- III. Undergraduate higher education study programme Law and Management of Real Estate and Infrastructure (BA)
- IV. Postgraduate masters' study programme in European Economic Law (LLM), Management of Real Estate and Infrastructure (MA), and Energy Management (BA);
- V. Postgraduate doctoral study programme in Management of Real Estate and Infrastructure (PhD),
- VI. Revocation of academic and scientific title
- VII. Examination and evaluation of knowledge and examination regulations
- VIII. Compulsory traineeship
- IX. Disciplinary responsibility of students
- X. Awards and commendations
- XI. Carrying out academic requirements as a citizen
- XII. Rights and responsibilities of students with special status
- XIII. International exchange of students
- XIV. Transitional and final provisions

I. General provisions

1. Article

(contents of rules and regulations)

These rules and regulations regulate the requirements for enrolment into the undergraduate, masters and doctoral study programmes, parallel enrolment, requirements for advancing to the next year, for conditional and exceptional enrolment and the requirements, procedures and deadlines for the completion of studies.

These rules furthermore regulate the granting of awards to students whose undergraduate, master's theses or doctoral dissertations have been proposed as above average.

The rules and regulations also regulate the requirements, procedure and financial obligations of candidates (citizens), who are not students of the College ESLG(hereinafter: the College) and want to complete an individual or more than one academic requirements, the individual rights and responsibilities of students with special statuses as well as the international exchange programme.

2. Article

(time limits)

Saturdays, Sundays, holidays and public holidays are not included in the measuring of the time limits, set in these rules and regulations.

The time limits set in these rules and regulations for the College Senate, the Study Committee and other committees, as well as deadlines for technical reviews are not measured during holidays as are determined with the academic calendar for each academic year.

3. Article

(the grammatical form of expressions)

In the rules and regulations, the expressions used, written in the male gender grammatical form, are to be considered as neutral for both men and women.

II. Undergraduate study programme in Law (LLB)

Enrolment requirements

4. Article

(requirements for enrolment into the 1st year)

To enrol into the 1st year of the undergraduate study programme Law (LLB) the candidate must fulfil the following requirements:

- successfully completed the matura exam or
- completed secondary school.

Suitable matura subjects, that the candidate completes as a requirement for enrolment following the successful completion of their vocational matura, include the following subjects: history, psychology, philosophy, sociology, and economics.

The enrolment requirements are also fulfilled if the candidate has completed a equal education abroad.

5. Article

(enrolment requirements regarding criteria for transferring)

For enrolment following the criteria for transferring the candidates register using the electronic application, the procedure is lead by the College.

To enrol into the 2nd year of the undergraduate university study programme Law (LLB) the candidate must fulfil the following requirements:

- graduates of university and professional higher education study programmes, if they fulfil the requirements for enrolment into the university first-cycle study programme Law;
- graduates of professional higher education studies, who have not completed their matura exam, if they completed their professional higher education studies with an average grade of at least 8;
- graduates and students of higher education study programmes, who fulfil the requirements for enrolment into the university first-cycle study programme Law and fulfil the requirements for enrolment into the 2nd year of the study programme in which they have enrolled;
- graduates of higher education study programmes in Law adopted during the Pre-Bologna process;
- Graduates of higher education study programmes, if they fulfil the requirements for enrolment into the university first-cycle study programme Law and who completed their higher education studies with an average grade of at least 8;

When advancing to the 2nd year, the candidate's missing requirements are determined and have to be fulfilled if they want to graduate from the new programme. Candidates can obtain more detailed information from the College.

To enrol into the 3rd year of the undergraduate university study programme Law (LLB) the candidate must fulfil the following requirements:

- graduates of university and professional higher education study programmes in the fields of social sciences and business, if they fulfil the requirements for enrolment into the university first-cycle study programme Law;
- graduates of professional higher education studies in the fields of social sciences, business and law, who have not completed their matura exam, if they completed their professional higher education studies with an average grade of at least 8;
- students of undergraduate study programmes in the fields of social sciences, business and law, who fulfil the requirements for enrolment into the university first-cycle study programme Law and fulfil the requirements for enrolment into the third year of the study programme in which they have enrolled;
- graduates of the higher education study programme in law, adopted during the Pre-Bologna process.

When advancing to the third year, the candidate's missing requirements are determined and have to be fulfilled if they want to graduate from the new programme. Candidates can obtain more detailed information from the College.

6. Article (enrolment limitations)

The ESLG may limit the number of students enrolled in the academic year if the number of candidates submitted is greater than the number of students, who College ESLG has the space and staffing opportunities to accommodate all. The number is limited by the proposal of the Senate of College ESLG.

In the case of restricted enrollment, the College ESLG shall apply the following enrollment conditions as:

- Matura Exam score consists 20% of points;
- The average grade of four years of high school study consists 60% of points;
- Result of TOEFL Institutional Test consists 20%.

The Study Committee rules on this issue.

7. Article (application)

Anyone may enrol into the undergraduate study programme if they fulfil the requirements determined in Article 4 and 5 of these rules and regulations and submit an application for enrolment into the undergraduate programme in a timely manner (hereinafter: the application).

The application must include:

- an electronic application submitted on website;
- the original or certified copy of the certificate of completion of their matura exam or other appropriate secondary education;
- the original or certified copy of the certificate of their matura exam grades or other appropriate secondary education;
- a photocopy of a personal identification document.

In addition to the documents listed in the previous paragraph of this article, the applicant can submit the original or a photocopy of their transcript of records for the possible recognition of exams at the Faculty, as well as the original or certified copy of their certificate of graduation.

Advancing to the next year

8. Article (requirements for advancing to the next year)

To advance from the 1st year to the 2nd year, by the end of the academic year, a student must complete all their requirements determined for the particular study programme for the advancement into a higher year, or must have achieved at least 30 credit points with the successful completion of courses of the year, in which they are enrolled.

To advance from the 2nd year to the 3rd year, by the end of the academic year, a student must complete all their requirements determined for the particular study programme for the advancement into a higher year, or must have achieved at least 30 credit points with the successful completion of courses of the year, in which they are enrolled, under the condition that they have completed all requirements from the 1st year.

Students enrol into the higher year in the same time period set for enrolment into the first year. This provision is also valid for students who are repeating the year.

9. Article
(conditional enrolment)

A student can advance to the next year, if they have one academic requirement remaining to complete the general conditions determined in Article 8.

The Study Committee decides on the conditional advancement to the next year on the basis of a written application from the student. The request must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20.9. of the current year.

10. Article
(exceptional enrolment)

Exceptional enrolment into a higher year is possible without two or more incomplete requirements, in regard to the completion of the general conditions for advancement, on the basis of a justified reason. A justified reason is only considered if it is possible to expect that the student will be able to complete their academic requirements in a timely manner.

The following reasons may be considered for exceptional enrolment, if they are supported with the appropriate evidence: motherhood; illness, that continuously lasted more than two months during exam periods, taking into account the nature of the illness; participation in top-level professional, cultural and sporting events; active participation in the faculty's bodies; exceptional family and social circumstances; or they are recognised as persons with special needs. These justified reasons must be substantiated by the student with credible documents.

The Study Committee decides on the conditional advancement to the next year without the fulfilment of some of the requirements on the basis of a written application from the student. The request must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20.9. of the current year.

11. Article
(faster advancement)

If a student demonstrates above-average academic results, it is possible for them to advance faster, if this is possible with regard to the academic process.

A student is enabled faster advancement if the completion of their study requirements and exams in courses from lower years has been above average and if their average grade is at least eight.

The decision regarding this is made by the Senate on the basis of the candidate's request and the reasoned opinion of the Study Committee. With the decision, the means of advancing faster is determined.

Repeat enrolment

12. Article (requirements for repeating the year)

A student who has not completed all their requirements determined in the study programme for the enrolment into a higher year, may repeat the year only once during their time enrolled at university, if they had so far not repeated a year or changed their study programme or field of specialisation due to the unfulfillment of requirements in their previous field of specialisation or study programme.

The Study Committee decides on repeated enrolment on the basis of a written application from the student. The request to repeat a year must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20. 9. of the current year.

4. Parallel studies

13. Article (definition of parallel studies)

Parallel study is a study on separate study programmes. A student who successfully completes study requirements for all study programmes is awarded a separate diploma for each of the completed study programmes.

Upon successfully completed first year of study, a student can additionally enrol into another study programme if they meet that programme's enrolment criteria.

14. Article (conditions for parallel studies)

A student interested in parallel study submits with their application a certificate of completed requirements for enrolment into a higher year at the higher education institution they are already enrolled at, and consent for parallel studies of the competent authority of this institution.

With its rules and regulations, the Faculty determines the criteria in the case of limited enrolment into the study programme within parallel study.

A student enrolled into a study programme within parallel study has the same rights and obligations regardless of the rights and obligations they have already received at the parent faculty.

Changing the mode of study

15. Article (changing the mode of study)

A student may, subject to the provisions of the Higher Education Law, once during the time of their studies change the mode of study.

A student that was enrolled part-time in a lower year can enrol as a full-time student if they fulfil the requirements listed in Article 8 of these rules and regulations. The number of enrolment places for changing from the part-time mode of study to the full-time mode of study is limited by the number of places designated for full-time study in the 1st year.

In the event that the demand exceeds this number, those candidates with a higher academic grades have an advantage, where the overall grade average of the candidate on the day of processing the request is considered. A student, who has already exercised their right to two full-time enrolments or a full-time enrolment and a repeat of the year, no longer has the right to be enrolled in the full-time mode of study.

The provisions with regard to the transfer from the part-time to the full-time mode of study are also reasonably used in the transfer from the full-time to the part-time mode of study.

The request to transfer to a different mode of study must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20. 9. of the current year.

Student status

16. Article (student status termination)

The student's status is terminated, if the student:

- graduates;
- does not graduate from the bachelor study programme in 12 months following the conclusion of the last semester;
- withdraws;
- does not enrol into the following year or semester during their studies;
- was expelled.

Regardless of the second indent of the previous paragraph, the student's status is terminated at the conclusion of the last semester, if the student repeated the year or changed their study programme or field of specialisation.

In the event of the second and fourth indent of the first paragraph and second paragraph of this article, the student, due to justified reasons, may extend their student status, but for the maximum of one year.

The following reasons may be considered for extending their student status, if they are supported with the appropriate evidence: motherhood; illness, that continuously lasted more than two months during exam periods, taking into account the nature of the illness; participation in top-level professional, cultural and sporting events; active participation in the faculty's bodies; exceptional family and social circumstances; or they are recognised as persons with special needs.

Student mothers who give birth during their time at university have the right to extend their student status for one year for the birth of each live-born child.

The Study Committee decides on conditional advancement to the next year on the basis of a written application from the student. The request must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20.9. of the current year.

17. Article (graduation year status)

A student who is enrolled into a first cycle study programme and who until the conclusion of the academic year has already exercised the right to repeat a year or change the study programme or field of specialisation due to failure to complete the study requirements within the previous field of specialisation or study programme can take the advantage of 12 months of graduation year status following the end of the last semester.

A student who is enrolled into a first cycle study programme and who until the conclusion of the academic year has not yet exercised the right to repeat a year or change the study programme or field of specialisation due to failure to complete the study requirements within the previous field of specialisation or study programme, loses the student status following the end of the last semester if during their study including since the academic year they have repeated a year or changed the study programme or field of specialisation.

The graduation year status ceases, if the student graduates in this time.

A student must submit a request to be enrolled in the graduation year status at least 10 days before the expiration of the time limit for enrolment into a higher year, which is by the 20.9. of the current year.

18. Article
(fulfilling academic requirements after loss of student status)

A student, who does not fulfil the requirements for enrolment into a higher year or for repeating a year, or their time limit for the completion of their studies has expired, loses their student status, and the College enters them into their records as a student without a student status.

A student without student status must settle the financial obligations for each exam, term paper or diploma thesis equivalent to the credit points (hereinafter: CP) to be able to complete their missing requirements (exams, term papers, diploma thesis). The basis for the value of CP is the tuition fee for the current academic year.

The bill for the missing requirement is sent to the student by the Office for Student Affairs.

On the basis of payment of the individual missing requirements equivalent to the CP, the student may take each individual exam three times.

In special, justified, cases, the Board of Directors may decide otherwise.

Continuation of studies after cessation

19. Article
(counting the cessation of studies)

The cessation of studies is counted from the day when the student no longer has their student status. Examples of student status loss are defined in Article 14 of these rules and regulations.

20. Article
(cessation of studies)

If the student discontinues their studies for less than two years, they are able to continue and complete the same study programme that was valid at the time of enrolment.

If more than two years have passed since the student discontinued their studies, they must submit a request to continue and complete their studies to the Study Committee, with the intention of continuing and completing their studies. On the basis of a positive resolution, a contract is concluded for the continuation and completion of studies, with which the mode of taking exams, preparing term papers and diploma theses is determined, as well as the deadline for completing their studies and means of payment in accordance with the Faculty's price list.

If during the cessation of studies, the study programme has changes, the academic committee mentioned in the previous paragraph may determine bridging exams or other additional requirements as a condition for the advancement or completion of studies.

If due to the progress of the profession during a prolonged interruption of studies, knowledge that was required on an exam prior to the termination of studies has become inappropriate, the academic committee, in addition to the bridging requirements, can determine that the student must repeat certain exams or other requirements that had already been completed before the interruption of studies. On the basis of the payment of the individual missing requirements equivalent to the CP, the student may take each individual exam three times.

Completion of studies

21. Article (requirements for the completion of studies)

The concluding academic requirement that a student has to complete is their diploma thesis - which they prepare and successfully defend to obtain the professional title of Bachelor of Law (abbrev.: LLB).

It is possible to defend the diploma thesis after first completing all other academic requirements and settle any outstanding financial liabilities towards the College.

In the event that the student wishes to continue studying on the second cycle, they can, as an exception, obtain the title of Bachelor of Law also by writing a text in the form of an article that follows all the criteria for writing a scientific article (graduate scientific article). The Study Committee decides on the request in which a student requests the direct transition and to which a special statement on the continuation of their studies.

The content of the scientific article must be in accordance with the field of the study programme. The length of the article should be at least 5,000 words which equals approximately 16 typewritten double-spaced pages 32 lines long with approximately 60 characters per line or roughly 30,000 characters including spaces.

The student submits an application for the assessment of the suitability of the article to their mentor. When their mentor determines that the article is suitable, the student defends the article following the same procedure defined for the defending of a diploma thesis. The student's article and defence is evaluated by the committee following the European Credit Transfer and Accumulation System (hereinafter: the ECTS) grading scale with the overall grade of: Excellent (10), Very Good (9), Very Good (8), Good (7), Satisfactory (6), or Unsatisfactory (5).

If a student, who enrolls into the second cycle of studies, due to any reason does not finish the second cycle, the student is required to prepare and defend a diploma thesis to complete the first cycle.

Choosing a topic and determining a mentor

22. Article (diploma thesis)

A diploma thesis is a written work and must be the result of the independent professional work of the student. In their diploma thesis, the student resolves a professional or scientific problem using analytical methods and demonstrates that they are capable of critically, systematically analysing and evaluating as well as comprehensively dealing with their chosen topic.

23. Article (language of the diploma thesis)

The diploma thesis must be written in the Albanian or English language.

The diploma thesis must be prepared in accordance with the Regulation of Diploma Theses BA and MA.

24. Article (requirement for the registration of a topic)

A student can register their diploma thesis, when they have a maximum of 30CP missing and have settled all their financial obligations towards the College.

The student registers their topic using the form Registration of the Diploma Thesis Topic (Annex 1) in the Office for Student Affairs for undergraduate studies (hereinafter: the Office for Student Affairs). By signing this form, their mentor confirms that they accept the mentorship. It is the responsibility of the student to read the Compliance with Copyrights and Prevention of Plagiarism document when they register their topic.

A mandatory annex to the topic registration form is the diploma thesis's disposition, which comprises up to four A4 pages and includes: a working title of the diploma thesis, a definition of the issue dealt with and the theoretical basis, purpose and objectives of the diploma thesis, foreseen methods for achieving the objectives of the diploma thesis, foreseen presumptions and limitations in dealing with the issue, the foreseen content structure – table of contents, list of foreseen literature and sources.

The student submits the application to register their diploma thesis (hereinafter: the application) to the Office for Student Affairs. The office checks whether the student fulfils the requirements for graduation. As a rule, the application is written in English or Albanian. The Office for Student Affairs forwards the application to the mentor of the diploma thesis within seven days. The mentor returns the confirmed application with their opinion to the Office for Student Affairs within fifteen

days, and the Office records the application and sends a copy of the form to the student and mentor within seven days, while archiving one copy.

If during the process of writing the diploma thesis in accordance with the approved topic, the need arises for the title to be altered and the main content of the topic remains unchanged, the mentor can approve the alteration.

25. Article (choice of topic)

The student chooses a diploma thesis topic from a list of topics published by the College or chooses a topic in agreement with their mentor. The title of the diploma thesis must reflect its content and must be clear and concise.

If the same topic is chosen by more than one student, the candidate with a higher grade average is given priority.

26. Article (mentorship)

The mentor of the diploma thesis is a qualified higher education teacher with the title of lecturer, assistant professor, associate professor or full professor, as a rule the teacher of courses in the bachelor study programme.

As a rule, the student arranges their mentorship with one of the higher education teachers who are part of the academic assembly of the College. It is the mentor's duty to provide suitable immediate and ongoing professional help to the student regarding the making of their diploma thesis.

In the event that the student is unable to find a suitable mentor, the Dean/Rector recommends one to them.

An educational contributor can take on 25 mentorships of theses in a particular academic year. The Study Committee supervises the mentorships taken on by an individual educational contributor.

27. Article (changing mentors)

If a student, during the process of preparing their diploma thesis, finds that they are unable to continue working with their mentor or co-mentor, they may submit a written request to the Dean/Rector (Annex 2) to name another mentor or co-mentor. The mentor or co-mentor may also resign from the position of mentor or co-mentor, if they find that they are unable to continue working with the student.

The Dean decides on the justification of the exchange in fifteen days at the latest. In this case, the entire procedure of diploma thesis topic registration is repeated. During the preparing of the diploma thesis, one exchange of mentor or co-mentor is permitted at most.

Preparation and submission of the diploma thesis

28. Article (submission of the diploma thesis)

The candidate can submit their graduate thesis, when they complete all their exams and term papers foreseen in their study programme.

29. Article (withdrawing from the topic)

If a student, while preparing their diploma thesis, discovers that they will be unable to complete their diploma thesis or wish to change the topic, they can request to resign from the approved diploma thesis. The justified request to resign (Annex 3) is handled by the mentor and the Dean within fifteen days of submission. If the Dean approves the resignation from the already approved diploma thesis, the student is allowed to register a new diploma thesis. In this case, the entire procedure of the diploma thesis topic registration is repeated.

The student is allowed to request resignation from an approved diploma thesis once.

30. Article (reviewing the diploma thesis)

A draft of the diploma thesis is submitted by the student to be reviewed by their mentor. The mentor gives the student written recommendations for amendments and supplements thirty days at the latest after receiving the diploma thesis draft. The mentor also informs the student on whether they have to submit the corrected diploma thesis to be reviewed again. In the event of suspected plagiarism, the mentor can submit the thesis to the library for preliminary verification and on the basis of the result, they act in accordance with the Instructions for the Compliance with Copyrights and Prevention of Plagiarism.

The mentor is responsible for ensuring the adherence with the Instructions for Preparation of Theses prior to approving the suitability of the thesis to be defended. They have a duty to request a plagiarism report and fill out a statement on the suitability of the thesis (Annex 4) and also send it to the College's Office for Student Affairs. In the event that the plagiarism report raises suspicion, the mentor must act in accordance with the Instructions for the Compliance with Copyrights and Prevention of Plagiarism.

When the mentor has no more comments regarding the diploma thesis they inform the Office for Student Affairs that the thesis is ready to be defended, and the student submits the following to the Office for Student Affairs:

- a proofread diploma thesis in an electronic form of the Microsoft Word format, written in accordance with the Instructions for the Preparation of Theses;
- a statement of authorship (Annex 5);
- a Technical suitability form (Annex 6).

After receiving the electronic version of the proofread diploma thesis, the Office for Student Affairs forwards the thesis for a technical review to the library. The review must be carried out by the library within ten days at the latest. The library and the student directly cooperate in the elimination of technical irregularities in the thesis. The time period from when the diploma thesis is first received for technical review to its final approval must not be more than one month. After the library approves the thesis, the student submits the thesis to the Office for Student Affairs in two copies, bound with a spiral.

Defending the diploma thesis

31. Article (determining the defence)

The student defends their diploma thesis in front of a thesis committee. The thesis committee comprises the mentor and the member of the thesis committee, who is also its president. If the co-mentor was chosen, they are also on the thesis committee.

The Dean, within ten days from receiving a notification from the Office for Student Affairs, that the thesis is ready to be defended, names a higher education teacher of the College, who will lead the defence (hereinafter: the president of the thesis committee). On the basis of the Dean's decision on the nominating of the questioner, the Office for Student Affairs in collaboration with the members of the thesis committee, set a date for the defence. The Office for Student Affairs forwards an electronic invitation to the student at least seven days prior to the defence.

The Office for Student Affairs sends the members of the thesis committee a notification about the defence as well as a spirally bound copy of the diploma thesis.

32. Article (publishing the defence)

The defence is of a public nature. The time and location of the defence of the diploma thesis are published on the College's library.

Recording the defence is permissible with the written consent of the College, the candidate and the members of the thesis committee.

33. Article
(procedure of the defence)

The defence of the diploma thesis is conducted so that the thesis committee president introduces the student. They then explain the defence procedure to the student. Defending the diploma thesis takes place individually or in front of other candidates.

The student presents their thesis.

The presentation with electronic slides lasts 10 minutes at the most. The student may distribute A4 sheets of paper covering the main points of their diploma thesis to all participants.

After the presentation, the president of the thesis committee and mentor put forward a total of 1 to 3 questions to the student, who is defending their thesis. The student answers the questions for 10 minutes at the most.

34. Article
(evaluation of the diploma thesis quality)

After the student defends their thesis, the thesis committee, in the absence of the student, convenes and evaluates the quality of the diploma thesis, the student's diploma thesis presentation and the quality of the answers to the questions posed. On the basis of these grades, the thesis committee grades the student's diploma thesis and defence following the European Credit Transfer and Accumulation System (hereinafter: the ECTS) grading scale with the overall grade of: Excellent (10), Very Good (9), Very Good (8), Good (7), Satisfactory (6), or Unsatisfactory (5).

Immediately after the thesis committee adopts the decision on the grade, the president of the thesis committee publicly and orally declares the grade. The grade is written into the diploma record (Annex 7), which is then signed by the president and member of the thesis committee, and if the co-mentor was chosen, they also sign it.

If the mentor is of the opinion that the diploma thesis meets the requirements for commendation, they put forward a proposal on the defence record, together with a short explanation, which is then signed by the member of the thesis committee.

35. Article
(repeat defence of the diploma thesis)

If the final grade of the diploma thesis is Unsatisfactory (5), the student may defend the same diploma thesis again. A student is allowed to defend the same diploma thesis twice at the most

during their time at the College. If the final grade of the diploma thesis is once again Unsatisfactory (5), the entire registration procedure for the diploma thesis is repeated.

36. Article
(contesting the grade)

If the student does not agree with the grade given their diploma thesis, they may submit a written objection. To resolve this objection, this chapter, which deals with contesting the grade, is to be used reasonably.

37. Article
(certificate of graduation)

Within fifteen days of completing the defence, the student submits three hard-bound copies of their diploma thesis as well as in electronic form (a document in Microsoft Word format) to the Office for Student Affairs.

On the basis of this, the Office for Student Affairs enters the student's grade received at the defence of their diploma thesis into their e-index and issues the student three temporary Certificates of Graduation, which are substitutes for the Diploma until it is issued. The certificates are signed by the Dean.

The date of the student's defence of their diploma thesis is also the day they receive their professional title.

38. Article
(plagiarism statement)

The student, on their own volition, request the Office for Student Affairs for a Plagiarism Statement at the latest fifteen days after they complete their defence. The service is payable and listed in the College's price list.

39. Article
(copies of the diploma thesis)

The Office for Student Affairs stamps two of the bound copies of the diploma thesis and submits them to the library, one copy is submitted to the mentor.

40. Article
(graduate records)

The Office for Student Affairs keeps a folder on each graduate. It contains the following forms:

- Registration of diploma thesis topic from Annex 1 with a disposition;

- Statement on the suitability of the thesis from Annex 4;
- Statement of authorship from Annex 5;
- Technical suitability form from Annex 6;
- Record of the diploma from Annex 7.

Withdrawal

41. Article (withdrawal from the College)

A student that does not intent to complete their studies may withdraw from the College. They must address a personally signed request to withdraw to the College.

The Accounting Office must then verify if the student has settled all their financial obligations.

When the student has settled all of their financial obligations towards the College, the Office for Student Affairs issues a written withdrawal from the College.

III. Undergraduate study programme Law and Management of Real Estate and Infrastructure (BA)

Enrolment requirements

42. Article (requirements for enrolment into the 1st year)

To enrol into the 1st year of the study programme Law and Management of Real Estate and Infrastructure and (1st cycle) the candidate must fulfil the following requirements:

- a final examination in any secondary school programme;
- the general matura exam.

The enrolment requirements are also fulfilled if the candidate has completed a equal education abroad.

43. Article (enrolment requirements regarding criteria for transferring)

For enrolment following the criteria for transferring the candidates register using the web portal eVŠ, the procedure is lead by the College.

To enrol into the 2nd year of the study programme Law and Management of Real Estate and Infrastructure (BA) the candidate must fulfil the following requirements:

- graduates of higher education study programmes, from related academic fields (34-Business and Administration Sciences, 38-Law, 46-Mathematics and Statistics, 58-Architecture and Construction), who must complete 2 bridging exams by the time they finish their studies: Property law (8CP), Basics of Spatial Planning (6CP);
- graduates of higher education study programmes, from unrelated academic fields, who must complete 3 bridging exams by the time they finish their studies: Property law (8CP), Basics of Spatial Planning (6CP), Basics of Management (6CP);
- graduates of higher education study programmes, from unrelated academic fields, who must complete 3 bridging exams by the time they finish their studies: Property law (8CP), Basics of Spatial Planning (6CP), Basics of Management (6CP);

To enrol into the 3rd year of the professional higher education study programme Law and Management of Real Estate and Infrastructure (BA) the candidate must fulfil the following requirements:

- graduates of higher education study programmes, from related academic fields (34-Business and Administration Sciences, 38-Law, 46-Mathematics and Statistics, 58-Architecture and

- Construction), who must complete 3 bridging exams by the time they finish their studies: Property law (8CP), Basics of Spatial Planning (6CP), Basics of Management (6CP);
- graduates of higher education study programmes, from unrelated academic fields, who must complete 4 bridging exams by the time they finish their studies: Property law (8CP), Basics of Spatial Planning (6CP), Basics of Management (6CP), Commercial Law (6CP);
 - graduates of higher education and university study programmes, from related academic fields (34-Business and Administration Sciences, 38-Law, 46-Mathematics and Statistics, 58-Architecture and Construction), who must complete 2 bridging exams by the time they finish their studies: Property law (8CP), Basics of Spatial Planning (6CP);

Transitions between 1st cycle higher education professional programmes: The missing requirements are determined for students of other higher education professional programmes and related 1st cycle higher education professional programmes and have to be fulfilled if they want to graduate from the new programme.

Transitions between university study programmes and 1st cycle higher education professional programmes: The missing requirements are determined for students of other university study programmes and related 1st cycle university study programmes and have to be fulfilled if they want to graduate from the new programme.

44. Article (enrolment limitations)

The College can limit enrolment, if the number of applicants significantly exceeds the number of available places in view of the spatial and staff capabilities of the College, upon the proposal of the Senate and upon the consent of the Kosovo Accreditation Agency.

In the event of enrolment limitation, the planned number of students enrolled into the 1st year of undergraduate studies is listed in the call to enrolment.

In the event of enrolment limitations the candidates will be chosen with regard to their:

- | | |
|--------------------------------------|--------------------|
| - matura exam or general matura exam | 30% of the points |
| - overall grade | 70% of the points; |

In the event of enrolment limitation, the same criteria are used to chose candidates who have obtained an equal education abroad.

The Study Committee rules on this issue.

45. Article
(application)

Anyone may enrol into the undergraduate study programme if they fulfil the requirements determined in Article 42 and 43 of these rules and regulations and submit an application for enrolment into the undergraduate programme in a timely manner (hereinafter: the application).

The application must include:

- an electronic application submitted on the website;
- the original or certified copy of the certificate of completion of their matura exam or other appropriate secondary education;
- the original or certified copy of the certificate of their matura exam grades or other appropriate secondary education;
- a photocopy of a personal identification document.

In addition to the documents listed in the previous paragraph of this article, the applicant can submit the original or a photocopy of their transcript of records for the possible recognition of exams at the College, as well as the original or certified copy of their certificate of graduation.

Advancing to the next year

46. Article
(requirements for advancing to the next year)

To advance from the 1st year to the 2nd year, by the end of the academic year, a student must complete all their requirements determined for the particular study programme for the advancement into a higher year, or must have achieved at least 30 credit points with the successful completion of courses of the year, in which they are enrolled.

To advance from the 2nd year to the 3rd year, by the end of the academic year, a student must complete all the requirements determined for the particular study programme for the advancement into a higher year, or must have achieved at least 30 credit points with the successful completion of courses of the year, in which they are enrolled, under the condition that they have completed all requirements from the 1st year.

Students enrol into the higher year in the same time period set for enrolment into the first year. This provision is also valid for students who are repeating the year.

47. Article
(conditional enrolment)

A student can advance to the next year, if they have one academic requirement remaining to complete the general conditions determined in Article 46.

The Study Committee decides on the conditional advancement to the next year on the basis of a written application from the student. The request must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20.9. of the current year.

48. Article
(exceptional enrolment)

Exceptional enrolment into a higher year is possible with no more than two incomplete requirements on the basis of a justified reason. A justified reason is only considered if it is possible to expect that the student will be able to complete their academic requirements in a timely manner.

The following reasons may be considered for exceptional enrolment, if they are supported with the appropriate evidence:

motherhood; illness, that continuously lasted more than two months during exam periods, taking into account the nature of the illness; participation in top-level professional, cultural and sporting events; active participation in the College's bodies; exceptional family and social circumstances; or they are recognised as persons with special needs. These justified reasons must be substantiated by the student with credible documents.

The Study Committee decides on the conditional advancement to the next year without the fulfilment of some of the requirements on the basis of a written application from the student. The request must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20.9. of the current year.

49. Article
(faster advancement)

If a student demonstrates above-average academic results, it is possible for them to advance faster, if this is possible with regard to the academic process.

A student is enabled faster advancement if the completion of their study requirements and exams in courses from lower years has been above average and if their average grade is at least eight.

The decision regarding this is made by the Senate on the basis of the candidate's request and the reasoned opinion of the Study Committee. With the decision, the means of advancing faster is determined.

Repeat enrolment

50. Article (requirements for repeating the year)

A student who has not completed all their requirements determined in the study programme for the enrolment into a higher year, may repeat the year only once during their time enrolled at university, if they had so far not repeated a year or changed their study programme or field of specialisation due to the unfulfillment of requirements in their previous field of specialisation or study programme.

The Study Committee decides on repeated enrolment on the basis of a written application from the student. The request to repeat a year must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20. 9. of the current year.

Parallel studies

51. Article (definition of parallel studies)

Parallel study is a study on separate study programmes. A student who successfully completes their study requirements for all study programmes is awarded a separate diploma for each of the completed study programmes.

Upon successfully completed first year of study, a student can additionally enrol into another study programme if they meet that programme's enrolment criteria.

52. Article (conditions for parallel studies)

A student interested in parallel study submits with their application a certificate of completed requirements for enrolment into a higher year at the higher education institution they are already enrolled at, and consent for parallel studies of the competent authority of this institution.

With its rules and regulations, the College determines the criteria in case of limited enrolment into the study programme within parallel study.

A student enrolled into a study programme within parallel study has the same rights and obligations regardless of the rights and obligations they have already received at the parent College.

Student status

53. Article (student status termination)

The student's status is terminated, if the student:

- graduates;
- does not graduate from their 1st cycle study programme within 12 months of the conclusion of the last semester;
- withdraws;
- does not enrol into the following year or semester during their studies;
- was expelled.

Regardless of the second indent of the previous paragraph, the student's status is terminated at the conclusion of the last semester, if the student repeated the year or changed their study programme or field of specialisation.

In the event of the second and fourth indent of the first paragraph and second paragraph of this article, the student, due to justified reasons, may extend their student status, but for the maximum of one year.

The following reasons may be considered for extending their student status, if they are supported with the appropriate evidence: motherhood; illness, that continuously lasted more than two months during exam periods, taking into account the nature of the illness; participation in top-level professional, cultural and sporting events; active participation in the College's bodies; exceptional family and social circumstances; or they are recognised as persons with special needs.

Student mothers who give birth during their time at university have the right to extend their student status for one year for the birth of each live-born child. In the case of motherhood, there is no additional charge for carrying out requirements during the extended study.

The Study Committee decides on conditional advancement to the next year on the basis of a written application from the student. The request must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20.9. of the current year.

54. Article
(graduation year status)

A student who is enrolled into a first cycle study programme and who until the conclusion of the academic year has already exercised the right to repeat a year or change the study programme or field of specialisation due to failure to complete the study requirements within the previous field of specialisation or study programme can take the advantage of 12 months of graduation year status following the end of the last semester.

A student who is enrolled into a first cycle study programme and who until the conclusion of the academic year has not yet exercised the right to repeat a year or change the study programme or field of specialisation due to failure to complete the study requirements within the previous field of specialisation or study programme, loses the student status following the end of the last semester if during their study including academic year they have repeated a year or changed the study programme or field of specialisation.

The graduation year status ceases, if the student graduates in this time.

A student must submit a request to be enrolled in the graduation year status at least 10 days before the expiration of the time limit for enrolment into a higher year, which is by the 20.9. of the current year.

55. Article
(fulfilling academic requirements after the loss of student status)

A student, who does not fulfil the requirements for enrolment into a higher year or for repeating a year, or their time limit for the completion of their studies has expired, loses their student status, and the College enters them into their records as a student without a student status.

A student without student status must settle the financial obligations for each exam, term paper or diploma thesis equivalent to the credit points (hereinafter: CP) to be able to complete their missing requirements (exams, term papers, diploma thesis). The basis for the value of CP is the tuition fee for the current academic year.

The bill for the missing requirement is sent to the student by the Office for Student Affairs.

On the basis of payment of the individual missing requirements equivalent to the CP, the student may take each individual exam three times.

In special, justified, cases, the Board of Directors may decide otherwise.

Continuation of studies after cessation

56. Article (counting the cessation of studies)

The cessation of studies is counted from the day when the student no longer has their student status. Examples of student status loss are defined in Article 53 of these rules and regulations.

57. Article (cessation of studies)

If the student discontinues their studies for less than two years, they are able to continue and complete the same study programme that was valid at the time of enrolment.

If more than two years have passed since the student discontinued their studies, they must submit a request to continue and complete their studies to the Study Committee, with the intention of continuing and completing their studies. On the basis of a positive resolution, a contract is concluded for the continuation and completion of studies, with which the mode of taking exams, preparing term papers and diploma theses is determined, as well as the deadline for completing their studies and means of payment in accordance with the College's price list.

If during the cessation of studies, the study programme has changes, the academic committee mentioned in the previous paragraph may determine bridging exams or other additional requirements as a condition for the advancement or completion of studies.

If due to the progress of the profession during a prolonged interruption of studies, knowledge that was required on an exam prior to the termination of studies has become inappropriate, the academic committee, in addition to the bridging requirements, can determine that the student must repeat certain exams or other requirements that had already been completed before the interruption of studies.

On the basis of the payment of the individual missing requirements equivalent to the CP, the student may take each individual exam three times.

Completion of studies

58. Article (condition for the completion of studies)

The concluding academic requirement that a student has to complete is their diploma thesis - which they prepare and successfully defend to obtain the professional title of Bachelor of Law and Management of Real Estate and Infrastructure and (BA in Management of Infrastructure and Real Estate).

It is possible to defend the diploma thesis after first completing all other academic requirements and settle any outstanding financial liabilities towards the College.

Deciding on a topic and determining a mentor

59. Article (diploma thesis)

A diploma thesis is a written work and must be the result of the independent professional work of the student. In their diploma thesis, the student solves a professional or scientific problem using analytical methods and proves, that they are able to critically, systematically analyse and evaluate as well as comprehensively approach the chosen topic.

60. article (language of the diploma thesis)

The diploma thesis must be written in the Albanian and English language.

The diploma thesis must be prepared in accordance with the Regulation of Diploma Theses BA and MA.

61. Article (requirement for the registration of a topic)

A student can register their diploma thesis, when they have a maximum of 30CP missing and have settled all their financial obligations towards the College.

The student registers their topic using the form Registration of the Diploma Thesis Topic (Annex 1) in the Office for Student Affairs for undergraduate studies (hereinafter: the Office for Student Affairs). By signing this form, their mentor confirms that they accept the mentorship. It is the responsibility of the student to read the Compliance with Copyrights and Prevention of Plagiarism document when they register their topic.

A mandatory annex to the topic registration form is the diploma thesis's disposition, which comprises up to four A4 pages and includes: a working title of the diploma thesis, a definition of the issue dealt with and the theoretical basis, purpose and objectives of the diploma thesis, foreseen methods for achieving the objectives of the diploma thesis, foreseen presumptions and limitations in dealing with the issue, the foreseen content structure – table of contents, list of foreseen literature and sources.

The student submits the application to register their diploma thesis (hereinafter: the application) to the Office for Student Affairs. The office checks whether the student fulfils the requirements for graduation. As a rule, the application is written in English or Albanian. The Office for Student Affairs

forwards the application to the mentor of the diploma thesis within seven days. The mentor returns the confirmed application with their opinion to the Office for Student Affairs within fifteen days, and the Office records the application and sends a copy of the form to the student and mentor within seven days, while archiving one copy.

If during the process of writing the diploma thesis in accordance with the approved topic, the need arises for the title to be altered and the main content of the topic remains unchanged, the mentor can approve the alteration.

62. article
(choice of topic)

The student chooses a diploma thesis topic from a list of topics published by the College or chooses a topic in agreement with their mentor. The title of the diploma thesis must reflect its content and must be clear and concise.

If the same topic is chosen by more than one student, the candidate with a higher grade average is given priority.

63. Article
(mentorship)

The mentor of the diploma thesis is a qualified higher education teacher with the title of lecturer, assistant professor, associate professor or full professor, as a rule the teacher of courses in the first cycle study programme.

As a rule, the student arranges their mentorship with one of the higher education teachers who are part of the academic assembly of the College. It is the mentor's duty to provide suitable immediate and ongoing professional help to the student regarding the making of their diploma thesis.

In the event that the student is unable to find a suitable mentor, the Dean/Rector recommends one to them.

An educational contributor can take on 25 mentorships of theses in a particular academic year. The Study Committee supervises the mentorships taken on by an individual educational contributor.

64. Article
(changing mentors)

If a student, during the process of preparing their diploma thesis, finds that they are unable to continue working with their mentor or co-mentor, they may submit a written request to the Dean/Rector (Annex 2) to name another mentor or co-mentor. The mentor or co-mentor may also

resign from the position of mentor or co-mentor, if they find that they are unable to continue working with the student.

The Dean decides on the justification of the exchange in fifteen days at the latest. In this case, the entire procedure of topic registration is repeated.

During the preparing of the diploma thesis, one exchange of mentor or co-mentor is permitted at most.

Preparation and submission of the diploma thesis

65. Article (submission of the diploma thesis)

The candidate can submit their graduate thesis, when they complete all their exams and term papers foreseen in their study programme.

66. Article (withdrawing from the topic)

If the student discovers that they are unable to use or wish to change their topic while in the process of preparing their thesis, they may request the withdrawal from the approved diploma thesis. The justified request for resignation (Annex 3) are handled by their mentor and the Dean within fifteen days. If the Dean approves the resignation from the already approved diploma thesis, the student is allowed to register a new diploma thesis. In this case, the entire procedure of topic registration is repeated.

The student is allowed to request resignation from an approved diploma thesis once.

67. Article (reviewing the diploma thesis)

A draft of the diploma thesis is submitted by the student to be reviewed by their mentor. The mentor gives the student written recommendations for amendments and supplements thirty days at the latest after receiving the diploma thesis draft. The mentor also informs the student on whether they have to submit the corrected diploma thesis to be reviewed again. In the event of suspected plagiarism, the mentor can submit the thesis to the library for preliminary verification and on the basis of the result, they act in accordance with the Instructions for the Compliance with Copyrights and Prevention of Plagiarism.

The mentor is responsible for ensuring the adherence with the Instructions for the Preparation of Theses prior to approving the suitability of the thesis to be defended. They have a duty to request a plagiarism report and fill out a statement on the suitability of the thesis (Annex 4) and also send it to the College's Office for Student Affairs. In the event that the plagiarism report raises suspicion,

the mentor must act in accordance with the Instructions for the Compliance with Copyrights and Prevention of Plagiarism. When the mentor has no more comments regarding the diploma thesis they inform the Office for Student Affairs that the thesis is ready to be defended, and the student submits the following to the Office for Student Affairs:

- a proofread diploma thesis in an electronic form of the Microsoft Word format, written in accordance with the Instructions for the Preparation of Theses;
- a statement of authorship (Annex 5);
- a Technical suitability form (Annex 6).

After receiving the electronic version of the proofread diploma thesis, the Office for Student Affairs forwards the thesis for a technical review to the library. The review must be carried out by the library within ten days at the latest. The library and the student directly cooperate in the elimination of technical irregularities in the thesis. The time period from when the diploma thesis is first received for technical review to its final approval must not be more than one month. After the library approves the thesis, the student submits the thesis to the Office for Student Affairs in two copies, bound with a spiral.

Defending the diploma thesis

68. Article (determining the defence)

The student defends their diploma thesis in front of a thesis committee. The thesis committee comprises the mentor and the member of the thesis committee, who is also its president. If the co-mentor was chosen, they are also on the thesis committee.

The Dean, within ten days from receiving a notification from the Office for Student Affairs, that the thesis is ready to be defended, names a higher education teacher of the College, who will lead the defence (hereinafter: the president of the thesis committee). On the basis of the Dean's decision on the nominating of the questioner, the Office for Student Affairs in collaboration with the members of the thesis committee, set a date for the defence. The Office for Student Affairs forwards an electronic invitation to the student at least seven days prior to the defence.

The Office for Student Affairs sends the members of the thesis committee a notification about the defence as well as a spirally bound copy of the diploma thesis.

69. Article (publishing the defence)

The defence is of a public nature. The time and location of the defence of the diploma thesis are published on the College's website approximately five days before the day of the defence.

Recording the defence is permissible with the written consent of the College, the candidate and the members of the thesis committee.

70. Article
(procedure of the defence)

The defence of the diploma thesis is conducted so that the thesis committee president introduces the student. They then explain the defence procedure to the student. Defending the diploma thesis takes place individually or in front of other candidates.

The student presents their thesis.

The presentation with electronic slides lasts 10 minutes at the most. The student may distribute A4 sheets of paper covering the main points of their diploma thesis to all participants.

After the presentation, the president of the thesis committee and mentor put forward a total of 1 to 3 questions to the student, who is defending their thesis. The student answers the questions for 10 minutes at the most.

71. Article
(evaluation of the diploma thesis quality)

After the student defends their thesis, the thesis committee, in the absence of the student, convenes and evaluates the quality of the diploma thesis, the student's diploma thesis presentation and the quality of the answers to the questions posed. On the basis of these grades, the thesis committee grades the student's diploma thesis and defence following the European Credit Transfer and Accumulation System (hereinafter: the ECTS) grading scale with the overall grade of: Excellent (10), Very Good (9), Very Good (8), Good (7), Satisfactory (6), or Unsatisfactory (5).

Immediately after the thesis committee adopts the decision on the grade, the president of the thesis committee publicly and orally declares the grade. The grade is written into the diploma record (Annex 7), which is then signed by the president and member of the thesis committee, and if the co-mentor was chosen, they also sign it.

If the mentor is of the opinion that the diploma thesis meets the requirements for commendation, they put forward a proposal on the defence record, together with a short explanation, which is then signed by the member of the thesis committee.

72. Article
(repeat defence of the diploma thesis)

If the final grade of the diploma thesis is Unsatisfactory (5), the student may defend the same diploma thesis again. A student is allowed to defend the same diploma thesis twice at the most during their time at university. If the final grade of the diploma thesis is once again Unsatisfactory (5), the entire registration procedure for the diploma thesis is repeated.

73. Article
(contesting the grade)

If the student does not agree with the grade given their diploma thesis, they may submit a written objection. To resolve this objection, this chapter, which deals with contesting the grade, is to be used reasonably.

74. Article
(certificate of graduation)

Within fifteen days of completing the defence, the student submits three hard-bound copies of their diploma thesis as well as in electronic form (a document in PDF format) to the Office for Student Affairs. The Office for Student Affairs submits one copy to the mentor, and two copies to the College's library.

On the basis of this, the Office for Student Affairs enters the student's grade received at the defence of their diploma thesis into their e-index and issues the student three temporary Certificates of Graduation, which are substitutes for the Diploma until it is issued. The certificates are signed by the Dean.

The date of the student's defence of their diploma thesis is also the day they receive their professional title.

75. Article
(plagiarism statement)

The student, on their own volition, request the Office for Student Affairs for a Plagiarism Statement at the latest fifteen days after they complete their defence. The service is payable and listed in the College's price list.

76. Article
(copies of the diploma thesis)

The Office for Student Affairs stamps two of the bound copies of the diploma thesis and submits them to the library, one copy is submitted to the mentor.

77. Article
(graduate records)

The Office for Student Affairs keeps a folder on each graduate. It contains the following forms:

- Registration of diploma thesis topic from Annex 1 with a disposition;
- Statement on the suitability of the thesis from Annex 4; Statement of authorship from Annex 5;
- Technical suitability form from Annex 6;
- Record of the diploma from Annex 7.

Withdrawal

78. Article
(withdrawal from the College)

A student that does not intend to complete their studies may withdraw from the College. They must address a personally signed request to withdraw to the College.

The Accounting Office must then verify if the student has settled all their financial obligations.

When the student has settled all of their financial obligations towards the College, the Office for Student Affairs issues a written withdrawal from the College.

***IV. Postgraduate professional master's study programme European Economic Law (LLM),
postgraduate master's study programme Law and Management of Real Estate and
Infrastructure (MA) and undergraduate study programme Energy Management (BA)***

Enrolment requirements

79. Article
(requirements for enrolment into the 1st year)

To enrol into the 1st year of the master's study programme Law (2nd cycle) the candidate must fulfil the following requirements:

- the 1st cycle study program from the relevant professional field (Law (38));
- the 1st cycle study program from other professional fields (Social and Behavioural Science (31) and Business and Administration (34)), and has achieved at least 240 credits according to ECTS

To enrol into the 1st year of the master's study programme Law and Management of Real Estate and Infrastructure (MA) the candidate must fulfil the following requirements:

- a bachelor study programme in a suitable professional field with at least 180 credit points according to the ECTS (in line with the Bologna system). Suitable fields according to the ISCED classification are all accredited undergraduate programmes in the fields of law (38), social sciences (31), humanities (22), business and administration sciences (31), and architecture, civil engineering and mechanical engineering;

To enrol into the 1st year of the bachelor study programme Energy Management the candidate must fulfil the following requirements:

- the matura exam;
- secondary education;

The enrolment requirements are also fulfilled if the candidate has completed a equal education abroad.

80. Article
(enrolment requirements regarding transfer criteria)

When transferring to the master's programme in Law and Management of Real Estate (2nd cycle):

- upon enrolment, 60 credit points or two semesters (one academic year) are recognised for graduates of four-year university programmes in Law and they are able to enrol directly into the 2nd year;
- upon enrolment, 60 credit points or two semesters (one academic year) are recognised for graduates of four-year or five year university programmes in social sciences and non-social sciences (technical degrees) and they are able to enrol directly into the 2nd year; In addition to the regular academic requirements, students must complete 2 bridging exams comprising 16

credit points, which are determined by the Study Committee depending on the professional field of your previous study programme.

When transferring to the bachelor study programme Energy Management (BA):

- Students of Electrical Engineering, Civil Engineering, and Mechanical Engineering can be transferred to second year with the condition that their courses are recognized on a course per course basis

Skills which match the learning content of the courses of the study programmes that the student is enrolled in and may have been obtained through various forms of education can be recognised. The Study Committee decides on whether a skill or competency, acquired prior to enrolment, is recognised or not on the basis of a written request from the student, any submitted certificates or other documents that give proof about the successfully acquired skill as well as the content or scope of the skills.

81. Article (enrolment limitations)

In the event that the number of applications for enrolment into the master's study programme significantly exceeds the number of available places or the capabilities (space, staff, equipment and other areas), the College will limit enrolment.

Whereby the candidates will be chosen following the criteria:

- the undergraduate studies grade average – up to 50% of the points (every tenth of the candidate's grade average above 5.0 is worth one point);
- diploma thesis grade – up to 25 % of the points (every grade above 5.0 is worth one point);
- relevant experience – up to 25 %;

82. Article (enrolment application)

Anyone may enrol into the undergraduate study programme if they fulfil the requirements determined in Article 79 and 80 of these rules and regulations and submit an application for enrolment into the undergraduate programme in a timely manner (hereinafter: the application).

The application must include:

- an electronic application submitted on the web;
- a certified copy of their diploma or temporary certificate of graduation;
- the original or certified copy of their grade average certificate and diploma thesis grade;
- a photocopy of a personal identification document.

In addition to the documents listed in the previous paragraph of this article, the applicant can submit the original or a photocopy of their transcript of records for the possible recognition of exams at the College, as well as the original or certified copy of their certificate of graduation.

Advancing to the next year

83. Article (requirements for advancing to the next year)

In master's study programme Law and Management of Real Estate and Infrastructure (MA) in order to advance into a higher year by the end of the academic year, a student must have completed all the requirements determined by the individual study programme for the advancement into a higher year, or must have achieved at least 38 credits by passing exams in courses of the academic year they are enrolled into, and have successfully completed all assigned differential exams.

In bachelor study programme Energy Management (BA) in order to advance into a higher year by the end of the academic year, a student must have completed all the requirements determined by the study programme for the advancement into a higher year, or must have achieved at least 30 credits by passing exams in courses of the academic year they are enrolled into, and have successfully completed all assigned differential exams.

Students enrol into the higher year in the same time period set for enrolment into the first year. This provision is also valid for students who are repeating the year.

84. Article (conditional enrolment)

A student can advance to the next year, if they have one academic requirement remaining to complete the general conditions determined in Article 83.

The Study Committee decides on the conditional advancement to the next year without the fulfilment of some of the requirements on the basis of a written application from the student. The request must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20.9. of the current year.

85. Article (exceptional enrolment)

Exceptional enrolment into a higher year is possible without two or more incomplete requirements, in regard to the completion of the general conditions for advancement, on the basis of a justified reason. A justified reason is only considered if it is possible to expect that the student will be able to complete their academic requirements in a timely manner. The following reasons

may be considered for exceptional enrolment, if they are supported with the appropriate evidence: motherhood; illness, that continuously lasted more than two months during exam periods, taking into account the nature of the illness; participation in top-level professional, cultural and sporting events; active participation in the College's bodies; exceptional family and social circumstances; or they are recognised as persons with special needs. These justified reasons must be substantiated by the student with credible documents.

The Study Committee decides on the conditional advancement to the next year without the fulfilment of some of the requirements on the basis of a written application from the student. The request must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20.9. of the current year.

86. Article
(faster advancement)

If a student demonstrates above-average academic results, it is possible for them to advance faster, if this is possible with regard to the academic process.

A student is enabled faster advancement if the completion of their study requirements and exams in courses from lower years has been above average and if their average grade is at least eight.

The decision regarding this is made by the Senate on the basis of the candidate's request and the reasoned opinion of the Study Committee. With the decision, the means of advancing faster is determined.

Repeat enrolment

87. Article
(requirements for repeating the year)

A student who has not completed all their requirements determined in the study programme for the enrolment into a higher year, may repeat the year only once during their time enrolled at university, if they had so far not repeated a year or changed their study programme or field of specialisation due to the unfulfillment of requirements in their previous field of specialisation or study programme.

The Study Committee decides on repeated enrolment on the basis of a written application from the student. The request must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20.9. of the current year.

Parallel studies

88. Article (definition of parallel studies)

Parallel study is a study on separate study programmes. A student who successfully completes their study requirements for all study programmes is awarded a separate diploma for each of the completed study programmes.

Upon successfully completed first year of study, a student can additionally enrol into another study programme if they meet that programme's enrolment criteria.

89. Article (conditions for parallel studies)

A student interested in parallel study submits with their application a certificate of completed requirements for enrolment into a higher year at the higher education institution they are already enrolled at, and consent for parallel studies of the competent authority of this institution.

With its rules and regulations, the College determines the criteria in case of limited enrolment into the study programme within parallel study.

A student enrolled into a study programme within parallel study has the same rights and obligations regardless of the rights and obligations they have already received at the parent College.

Changing the mode of study

90. Article (changing the mode of study)

A student that was enrolled part-time in a lower year can enrol as a full-time student if they fulfil the requirements listed in Article 83 of these rules and regulations. The number of enrolment places for changing from the part-time mode of study to the full-time mode of study is limited by the number of places designated for full-time study in the 1st year.

In the event that the demand exceeds this number, those candidates with a higher academic grades have an advantage, where the overall grade average of the candidate on the day of processing the request is considered. A student, who has already exercised their right to two full-time enrolments or a full-time enrolment and a repeat of the year, no longer has the right to be enrolled in the full-time mode of study.

A student that was enrolled part-time in a lower year can enrol as a full-time student if they fulfil the requirements for enrolment into a higher year.

The request to transfer to a different mode of study must be submitted by the student at the latest

10 days before the deadline for the enrolment into a higher year, that is by 20.9. of the current year.

Student status

91. Article (student status termination)

The student's status is terminated, if the student:

- graduates;
- does not graduate from the 2nd cycle study programme in the 1st cycle study programme of Energy Management (BA) in 12 months following the conclusion of the last semester;
- withdraws;
- does not enrol into the following year or semester during their studies;
- was expelled.

Regardless of the second indent of the previous paragraph, a student's status is terminated at the conclusion of the last semester, if the student repeated the year or changed their study programme or field of specialisation.

In the event of the second and fourth indent of the first paragraph and second paragraph of this article, the student, due to justified reasons, may extend their student status, but for the maximum of one year.

The following reasons may be considered for extending their student status, if they are supported with the appropriate evidence: motherhood; illness, that continuously lasted more than two months during exam periods, taking into account the nature of the illness; participation in top-level professional, cultural and sporting events; active participation in the College's bodies; exceptional family and social circumstances; or they are recognised as persons with special needs.

Student mothers who give birth during their time at university have the right to extend their student status for one year for the birth of each live-born child.

The Study Committee decides on conditional advancement to the next year on the basis of a written application from the student. The request must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20.9. of the current year.

92. Article (graduation year status)

A student who is enrolled into a master study programme or in bachelor program of Energy Management and who until the conclusion of academic year has already exercised the right to repeat a year or change the study programme or field of specialisation due to failure to complete

the study requirements within the previous field of specialisation or study programme can take the advantage of 12 months of graduation year status following the end of the last semester.

A student who is enrolled into a master study programme or in bachelor program of Energy Management (BA) and who until the conclusion of the academic year has not yet exercised the right to repeat a year or change the study programme or field of specialisation due to failure to complete the study requirements within the previous field of specialisation or study programme, loses the student status following the end of the last semester if during their study including the academic year they have repeated a year or changed the study programme or field of specialisation.

The graduation year status ceases, if the student graduates in this time.

A student must submit a request to be enrolled in the graduation year status at least 10 days before the expiration of the time limit for enrolment into a higher year, which is by the 20.9. of the current year.

93. Article
(fulfilling academic requirements after the loss of student status)

A student, who does not fulfil the requirements for enrolment into a higher year or for repeating a year, or their time limit for the completion of their studies has expired, loses their student status, and the College enters them into their records as a student without a student status. The College enters them in their records as a student without student status.

A student without student status must settle their financial obligations for each individual exam or master's thesis equivalent to the relevant CP to be able to complete their missing requirements (exams, master's thesis). The basis for the value of CP is the tuition fee for the current academic year. The bill for the missing requirement is sent to the student by the Office for Student Affairs.

On the basis of payment of the individual missing requirements equivalent to the CP, the student may take each individual exam three times.

In special, justified, cases, the Board of Directors may decide otherwise.

Continuation of studies after cessation

94. Article
(counting the cessation of studies)

The cessation of studies is counted from the day when the student no longer has their student status. Examples of student status loss are defined in Article 91 of these rules and regulations.

95. Article
(cessation of studies)

If the student discontinues their studies for less than two years, they are able to continue and complete the same study programme that was valid at the time of enrolment.

If more than two years have passed since the student discontinued their studies, they must submit a request to continue and complete their studies to the Study Committee, with the intention of continuing and completing their studies. On the basis of a positive resolution, a contract is concluded for the continuation and completion of studies, with which the mode of taking exams, preparing term papers and diploma theses is determined, as well as the deadline for completing their studies and means of payment in accordance with the College's price list.

If during the cessation of studies, the study programme has changes, the academic committee mentioned in the previous paragraph may determine bridging exams or other additional requirements as a condition for the advancement or completion of studies.

If due to the progress of the profession during a prolonged interruption of studies, knowledge that was required on an exam prior to the termination of studies has become inappropriate, the academic committee, in addition to the bridging requirements, can determine that the student must repeat certain exams or other requirements that had already been completed before the interruption of studies.

On the basis of the payment of the individual missing requirements equivalent to the CP, the student may take each individual exam three times.

Completion of studies

96. Article
(condition for the completion of studies)

(1) The master's thesis is the final academic requirement that the student must complete - prepare and successfully defend to obtain their professional title of Master of Laws in European Economic Law and Master of Arts in Management of Real Estate and Infrastructure following their name and surname.

It is possible to defend the master's thesis after the student has completed all other academic requirements and settled all financial obligations towards the College.

Choosing a topic and determining a mentor

97. article
(master's thesis)

A diploma thesis is a written work and must be the result of the independent professional work of the student, which is why it cannot be the result of group work. In their master's thesis, the student solves a professional or scientific problem using analytical methods and proves, that they are able to critically, systematically analyse and evaluate as well as comprehensively approach the chosen topic. The topic must be new, appropriate, current, and beneficial.

98. Article
(master's thesis language)

The master's thesis must be written in English or Albanian.

99. Article
(requirements for the registration of a topic)

The candidate registers their master's thesis topic when they have completed all exam requirements from the first two semesters as well as all bridging exams, if they were a condition for enrolment into the master's programme.

The registration of the master's thesis topic must be submitted in five copies on the "Registration of the master's thesis topic" form (Annex 8), which comprises:

- information on the student;
- the proposed working title of the master's thesis;
- the names of the mentor and co-mentor as well as their consent of nomination (signature);

Five copies of the master's thesis disposition, written in accordance with these rules and regulations and the Instructions for the Preparation of Theses, a short resume and the possible request for writing the text in a foreign language.

The topic registration and annexes are, as a rule, written in English or Albanian, while the consent of the Study Committee is needed to write it in a foreign language.

100. article
(choice of topic)

The student chooses a master's thesis topic from a list of topics published by the College or chooses a topic in agreement with their mentor.

101. Article
(mentorship)

The student has the right to a mentor. As a rule, the student arranges their mentorship with one of the higher education teachers who are part of the academic assembly of the College, who, as a rule, is a teacher of courses in the first cycle study programme.

It is the mentor's duty to provide suitable immediate and ongoing professional help to the student regarding the preparation of their master's thesis.

An educational contributor can take on 15 thesis mentorships in a particular academic year. The Study Committee supervises the mentorships taken on by an individual educational contributor.

102. Article
(changing mentors)

If a student, during the process of preparing their master's thesis, finds that they are unable to continue working with their mentor or co-mentor, they may submit a written request to the Dean (Annex 10) to name another mentor or co-mentor. The mentor or co-mentor may also resign from the position of mentor or co-mentor, if they find that they are unable to continue working with the student.

The Study Committee decides on the justification of the exchange at their first next regular meeting. In this case, the entire procedure of master's thesis topic registration is repeated. During the preparing of the master's thesis, one exchange of mentor or co-mentor is permitted at most.

103. Article
(topic validity period)

A confirmed master's thesis topic is valid for two years after the topic confirmation by the Study Committee. The Study Committee can grant a student an extension of the validity period for six months, on the basis of a written request, to which their mentor has given explicit consent.

104. Article
(conditions for the change of topic)

If a student, while preparing their master's thesis, discovers that, due to objective reasons, they are unable to write their master's thesis, they can submit a written request to the Study Committee to withdraw from the approved master's thesis topic (Annex 9).

If the Dean approves the resignation from the already approved diploma thesis, the student is allowed to register a new thesis topic. The student is allowed to request resignation from an approved master's thesis once.

Master's thesis disposition

105. Article (disposition title and structure)

The title must be new, current and beneficial, while being simple and clear, and furthermore unambiguously express the essence of the thesis's content. The title must not be too long nor too short. It must include the key words of the topic dealt with. It can include a maximum of nine words.

The disposition generally comprises three sections over twelve to twenty pages:

- the descriptive part of the disposition;
- the thesis's structure;
- the separate lists of the foreseen literature and sources.

106. Article (the descriptive part of the disposition)

a) The working title of the master's thesis

A master's thesis is the result of a student's independent work at the conclusion of their studies. Students can choose a proposed topic for their master's thesis from the master's thesis topics listed on the Student Affairs Office webpage or they propose them themselves in an agreement with their mentor. The topic must refer to the professional or scientific field that the student is studying. The topic must reflect the content of the master's thesis.

b) Defining the issue dealt with and its theoretical basis

In this item of the master's thesis disposition, the student defines the field that they will be dealing with and from whence the issue arises. The definition of the issue must be clear and exact. It may also include an explanation of the dimension of the issue and the significance of solving the issue. A suitably defined issue and research subject are the basis for the student to formulate working hypotheses (research questions).

c) Purpose and objectives of the master's thesis

The main purpose of the master's thesis arises from the issue addressed and means searching for an answer to the main hypothesis (research question). The student must answer the question of why they are analysing the topic.

The objectives of the master's thesis state everything that the student must do to achieve the purpose of their research. There can be more than one objective, the student can also set themselves a number of sub-objectives. It is recommended that the student sets questions to which they will, during the process of researching, formulating and presenting in writing the results of their research, endeavour to give justified answers.

d) Foreseen methods for reaching the objectives of their master's thesis

In their master's thesis disposition, the student must also list the methods they will use to reach the objectives of their master's thesis. With the help of the foreseen methods, the student will endeavour to resolve the issue and research subject and prove the formulated working hypothesis (research question). The student most frequently uses one scientific research method, in addition to which they may use many others, which are considered auxiliary methods. It is not sufficient that the methods are simply listed, the area of use and the means of use must also be stated for each method.

e) Foreseen assumptions and limitations when dealing with the problem

In this item, the student determines the main assumptions or hypotheses (research questions). The assumptions or hypotheses (research questions) and limitations represent the start of approaching a topic. Assumptions are important as it is virtually impossible to include all factors that determine an area when dealing with a topic. This is why assumptions are used, to simplify the approach. In this way, the student assumes, that many factors of an issue do not change, which alleviates their work, as they are then able to focus in more detail on the more narrow field or even a specific case. The assumptions or hypotheses must be clearly defined.

Any limitations encountered when carrying out their research can be included in their master's thesis. For example, the student can list any problems due to limited access to data, business or state secrets, a lack of professional literature, people responsible being unwilling to cooperate, etc.

f) Verification of hypotheses

In this item, the student writes how or in which way they will test their hypotheses.

g) An assessment of the research carried out in the particular field so far

In this chapter, the student should accurately refer to already published work in the particular field dealt with. It is necessary to explain in what ways their thesis will differ from the existing published literature.

i) Expected results of the thesis

In this item, the student lists the more significant results that they expect to achieve with their research.

a) The foreseen content structure – table of contents

In this item, the student gives a brief description of the table of contents (chapters and sub-chapters).

b) A short description of the individual chapters

The student lists what they intend to cover in each chapter.

108. Article

(the separate lists of the foreseen literature and sources)

In the last item of the disposition, the student lists the literature and sources. The master's thesis disposition must include at least 50 units of literature and sources, of which at least 1/5 of the units must be from foreign literature and sources.

When registering their master's thesis topic, in particular when choosing a topic, defining the working theses (structure) and explanation of the topic, the student should be aware of the fact that:

- this the master's thesis is a professional piece of work that has to contribute to a particular field of science;
- that the fundamental and applied research is based on numerous scientific methods and that the student must master the research methodology and technology as well as preparation of professional pieces of work;
- that to prepare a suitable topic registration application, a student has to be someone who possesses a solid general and specific knowledge on the topic dealt with, who is capable of carrying out research and who has studied the current literature on the topic dealt with, who has a desire and motive to complete the research they started.

109. article

(disposition registration and confirmation procedure)

Before submitting the master's thesis (disposition) topic registration in written form, the student must forward the disposition in electronic form to the Office for Student Affairs by e-mail.

The Office for Student Affairs and the higher education teacher, who is authorised by the Study Committee, are required to verify whether the student meets all the requirements to register their master's thesis and whether the submitted disposition includes all required elements.

The Office for Student Affairs notifies the student whether they fulfilled the requirements and successfully passed the technical review. If it is found that something is missing, the Office for Student Affairs informs the student, who then has to submit the missing items or correct the disposition in accordance with instructions and submit it for review again.

When the Office for Student Affairs notifies the student that they fulfil the requirements and that the disposition is technically flawless, the student forwards the disposition in five double-sided

printed copies together with the signed form for the topic registration from Article 105 as well as a resume to the Office for Student Affairs, who in turn, forwards the disposition to be reviewed by the Study Committee.

The Study Committee deals with matters that were delivered to the Office for Student Affairs no later than three days before the day of the Study Committee's meeting. The Study Committee's meeting generally takes place during the first week of the month.

The Study Committee determines whether the proposed topic has not yet been dealt with in other master's theses and they decide whether the topic and mentor is approved, not approved or they request additional substantiation and supplementation.

The Study Committee can technically and substantively re-evaluate the submitted master's thesis disposition, and decide whether it is approved, not approved or they request additional substantiation and supplementation, not just from a technical perspective, but also regarding the content.

If the Study Committee evaluates that, in view of the chosen topic, the mentor is not the most suitable, they can propose another mentor. In this case, the new mentor must give their consent to be a mentor as well as to the master's thesis disposition.

Within ten days of the concluded regular meeting, the Office for Student Affairs is required to submit the Study Committee's decision to the student and mentor, and the co-mentor if one is appointed, on whether the application is not approved, or if it requires additional justification or for its confirmation as well as that if the mentor.

Preparation and submission of the master's thesis for evaluation

110. Article (submission of master's thesis)

The candidate can submit their master's thesis when they complete all their exams and term papers foreseen in their study programme (90 CP in total).

111. Article (review of master's thesis)

A draft of the master's thesis is submitted by the student to be reviewed by their mentor. The mentor gives the student written recommendations for amendments and supplements thirty days at the latest after receiving the master's thesis draft. The mentor also informs the student on whether they have to submit the corrected master's thesis to be reviewed again. In the event of suspected plagiarism, the mentor can submit the thesis to the library for preliminary verification

and on the basis of the result, they act in accordance with the Instructions for the Compliance with Copyrights and Prevention of Plagiarism.

The mentor is responsible for ensuring the adherence with the Instructions for the Preparation of Theses prior to approving the suitability of the thesis to be defended. They have a duty to request a plagiarism report and fill out a statement on the suitability of the thesis (Annex 4) and also send it to the College's Office for Student Affairs. In the event that the plagiarism report raises suspicion, the mentor must act in accordance with the Instructions for the Compliance with Copyrights and Prevention of Plagiarism.

When the mentor has no more comments regarding the diploma thesis they inform the Office for Student Affairs that the thesis is ready to be defended, and the student submits the following to the Office for Student Affairs:

112. Article
(proofreading the master's thesis and technical review)

The student's master's thesis must be proofread and then submitted for technical review to the Office for Student Affairs in a Microsoft Word format sent in electronic form by e-mail.

After receiving the electronic version of the proofread diploma thesis, the Office for Student Affairs forwards the thesis for technical review to the library, which verifies whether the master's thesis meets the technical requirements defined in the Instructions for the Preparation of Theses. The first review must be carried out within 10 days at the latest. The library and the student directly cooperate in the elimination of technical irregularities in the thesis. The time period from when the diploma thesis is first received for technical review to its final approval must not be more than one month. After the library approves the thesis, the student submits three double-sided printed, spirally bound copies to the Office for Student Affairs, together with a Statement of Authorship (Annex 5) and a Technical Suitability Form (Annex 6).

The master's thesis is considered submitted when the College receives a signed form from the mentor, that the thesis is ready to be submitted for review by the professional Committee (Annex 11) and when the master's thesis is submitted in electronic form for technical review by the Office for Student Affairs.

113. Article
(committee for evaluating the master's thesis)

The Study Committee decides upon a professional committee to evaluate the master's thesis at their first next meeting after the form and master's thesis has been submitted in physical form to the Office for Student Affairs. The professional committee comprises three members, where one of the members is the mentor.

114. Article

(the mentor's report on the evaluation of the master's thesis)

The mentor is required to prepare a report on the review and evaluation of the master's thesis within thirty days of the signing the Proposal for the Study Committee form. The report on the review and evaluation primarily contains information about:

1. the candidate, topic and mentor;
2. the formal characteristic of the master's thesis;
 - the suitability of the title and topic;
 - the scope of the text and the structure by chapter;
 - the scope and suitability of the complete literature and sources used.

The formal characteristic of the master's thesis:

- an evaluation of the research purpose and objectives achieved;
- an evaluation of the confirmation or rejection of the formulated hypotheses;
- suitability of the research methods used;
- an evaluation of the research results achieved;
- an evaluation of the contribution to the profession;
- an evaluation of the usability of the research results.

115. Article

(comments of the professional committee for evaluating the master's thesis)

The Office for Student Affairs is required to immediately submit the master's thesis together with the mentor's report for review from the other members of the Committee, who are in turn required to forward their comments to the Office for Student Affairs within 30 days of receiving the master's thesis, or inform the office, that they have no additional comments.

The student prepares a clean copy of the master's thesis together with their mentor on the basis of the possible comments of the Committee and submits a soft-bound copy to the Office for Student Affairs.

Defence of the master's thesis

116. Article

(determining the defence of the master's thesis)

The student defends their master's thesis in front of the Thesis committee for master's theses (hereinafter: the Committee) which comprises the president and two members, one of which is the mentor. In the event of co-mentorship, the committee has three members in addition to the president. The members of the committee for evaluating master's theses are, as a rule, the same as for the evaluation of the master's thesis.

The date and time of the master's thesis defence is determined by the president and member of the Committee in cooperation with the Office for Student Affairs.

The defence must be, as a rule, carried out within thirty days of the day when the master's thesis was accepted by the professional committee, except during the summer holidays.

The Office for Student Affairs notifies the president and member of the Committee as well as the student about the date and time of the defence five days before the defence.

117. Article
(publishing the defence)

The master's thesis defence is of a public nature.

Recording the defence is permissible with the written consent of the College, the candidate and the members of the thesis committee.

118. Article
(procedure of the defence)

The president of the Committee leads the defence.

The defence takes place in Albanian or English language, which the Academic Committee approved for the preparation of the master's thesis.

Minutes are kept on the defence.

Before the defence at a closed meeting, the Committee determines whether all conditions for the defence of the master's thesis have been fulfilled and determine the start of the defence.

119. Article
(presentation of the master's thesis at the defence)

The defence is initiated by the president of the Committee by first introducing the student and, on the basis of documentation, determines whether the student has completed all their academic requirements defined for the master's programme. They then explain the defence procedure to the student and state the master's thesis topic.

The student presents their master's thesis, for the duration of up to 15 minutes, and may use various audio-visual aids while doing so. In their presentation they should focus on:

- explaining their reasons and motives for choosing the topic;
- explaining the research issue and subject with the presentation of their hypotheses;

- demonstrate the limiting factors and potential problems they faced during their research;
- clearly and systematically presenting the most significant results of their research,
- findings, regularities, models, theories, facts discovered, with which solved they were able to solve the problem and the subject of their research, realise the research purpose and objectives and prove the formulated hypotheses;
- the contribution of their master's thesis to science and the profession;
- when and how the results, presented in their master's thesis, can be applied.

After the presentation the mentor gives a report on the master's thesis, which is followed by the Committee posing a maximum of three written questions to the student.

If the student wishes, the Committee's president allocates 15 minutes for them to prepare to answer the questions. The student may reply to the posed questions in the order of their choosing. The student also answers any additional or supplemental questions posed by the Committee members.

The defending of the questions posed lasts up to 30 minutes.

120. Article (evaluation of the master's thesis quality)

After the defence, the members of the Committee evaluate the master's thesis and defence at a closed meeting.

The president of the Committee declares the grade of the master's thesis and declares the student to have obtained their master's degree in a certain field.

The president of the Committee enters their grade and signs the minutes last.

If the mentor is of the opinion that the master's thesis meets the requirements for commendation, they put forward a proposal on the defence record, together with a short explanation, which is then signed by the member of the Thesis committee.

121. Article (grading scale)

The Committee grades the master's thesis and the defence following the ECTS grading scale from Excellent (10) to Unsatisfactory (5). The grade is made up of the grade for the master's thesis and the grade for the defence. With their defence, the student can increase or decrease their master's thesis grade by one grade.

The following is taken into consideration when grading the master's thesis: level of difficulty of the topic or issue, their ability to apply the knowledge gained to solve the case, the creative

contribution of the student, the practical value of their findings for the organisation, the quality of their master's thesis presentation and the quality of their answers to the questions posed.

If the student decides not to defend their positively graded master's thesis by the mentor and members of the thesis committee, they are required to cover the costs incurred. In the event that the student decides to defend their master's thesis in the same year that they already withdrew from their defence, the amount they already paid to cover costs is not charged again.

122. Article
(repeating the defence of the master's thesis)

It is not possible to re-do the master's thesis defence in the event that the committee graded it as unsatisfactory, unless the committee unanimously assesses that a defence that has already started will be moved back due to special circumstances and justifiable reasons of the candidate.

123. Article
(contesting the grade)

If the student does not agree with the grade given for their master's thesis, they can submit a written objection. To resolve this objection, this chapter, which deals with contesting the grade, is to be used reasonably.

124. Article
(certificate of graduation - master's degree)

Within fifteen days of completing the defence, the student submits three hard-bound copies of their master's thesis as well as in electronic form (a document in Microsoft Word format) to the Office for Student Affairs. The Office for Student Affairs submits one copy to the mentor, and two copies to the College's library.

On the basis of this, the Office for Student Affairs enters the student's grade received at the defence of their diploma thesis into their e-index and issues the student three temporary Certificates of Graduation - Master's Degree, which are substitutes for the Diploma until it is issued. The certificates are signed by the Rector or Dean.

The date of the student's defence of their master's thesis is also the day they receive their professional title.

125. Article
(plagiarism statement)

The student, on their own volition, request the Office for Student Affairs for a Plagiarism Statement at the latest fifteen days after they complete their defence. The service is payable and listed in the College's price list.

126. Article
(master's graduate records)

The Office for Student Affairs keeps a folder on each master's graduate, which contains all documentation on the procedure and conclusion of the master's studies.

Withdrawal

127. Article
(withdrawal from the College)

A student that does not intend to complete their studies may withdraw from the College. They must address a personally signed request to withdraw to the College.

The Accounting Office must then verify if the student has settled all their financial obligations.

When the student has settled all of their financial obligations towards the College, the Office for Student Affairs issues a written withdrawal from the College.

V. Doctoral study Management of Real Estate and Infrastructure (PhD)

Scope and implementation of studies

128. Article (field and scope of studies)

The College organises and carries out scientific research activities as well as education for the process of obtaining a Doctor of Science degree in the ISCED fields: Management of Real Estate (PhD).

(2) The doctoral study programme comprises six semesters.

129. Article (implementation of studies)

The academic requirements for doctoral programme comprise of 60 CP per year (a total of 180 CP) and include lectures, seminars and individual work.

Enrolment requirements

130. Article (requirements for enrolment into the 1st year)

Anyone who has completed the following can enrol into the first year of the doctoral study programme:

- a 2nd cycle study programme;
- a study programme valued at 300 credit points;
- a four-year university undergraduate study programme approved in Pre-Bologna process;

The enrolment requirements are also fulfilled if the candidate has completed a equal education abroad.

131. Article (enrolment requirements regarding transfer criteria)

The Study Committee decides on the possibility of a candidate transferring to the doctoral study programme in Management of Real Estate and Infrastructure (PhD).

It is possible to transfer from other PhD study programmes to the 2nd or 3rd year of the study programme of Management of Real Estate and Infrastructure (PhD). It is determined which academic requirements have already been completed and can be recognised partially or in full and

it is furthermore determined which academic requirements have still to be completed, if the student wants to conclude the new study programme.

Graduates of current master's of science study programmes or specialisation after the conclusion of the study programmes to obtain a university education have their already completed requirements recognised to the amount of at least 60 CP.

Those who fulfil the following requirements can enrol directly into the 2nd year of the study programme Management of Real Estate and Infrastructure (PhD):

- graduated from a master's study programme, approved during Pre-Bologna system from other fields.

Those who fulfil the following requirements can enrol directly into the 3rd year of the study programme Management of Real Estate and Infrastructure (PhD):

- graduated from a master's study programme, approved during Pre-Bologna system from a suitable field. Suitable fields, according to the ISCED classification, are all accredited undergraduate and graduate programmes in the fields of law (38), architecture, urbanism and construction (58), business and administrative sciences (34).

132. Article (enrolment limitations)

In the event that the number of applications for enrolment into the doctoral study programme significantly exceeds the number of available places or the capabilities (space, staff, equipment and other areas), the College will limit enrolment. The following criteria will be used when choosing the candidates:

- average grade from their completed studies, which is a requirements for enrolment – 60% of the points;
- master thesis grade – 40% of the points.

133. Article (application)

Anyone may enrol into the doctoral study programme if they fulfil the requirements determined in Article 130 and 131 of these rules and regulations and submit an application for enrolment into the undergraduate programme in a timely manner. The enrolment application must include:

- an electronic application submitted on the web;
- a notarised copy of their certificate of graduation on an undergraduate or postgraduate level;
- a notarised copy of their certificate of graduation on an undergraduate or postgraduate level as well as the grades of their diploma or master's thesis;
- a photocopy of a personal identification document.

- the possible decision issued by the College on the continuation of studies in the doctoral programme or the decision on the recognition of equivalence for education abroad, in the event that the candidate their undergraduate or postgraduate studies abroad.

134. Article
(recognition of already completed requirements)

Doctoral studies candidates, who completed a certain number of exams as part of their master of science but did not complete their master's degree, can have credit points recognised for their doctoral studies in the multiple of the completed requirements from their master's studies, taking into account their field of specialisation.

Advancing to the next year

135. Article
(requirements for advancing to the next year)

To advance from the 1st year to the 2nd year, students in the doctoral study programme Management of Real Estate and Infrastructure (PhD) must complete their academic requirements equivalent to 42 CP, including the academic requirement 'Preparation of the Doctoral Dissertation Disposition'. The latter is completed on the day when the disposition is approved by the Study Committee and the Senate.

To advance from the 2nd year to the 3rd year, students in the doctoral study programme Law and Management of Real Estate (PhD) must complete all their academic requirements from the 1st and 2nd year, including the academic requirement 'Preparation of the Doctoral Dissertation Disposition', which they complete as part of the course Individual research work 2. The latter is completed on the day when the disposition is approved by the Study Committee and the Senate.

To advance from the 2nd year to the 3rd year, students in the doctoral study programme Management of Real Estate and Infrastructure (PhD) must complete all their academic requirements from the 1st and 2nd year.

A student can enrol into a higher year after submitting proof of settling their financial obligations to the College, determined in the Education Agreement and the price list for the current academic year.

Students enrol into the higher year in the same time period set for enrolment into the first year. This provision is also valid for students who are repeating the year.

136. article
(requirements for direct enrolment into the 3rd year)

A student who, following the transfer criteria, directly enrolls into the 3rd year of the doctoral study programme Management of Real Estate and Infrastructure (PhD) must complete the academic requirement 'Preparation of the Doctoral Dissertation Disposition' by the end of the last semester.

A student who, following the transfer criteria, directly enrolls into the 3rd year of the doctoral study programme Management of Real Estate and Infrastructure (PhD) must complete the academic requirement 'Preparation of the Doctoral Dissertation Disposition' as well as 'Seminar I' and 'Seminar 2' by the end of the last semester.

Conditional and exceptional enrolment

137. Article
(conditional enrolment)

The student can advance to the higher year, if they are missing one requirement to fulfil the general conditions determined in Article 135.

The Study Committee decides on the conditional advancement to the next year on the basis of a written application from the student. The request must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20.9. of the current year.

138. Article
(exceptional enrolment)

Despite not fulfilling the requirements listed in Article 135 of these rules and requirements, a student can be conditionally enrolled into a higher year on the basis of a justified reason. A justified reason is only considered if it is possible to expect that the student will be able to complete their academic requirements in a timely manner.

The following reasons can be deemed justified reasons for conditional, if suitably substantiated with proof:

1. motherhood;
2. illness, that continuously lasted more than two months during exam periods, taking into account the nature of the illness;
3. participation in top-level professional, cultural and sporting events;
4. exceptional family and social circumstances;
5. status of a person with special needs.

These justified reasons must be substantiated by the student with credible documents.

The Study Committee decides on the conditional advancement to the next year without the fulfilment of some of the requirements on the basis of a written application from the student. The request must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20.9. of the current year.

Repeat enrolment

139. Article (requirements for repeating the year)

A student who has not completed all their requirements determined in the study programme for the enrolment into a higher year, may repeat the year only once during their time enrolled at university, if they had so far not repeated a year or changed their study programme or field of specialisation due to the unfulfillment of requirements in their previous field of specialisation or study programme.

The Study Committee decides on repeated enrolment on the basis of a written application from the student. The request must be submitted by the student at the latest 10 days before the deadline for the enrolment into a higher year, that is by 20.9. of the current year.

Parallel studies

140. Article (definition of parallel studies)

Parallel study is a study on separate study programmes. A student who successfully completes their study requirements for all study programmes is awarded a separate diploma for each of the completed study programmes.

Upon successfully completed first year of study, a student can additionally enrol into another study programme if they meet that programme's enrolment criteria.

141. Article (conditions for parallel studies)

A student interested in parallel study submits with their application a certificate of completed requirements for enrolment into a higher year at the higher education institution they are already enrolled at, and consent for parallel studies of the competent authority of this institution.

With its rules and regulations, the College determines the criteria in case of limited enrolment into the study programme within parallel study.

A student enrolled into a study programme within parallel study has the same rights and obligations regardless of the rights and obligations they have already received at the parent College.

Student status

142. Article (student status termination)

The student's status is terminated, if the student:

- receives their doctorate;
- does not graduate from the doctoral study programme in 12 months following the conclusion of the last semester;
- withdraws;
- does not enrol into the following year or semester during their studies;
- was expelled.

In the event of the second and fourth indent of the first paragraph and second paragraph of this article, a student, due to justified reasons, may extend their student status, but for the maximum of one year.

The following reasons may be considered for extending their student status, if they are supported with the appropriate evidence: motherhood; illness, that continuously lasted more than two months during exam periods, taking into account the nature of the illness; participation in top-level professional, cultural and sporting events; active participation in the College's bodies; exceptional family and social circumstances; or they are recognised as persons with special needs.

Student mothers who give birth during their time at university have the right to extend their student status for one year for the birth of each live-born child. In the case of motherhood, there is no additional charge for carrying out requirements during the extended study.

The Study Committee decides on granting an extension of the student on the basis of a written application from the student. The request must be submitted by the student at the latest 10 days before the deadline for enrolment into a higher year, that is by 20.9. of the current year.

143. Article (fulfilling academic requirements after the loss of student status)

A student, who does not fulfil the requirements for enrolment into a higher year or for repeating a year, or their time limit for the completion of their studies has expired, loses their student status, and the College enters them into their records as a student without a student status.

A student without student status must settle the financial obligations for each exam, term paper or diploma thesis equivalent to the credit points (hereinafter: CP) to be able to complete their unfulfilled requirements (exams, term papers, doctoral thesis disposition, doctoral thesis). The basis for the value of CP is the tuition fee for the current academic year.

The bill for the missing requirement is sent to the student by the Office for Student Affairs.

On the basis of payment of the individual missing requirements equivalent to the CP, the student may take each individual exam three times.

In special, justified, cases, the Board of Directors may decide otherwise.

Continuation of studies after cessation

144. Article (counting the cessation of studies)

The cessation of studies is counted from the day when the student no longer has their student status. Examples of student status loss are defined in Article 142 of these rules and regulations.

145. Article (cessation of studies)

If the student discontinues their studies for less than two years, they are able to continue and complete the same study programme that was valid at the time of enrolment.

If more than two years have passed since the student discontinued their studies, they must submit a request to continue and complete their studies to the Study Committee, with the intention of continuing and completing their studies. On the basis of a positive resolution, a contract is concluded for the continuation and completion of studies, with which the mode of taking exams, preparing term papers and diploma theses is determined, as well as the deadline for completing their studies and means of payment in accordance with the College's price list.

If during the cessation of studies, the study programme has changes, the academic committee mentioned in the previous paragraph may determine bridging exams or other additional requirements as a condition for the advancement or completion of studies.

If due to the progress of the profession during a prolonged interruption of studies, knowledge that was required on an exam prior to the termination of studies has become inappropriate, the academic committee, in addition to the bridging requirements, can determine that the student must repeat certain exams or other requirements that had already been completed before the interruption of studies.

On the basis of the payment of the individual missing requirements equivalent to the CP, the student may take each individual exam three times.

Completion of studies

146. Article
(condition for the completion of studies)

To complete their studies and obtain the title of Doctor of Science, the student must complete all their academic requirements, successfully defend their doctoral dissertation and settle all financial obligations to the College.

Obtaining a title

147. Article
(conditions for obtaining a title)

The title of Doctor of Science (abbreviation: PhD) is awarded to students who fulfil all the requirements for the completion of their doctoral studies determined in these rules and regulations.

The certificate or document on obtaining a title is issued by the College to the student after they have submitted a suitable number of copies of the final version of their doctoral dissertation to the College, in accordance with Article 164 of these rules and regulations as furthermore, have settled all their financial obligations to the College.

Registration of doctoral dissertation topic and appointing a mentor

148. Article
(language)

The doctoral dissertation must be written in Albanian or English.

149. Article
(registration of the doctoral dissertation topic)

The student addresses their doctoral dissertation topic registration to the Office of Student Affairs.

The student submits the application for the doctoral dissertation topic registration in three copies and which comprise:

- an application in which the student requests for the evaluation and acceptance of the doctoral dissertation registration application, in which they have listed the title of the proposed doctoral dissertation and the field of the doctoral dissertation on the proposal of the mentor.

The aforementioned application should be submitted with the Registration of the Doctoral Dissertation Topic form (Annex 12). The form is signed by the candidate and the proposed mentor.

- doctoral dissertation disposition in the form defined in Article 153 of these rules and regulations.

The application must be written in English or Albanian. On the basis of the student's application and consent of the Study Committee, the doctoral dissertation application can be written in a foreign language.

150. Article (mentor)

The mentor of the doctoral dissertation can be a higher education teacher (assistant professor, associate professor or full professor) in the field of the topic of the doctoral dissertation.

A foreign professor may be a mentor only if they are a visiting professor or if the College does not have a home habilitated higher education teacher for the chosen field.

The mentor is required to stay in regular contact to maintain a suitable scientific standard of the dissertation. Before submitting their doctoral dissertation for evaluation, the mentor must give their written consent on its suitability.

151. Article (changing mentors)

If a student, during the process of preparing their doctoral dissertation thesis, finds that they are unable to continue working with their mentor or co-mentor, they may submit a written request to the Study Committee (Annex 14) to assign another mentor or co-mentor. The mentor or co-mentor may also resign from the position of mentor or co-mentor, if they find that they are unable to continue working with the student.

The Study Committee decides on the justification of the exchange at their first next regular meeting. In this case, the entire procedure of doctoral thesis topic registration is repeated. During the preparing of the doctoral dissertation, one exchange of mentor or co-mentor is permitted at most.

152. Article (changing topic)

If a student, while preparing their doctoral dissertation, discovers that they will be unable to complete their doctoral dissertation or wish to change the topic, they can request to resign from the approved diploma thesis (Annex 13). The justified request for withdrawal is handled by the mentor and the Dean within fifteen days - if the Dean approves the resignation from the already

approved diploma thesis, the student is allowed to register a new diploma thesis. In this case, the entire procedure of topic registration is repeated. The student is allowed to request resignation from an approved doctoral thesis once.

Doctoral dissertation disposition

153. Article (disposition)

The doctoral dissertation disposition must include:

a) Title of the dissertation

A doctoral dissertation is the result of a student's independent research work at the conclusion of their studies. The students propose their doctoral dissertation topics by themselves in agreement with their mentor. The topic must refer to the professional or scientific field that the student is studying. The topic must reflect the content of the doctoral dissertation.

b) Explanation of the topic:

In this item, the student explains the topic of the doctoral dissertation, highlighting the important facts that are connected to the doctoral dissertation topic. They can also briefly describe the process of the doctoral dissertation itself.

c) Research issue, subject and hypotheses:

In this item of the doctoral dissertation disposition, the student defines the field that they will be dealing with and from whence the issue arises. The definition of the issue must be clear and exact. It may also include an explanation of the dimension of the issue and the significance of solving the issue. A suitably defined issue and research subject are the basis for the student to formulate working hypotheses (research questions). In this item, the student determines the main assumptions or hypotheses (research questions). The assumptions or hypotheses (research questions) and limitations represent the start of approaching a topic. Assumptions are important as it is virtually impossible to include all factors that determine an area when dealing with a topic. This is why assumptions are used, to simplify the approach. In this way, the student assumes, that many factors of an issue do not change, which alleviates their work, as they are then able to focus in more detail on the more narrow field or even a specific case. The assumptions or hypotheses must be clearly defined.

An limitations encountered when carrying out their research can be included in their doctoral dissertation. For example, the student can list any problems due to limited access to data, business or state secrets, a lack of professional literature, people responsible being unwilling to cooperate, etc.

d) Research purpose and objectives:

The purpose of the doctoral dissertation essentially arises from the issue addressed and means searching for an answer to the main hypothesis (research question). In their dissertation, the student explains the purpose of the issue and answers the question, why are they analysing the chosen topic. The purposes can be various ones and are based on the issue that the student addressed in their doctoral dissertation, however they must answer the set question, what will change in the field due to their research.

The doctoral dissertation objectives state what the student must do to achieve the purpose of their research. There can be more than one objective, the student can also set themselves a number of sub-objectives. It is recommended that the student sets questions to which they will, during the process of researching, formulating and presenting in writing the results of their research, endeavour to give justified answers.

e) Evaluation of the research to date:

In this item, the student attempts to include their research to date that refers to the topic of their doctoral dissertation. Publications, documentary events, statistical data, monograph publications, documents, etc., can all be included as part of their research. The student can highlight in what ways their dissertation will differ from research to date.

f) Research methods:

In their doctoral dissertation disposition, the student must also list the methods they will use to reach the objectives of their doctoral dissertation. With the help of the foreseen methods, the student will endeavour to resolve the issue and research subject and prove the formulated working hypothesis (research question). The student most frequently uses one scientific research method, in addition to which they may use many others, which are considered auxiliary methods. It is not sufficient that the methods are simply listed, the area of use and the means of use must also be stated for each method.

g) A brief outline of the foreseen chapters:

In this item, the student gives a brief description of the table of contents (chapters and sub-chapters).

h) Expected research results:

In this item, the student lists the expected research results, with which they intend to contribute to the understanding of certain findings.

i) Expected contribution to science and the profession:

In this item, the student lists the more significant results that they expect to achieve with their research, with which they intend to contribute to science and the profession.

j) Application of the research results:

In this item, the student gives a brief description of the possible applications of the research results.

k) Main literature and sources (at least 100 units)

In the last item of the disposition, the student lists all the literature and sources (separately). The doctoral dissertation disposition must include at least 100 units of relevant literature. The emphasis should be on foreign and original literature.

l) Student's information (curriculum vitae) with an emphasis on the student's development in the scientific field;

m) Student's bibliography

154. Article

(registration procedure and approval of doctoral thesis topic)

Before submitting the doctoral dissertation (disposition) topic registration in written form, the student must forward the disposition in electronic form to the Office for Student Affairs (hereinafter: the Office for Student Affairs) by e-mail.

The Office for Student Affairs notifies the student whether they fulfilled the requirements and successfully passed the technical review. If it is found that something is missing, the Office for Student Affairs informs the student, who then has to submit the missing items or correct the disposition in accordance with instructions and submit it for review again.

When the Office for Student Affairs notifies the student that they fulfil the requirements and that the disposition is technically flawless, the student forwards the disposition in five double-sided printed copies together with the signed form for the topic registration from Article 149 as well as a resume to the Office for Student Affairs, who in turn, forwards the disposition to be reviewed by the Study Committee.

The Study Committee deals with matters that were delivered to the Office for Student Affairs no later than three days before the day of the Study Committee's meeting. The Study Committee's meeting generally takes place during the first week of the month.

At the meeting, the Study Committee verifies whether a student's application is complete.

If the Study Committee decides that the student's application is complete, they forward their decision to the College Senate, together with the proposal for the formation of the professional Committee for the evaluation of the doctoral dissertation's suitability.

155. Article

(committee for the evaluation of the doctoral dissertation's suitability)

Within 30 days, the College Senate names the Committee for the Evaluation of the Doctoral Dissertation Topic's Suitability (hereinafter: the Committee), in which one of the members has been recommended by the mentor.

In general, the same Committee follows the student's work to the doctoral defence.

The Committee is made up of three members (however, in the event that there is a co-mentor nominated in addition to the mentor, there are then four members) of higher education teachers or scientific workers from the field in which the student is obtaining their doctorate in science. The proposed mentor is, as a rule, also the rapporteur. The rapporteur is required to coordinate the work of all the members of the committee for the evaluation of suitability as well as write a final report on the basis of the individual reports of the remaining members.

156. Article (the committee's report)

The committee must submit a report within 2 months of the day of nomination. The summer holidays are not counted as part of the aforementioned deadline.

The committee, in a written report, assesses the following:

- whether the theses and initial questions, which the student intends to deal with in their doctoral dissertation, are clear; whether the topic can be the subject of a scientific discourse and whether it gives the student enough possibilities to make an independent and original scientific contribution to the relevant field;
- whether the proposed methods and instrumentation of the scientific research suitable;
- whether the listed title and field of the doctoral dissertation are suitable for the proposed content;
- whether the more important literature from the field that the student wishes to research in the doctoral dissertation is listed.

The committee's written report comprises:

- the title of the proposed doctoral dissertation with the grade and disposition;
- a list and grade of the hypotheses and main theses of the proposed doctoral dissertation;
- a suitability evaluation of the planned scientific methods that the student intends to use;
- a decision, in which it is briefly stated whether the disposition is graded positively and why such a grade was proposed, the doctoral dissertation title and the field dealt with.
- proposal for the mentor's nomination;
- proposal for the acceptance/rejection of the proposed topic;
- date and signature of the committee member.

157. Article (confirmation of the Senate)

When the Study Committee receives the doctoral dissertation topic suitability evaluation from the committee, it proposes its acceptance to the Senate.

In the event that the Study Committee received a negative report from the Committee it can propose that the Senate:

- accepts the negative disposition grade;
- determines a new deadline for the student, in which they must change the proposed topic, elaborate on it or in some other way take into consideration the comments of the committee for the evaluation of the doctoral dissertation's suitability.

After the proposed topic is either approved or not at the Senate, the Study Committee notifies the student and mentor.

Preparation and submission of the doctoral dissertation

158. Article (submission of the doctoral dissertation)

The student must submit their doctoral dissertation to the College's Office for Student Affairs in three unbound copies (double-sided print, bound with a spiral) and one electronic copy within twelve months of the conclusion of the last semester. All copies must include a statement of authorship (Annex 5).

A student, who due to justified reasons cannot submit their doctoral dissertation within the time limit from the previous paragraph, can, on the basis of a justified reason, request an extension of the deadline. The following reasons may be considered for extending the deadline, if they are supported with the appropriate evidence: motherhood; illness, that continuously lasted more than two months during exam periods, taking into account the nature of the illness; participation in top-level professional, cultural and sporting events; active participation in the College's bodies; exceptional family and social circumstances; or they are recognised as persons with special needs.

The Study Committee and Senate of the College handle the request, and can extend the submission deadline for a maximum of one year.

159. Article (review of the doctoral thesis)

A draft of the doctoral thesis is submitted by the student to be reviewed by their mentor. The mentor gives the student written recommendations for amendments and supplements thirty days at the latest after receiving the master's thesis draft. The mentor also informs the student on whether they have to submit the corrected doctoral thesis to be reviewed again. In the event of suspected plagiarism, the mentor can submit the thesis to the library for preliminary verification

and on the basis of the result, they act in accordance with the Instructions for the Compliance with Copyrights and Prevention of Plagiarism.

The mentor is responsible for ensuring the adherence with the Instructions for the Preparation of Theses prior to approving the suitability of the thesis to be defended. The mentor may request a plagiarism report and must fill out a statement on the suitability of the thesis, and also send it to the College's Office for Student Affairs. In the event that the plagiarism report raises suspicion, the mentor must act in accordance with the Instructions for the Compliance with Copyrights and Prevention of Plagiarism.

When the mentor has no more comments regarding the diploma thesis they inform the Office for Student Affairs that the thesis is ready to be submitted for evaluation by the Study Committee, and the student submits it for proofreading.

160. Article
(proofreading the doctoral thesis and technical review)

The student's doctoral thesis must be proofread and then submitted for technical review to the Office for Student Affairs in a Microsoft Word format sent in electronic form by e-mail.

After receiving the electronic version of the proofread diploma thesis, the Office for Student Affairs forwards the thesis for technical review to the library, which verifies whether the doctoral thesis meets the technical requirements defined in the Instructions for the Preparation of Theses. The first review must be carried out by the library within ten days at the latest. The library and the student directly cooperate in the elimination of technical irregularities in the thesis. The time period from when the doctoral thesis is first received for technical review to its final approval must not be more than one month. After the library approves the thesis, the student submits three double-sided printed, spirally bound copies to the Office for Student Affairs, together with a Statement of Authorship (Annex 5) and a Technical Suitability Form (Annex 6).

The doctoral thesis is considered submitted when the College receives a signed form from the mentor, that the thesis is ready to be submitted for review by the professional Committee (Annex 15) and when the doctoral thesis is submitted in electronic form for technical review by the Office for Student Affairs.

161. Article
(committee for the evaluation of the doctoral dissertation)

The Study Committee proposes to the Senate that they name a Committee for the evaluation of the doctoral dissertation after the completed doctoral dissertation has been submitted.

The committee for the evaluation of the doctoral dissertation comprises the mentor as well as the president and committee members. The senate chooses them from among the higher education teacher who have a doctorate in science in the scientific field that the student is endeavouring to get their doctorate of science.

162. Article

(report of the committee for the doctoral dissertation's evaluation)

Within three months of being appointed (excluding the summer holidays), the members of the committee are required to review the doctoral dissertation and submit their potential comments to the student. The student can, within one month of receiving the comments, correct, change or make additions to their doctoral dissertation. Then, each member of the committee for the evaluation of the doctoral dissertation submits their report (opinion) in written form to the Study Committee within one month of receiving the correct doctoral dissertation.

163. Article

(contents of the report of the committee for the doctoral dissertation's evaluation)

The report on the doctoral dissertation disposition must include:

- the title 'Doctoral Dissertation Evaluation' (the student's name and surname) with the title;
- an analysis of the dissertation structure and applied methods;
- an evaluation of originality of the doctoral dissertation's theses, validity of its proof, as well as the title's consistency with the doctoral dissertation disposition, and the theses' contribution to science;
- the final evaluation whether the doctoral dissertation defence is possible or not possible, whether the submitted doctoral dissertation can be supplemented and altered so that it would be ready for defence.

164. Article

(opinion of the members of the committee)

The Study Committee determines whether the opinion of the members of the committee for evaluating the doctoral dissertation is positive or negative. The opinion is considered to be negative if two out of three of the members gave a negative opinion. If one of the members gave a negative opinion, the Study Committee proposes an additional member of the committee for the evaluation of doctoral dissertations, who in turn gives their opinion within one month.

In the event that the Study Committee receives a second negative opinion, it proposes the following to the Senate:

- the acceptance of the negative grade and the rejection of the doctoral dissertation or
- for the student to set a new deadline, which cannot be longer than one year, in which they must change or supplement the proposed doctoral dissertation.

The rapporteurs for the doctoral dissertation evaluation review the supplemented or altered doctoral dissertation again and submit their reports on it to the Study Committee, who submit them for re-evaluation to the Senate together with the suitable proposal.

If the student does not correct or supplement the doctoral dissertation within the allotted time, the doctoral dissertation is rejected. A rejected doctoral dissertation cannot be re-submitted by the student.

The positive opinion of the Committee for the evaluation of the doctoral dissertation is forwarded by the Study Committee for confirmation from the Senate.

Defending the doctoral dissertation

165. Article (determining the defence of the doctoral dissertation)

If the doctoral dissertation was graded positively and accepted, the Senate appoints a Thesis committee for the defence of the doctoral dissertation (hereinafter: thesis committee) (a president and members). The thesis committee comprises, as a rule, the members of the committee for the evaluation of the doctoral dissertation, the mentor and co-mentor.

The day of the doctoral dissertation defence is decided on by the Dean/Rector on the proposal of the thesis committee and in agreement with the student.

From the appointment of the thesis committee until the defence, no more than thirty days must pass, except during summer holidays.

166. Article (publishing the defence)

The defence of the doctoral dissertation is of a public nature. The time and place of the doctoral dissertation defence, its author and members of the Committee are published on the College's website five days before the date of the defence.

Recording the defence is permissible with the written consent of the College, the candidate and the members of the thesis committee.

Minutes are kept on the defence. The questions posed to the student at their defence are written in the minutes.

167. Article
(procedure of the defence)

The defence of the doctoral dissertation is lead by a thesis committee.

The defence is initiated by the president of the thesis committee by introducing the student (biographical and bibliographical information), the title and field of the doctoral dissertation and their work process of their doctoral dissertation. Whereby the student and president of the thesis committee are standing. Then the president lets the student speak.

The student gives a presentation of their doctoral dissertation lasting 30 to 45 minutes. They can use various audio-visual aids in their presentation.

After the presentation of their doctoral dissertation, the mentor and the other members of the thesis committee present the main points of their evaluation of the doctoral dissertation.

The members of the thesis committee then put forward the written questions for the student. With the consent of the president, other people present may put forward written questions. The questions are supposed to be posed in such a way, so that the student can answer them in the time period of 45 minutes. Before the student answers the question, they have to right to a 30–45 minute recess to prepare the answers.

168. Article
(decision on the success of the defence)

After the defence, the Thesis committee meets and adopts a decision on whether the student has successfully defended their doctoral dissertation. The decision is given in written form, where it states who defended the doctoral dissertation, the title of the doctoral dissertation, their decision and a brief explanation of the decision, the day and time of the defence, as well as the signatures of the members of the committee listing their roles in the committee. The decision is signed by all members of the committee.

The president of the committee reads out the decision from the previous paragraph for this article to the student and those present at the defence. Whereby everyone stands.

169. Article
(repeating the defence of the doctoral dissertation)

In the event that the defence was unsuccessful, the Thesis committee gives the student a three month deadline at the most to prepare for a repeat of their defence.

In the event of a second unsuccessful defence, the Thesis committee issues a decision in written form, in which they state who defended the doctoral dissertation, the title of the doctoral

dissertation, their decision and a brief explanation of the decision, the day and time of the defence, as well as the members of the committee.

The student has the right to appeal the decision from the previous paragraph to the Senate.

170. Article
(certificate of graduation - doctorate)

Within fifteen days of completing the defence, the student submits three hard-bound copies of their doctoral dissertation as well as their dissertation in electronic form (a document in Microsoft Word format) to the Office for Student Affairs.

On the basis of this, the Office for Student Affairs enters the student's grade received at the defence of their doctoral thesis into their e-index and issues the student three temporary Certificates of Graduation, which are substitutes for the Doctoral Diploma until it is issued. The certificates are signed by the Dean/Rector.

The date of the student's defence of their doctoral thesis is also the day they receive their professional title.

171. Article
(plagiarism statement)

The student, on their own volition, request the Office for Student Affairs for a Plagiarism Statement at the latest fifteen days after they complete their defence. The service is payable and listed in the College's price list.

172. article
(copies of the doctoral dissertation)

After defending their doctoral dissertation, the student submits their doctoral dissertation to the Office for Student Affairs in four bound copies, and the Office for Student Affairs submits one of these copies to the College library.

173. Article
(records of doctoral candidates)

The Office for Student Affairs keeps a folder on each doctoral graduate, which contains all documentation on the procedure and conclusion of their doctoral studies.

Promotion

174. Article

(promotion)

On the proposal of the Senate's decision, the Dean/Rector promotes the Doctor of Science. Promotion takes place once per year, is public and formal, and is where the Doctor is issued their diploma.

The diploma of the Doctor of Science carries the name of the College. The diploma contains the name and surname of the doctoral candidate and the date and place of their birth, their scientific title, as well as the date of their defence and their promotion.

Withdrawal

175. Article (withdrawal from the College)

A student that does not intend to complete their studies may withdraw from the College. They must address a personally signed request to withdraw to the College.

The Accounting Office must then verify if the student has settled all their financial obligations. When the student has settled all of their financial obligations towards the College, the Office for Student Affairs issues a written withdrawal from the College.

VI. Revocation of academic or scientific title

176. Article (reasons for revocation)

A graduate's professional or scientific title is taken away, if the following is determined after the title has been awarded:

- that the graduate did not have the education required by law to enrol;
- that in the thesis that is required following the study programme, the graduate did not cite the work of other authors in accordance with the established ways of listing citations and showed it as their own work;
- the thesis that is required following the study programme was not the result of the graduate's own work, creativity and achievements.

177. Article (initiating the procedure)

Anyone can put forward a proposal for initiating the procedure to determine whether the conditions for revoking a scientific or professional title are met. Together with a written explanation, in which the person explains and justifies one of the circumstances that is grounds for the revocation of a title from the previous article, they send the proposal to the College's Senate.

If the Senate is of the opinion that the proposal is formally justified, they adopt a decision within 8 days of receiving the proposal, with which they initiate the procedure for the revocation of a title and names a three-member professional committee to substantively verify the justification of the proposal.

178. Article (composition and obligations of the committee)

The Committee for the substantive verification of the proposal's justification must be composed of members who are from the field that the thesis deals with.

The members of the Committee for the substantive verification of the proposal's justification cannot be people who have participated in the procedure for obtaining a professional or scientific title as a mentor, co-mentor or member of the thesis committee.

The Committee for the substantive verification of the proposal's justification must submit their professional opinion on the degree of the violation to the Senate within 30 days of being named.

179. Article (the graduate's rights)

The president of the Committee for the substantive verification of the proposal's justification notifies the graduate, against whom proceedings have been initiated and who can participate in the process themselves or by proxy, about the initiation of the procedure to revoke a scientific or professional title.

The graduate has the right to access all documents regarding the matter, to be familiar with the status of the matter, submit evidence in their favour, and to exercise all other rights that they have as an involved party in the matter while reasonably applying the law that regulates the general administrative procedure.

Before the conclusion of the decision-making at the Senate, the president of the Committee for the substantive verification of the proposal's justification must request the graduate to, in no later than 30 days after receiving the prompt, submit a written statement regarding all the facts and circumstances relevant to the issuing of the decision.

After receiving the written statement from the graduate or after the end of the time limit from the previous paragraph, the president of the Committee for the substantive verification of the proposal's justification submits the report on the progress on the proceedings and the proposal of the Senate's decision.

180. Article
(decision of the Senate)

It at a meeting, the Senate determines that a reason exists for the revocation of an professional or scientific title, it issues a decision with which the title is taken away, or it stops the procedure with a decision.

Against the decision of the Senate to revoke a scientific or professional title an administrative dispute may be initiated.

181. Article
(effect of the revocation of a scientific or professional title)

The scientific or professional title shall be revoked with effect from the final decision of the Senate.

After the withdrawal of the title, the College revokes the validity of the documents and informs the Ministry of Education of Republic of Kosovo and Kosovo Accreditation Agency.

The College keeps a directory of all the awarded and removed titles.

VII. Assessment and evaluation of knowledge and examination regulations

182. Article (purpose of examinations)

By carrying out assessments and evaluations of knowledge, the students' success with regard to their fulfilling the requirements, determined in the individual study programmes, is established. The students' knowledge is assessed and evaluated by individual elements over the entire academic year so as to ensure a comprehensive review of their mastering the content and collaboration in the academic process.

Examinations

183. Article (types of examinations)

The types of examinations are exams, partial exams, seminar papers and other forms, determined in the study programme. Examinations can be written or oral.

184. Article (determining the types of examinations)

Individual forms of assessment and evaluation of knowledge in a course is determined by the curriculum of the course. The curriculums are published in the College's website. At the start of each academic year, the course coordinator informs the students about the course plan, means of examination and evaluation of knowledge, as well as the criteria for evaluation, academic requirements and conditions to take the written and/or oral exam.

185. Article (necessity of assessment)

The learning process in each course is concluded with an assessment of the knowledge gained.

Type of exam

186. Article (means and type of exam)

An exam is a regular form of assessing knowledge. The exam can be conducted for an individual course (individual exam) or for more courses together (group exam), if is determined as such in the study programme.

The types of exam are: written, oral, as well as written and oral. A practical part can also be a condition for taking an exam, if it is determined as such with the study programme. The study programme can determine that the exam is taken using the Internet or as a take-home exam, or can also be a combination of a written piece of work and a written exam (combined exam) or as a seminar paper.

The exam assesses the student's knowledge of material determined in the curriculum for the particular course.

187. Article
(exam openness)

A higher education teacher or examination committee evaluates the exam. An exam is held in front of a committee in cases determined with the statute, the study programme and these rules and regulations.

The exams are public. The openness of the exam is ensured by the exam dates are communicated in advance and the date, time and location of the exam are published. The openness of oral exams is ensured by enabling the presence of other students at the exam.

188. Article
(evaluation)

A higher education teacher or examination committee evaluates the exam. An exam is conducted in front of a committee in cases determined with the statute, the study programme and these rules and regulations.

Means of conducting an exam

189. Article
(oral exam)

Oral exams are conducted in the form of a personal conversation with the student. Oral exams last thirty minutes per student at the most. Oral exams can take place individually or together with more students at once.

The grade given at the oral exam is announced the same day as the exam is taken.

190. Article
(written exam)

Written exams are conducted in the form of a task.

The written exam lasts at least one school hour (individual exam) and three school hours at the most (group exam).

The exam grader is required to submit the exam grade and solved exam tasks to the Office for Student Affairs at the latest within fifteen days from the day of the exam, if it is an individual exam, and at the latest within twenty days after the last exam or its part in the cases of group exams or combined exams. The Office for Student Affairs examination enters the grades into the database and are also visible in the student's e-index. The exam grades can also be entered into the database by the course coordinator.

In the event that the professor does not collect the exams that were sent to him by post and they are returned to the College, the exams are sent to an alternative grader. The latter submits the exam results for confirmation from the Study Committee.

Students have the right to access their graded written exam and receive an explanation regarding their result. They can enforce this right within fifteen days of receiving the result, during office hours or at a specially scheduled time.

The professor is required to submit the exams to the Office for Student Affairs, which then keeps them for one year after receiving them.

The third, fourth, and fifth paragraph of this article are to be used also for the other forms of exams.

191. Article (bridging exam)

Students whose previous education relevant for enrolment at the College is not qualified as a suitable academic field must, in accordance with the provisions of the study programme, complete one or more exams as bridging exams.

The content of the bridging exam is defined in the curriculum for the same course of the undergraduate study programme.

If the student does not pass the bridging exam, they can take it again, whereby the limit on the number of attempts set for other exams is not valid here. Every attempt at taking a bridging exam is payable in accordance with the College's price list.

192. Article (take home exam)

If the exam is a take home exam, the student receives the exam questions and instruction for preparing an exam from the student information system.

The student must prepare and submit their exam from the previous paragraph in the form and within the deadline determined by the course coordinator. The deadline must not exceed fourteen (14) days from the day of publishing the exam questions and instruction on the student information system.

If the student does not have the possibility of receiving the exam questions and instruction on how to prepare the exam on student information system, the course coordinator can, on the student's written request, approve another suitable means of receiving the questions and submitting the exam.

193. Article
(written and oral exam)

If an exam includes both a written and oral exam, the written task exam is conducted first and then the exam in the form of a personal conversation with the examiner. The oral and written part comprise a whole, which is concluded with a single grade.

If the exam is conducted as a written and oral exam, the schedule for oral exams is published at the same time as the grade of the written exam. The oral exam must be initiated ten working days after the written exam was conducted at the latest, and must be concluded within five working days after it has started.

194. Article
(combined exam)

A combined exam is a combination of a written part (a partial exam or seminar paper), which is a condition for taking the written exam, and the written exam, whereas the grade of the written part is taken into consideration in the final grade of the written exam.

The written part from the previous paragraph can be the subject of a presentation as part of the tutorial held in undergraduate studies of an individual course, where a certain number of tutorials are allotted for the preparation of a written product.

195. Article
(seminar paper)

A seminar paper can be a condition for taking an exam, if it is determined as such with the study programme. The seminar paper grade can also be taken into account when giving the final grade from the particular course.

If a part of the exam or the exam itself is conducted in the form of a seminar paper, the course coordinator sets a deadline, within which it is necessary to submit the answers to the posed questions or submit the seminar paper to a particular address.

The seminar paper must be prepared in accordance with the Instructions for the Preparation of Theses.

196. Article
(partial exam)

A partial exam is a form of ongoing knowledge assessment. The partial exam can be either oral or written.

A seminar paper can be a condition for taking an exam, if it is determined as such with the study programme or the course coordinator. The seminar paper grade can also be taken into account when giving the final grade from the particular course.

Seminar paper for 2 CP

197. Article
(seminar paper topic registration)

Students enrolled in the study programme Law (LLB) complete six seminar papers.

The seminar paper topic can be chosen from among the compulsory and elective courses of the respective year, on the basis of an agreement with the executer of the course to which the topic belongs.

Two or more students cannot register the same seminar paper topic. The executer of the course can exceptionally allow two or more students to approach the same topic but from two different perspectives.

If two or more students prepare the same topic, the executer of the course decides on which of the applicants has priority, depending on the time of registration.

The executer of the course keeps a record on the chosen topics, while the Office for Student Affairs keeps a record of all the grades.

The Office for Student Affairs is required to hold the seminar paper for one year after the day of evaluation.

198. Article
(seminar paper preparation)

Regarding the technical requirements, structure, citations, footnotes and references of literature and sources used, it is recommended to use the Instructions for the Preparation of Theses when preparing seminar papers.

As a rule, the seminar paper comprises 30,000 characters including spaces.

The seminar paper must be proofread or the student submits a statement that they take responsibility for the grammatical and linguistic correctness of the text.

199. Article
(seminar paper submission and evaluation)

The student must submit the seminar paper to the Office for Student Affairs by 31 August of the current academic year at the latest (in electronic form), together with the Form for the Registration and Evaluation of Seminar Papers (Annex 16). The Office for Student Affairs then forwards it to the course coordinator, who grades the seminar paper and notifies the Office for Student Affairs so that they enter the grade into the student's electronic index.

If the course coordinator evaluates that the submitted seminar paper does not meet the criteria for a positive grade, they can notify the student that they need to correct and supplement it, or they can require the student to prepare a new seminar paper. If the student does not change the topic of the seminar paper when correcting it, they do not need to register a new topic.

Conditions of examination

200. Article
(the right to take an exam)

As a rule, a student can take an exam when they have completed all the requirements determined in the programme for the course; however they can take an exam four times in the same academic year at the most.

The costs of taking an exam in case of loss of student status, possible bridging exams and retaking an exam in the fourth and all further attempts are settled based on the submitted invoice after examination or untimely exam deregistration.

The grade is not recorded until the student has settled their financial obligations.

Evaluation of exams

201. Article
(grades)

Exams are evaluated with the following grades:

10 – (Excellent: exceptional results with negligible mistakes);

- 9 – (Very Good: above-average knowledge, but with a few mistakes);
- 8 – (Very Good: solid results);
- 7 – (Good: good knowledge, but with larger mistakes);
- 6 – (Satisfactory: the knowledge demonstrated meets minimum requirements);
- 5 – 1 (Unsatisfactory: the knowledge demonstrated does not meet minimum requirements).

The student successfully passes the exam if they receive at least a passing grade - Satisfactory (6) to Excellent (10).

Exam dates

202. Article (regular and irregular exam dates)

The students take the exams in regular and irregular exam dates.

Regular exam dates are during exam periods that are determined with the annual academic calendar of the College. Over the duration of the academic year, there are three exam periods in the 1st, 2nd and 3rd cycle, namely: in January, May/June, and August/September.

In each exam period the Office for Student Affairs designates one exam date per location of the lectures.

Irregular exam dates are exam dates outside of the set exam periods and take place during lectures. On the proposal of the course coordinators, the Dean/Rector can determine up to two irregular exam dates per individual year of study and location. Taking into account the possibility of creating an irregular exam date. An irregular exam date must not hinder the implementation of the academic process, that is the lectures and tutorials.

The Office for Student Affairs draws up a list of examination dates for the entire academic year and publishes it on the student information system before the start of the academic year. The College retains the right to changing the location and the hours of the exams.

203. Article (irregular exam dates for elective courses of the undergraduate study programme Law (LLB))

For elective courses of the 3rd year of the undergraduate study programme Law (LLB) an irregular exam date may be set if the lectures of an individual course have entirely been carried out prior to the anticipated irregular exam date.

An irregular exam dates from this article does not infringe on the rights from Article 202 of these rules and regulations.

Taking exams early

204. Article (taking higher year exams early)

A student (undergraduate studies – 1st cycle) who has completed all their academic requirements for the previous year (60 CP) and at least half of all academic requirements for the current year (at least 30 CP) can take exams for courses from a higher year on the basis of a positive decision from the Study Committee.

A student (undergraduate studies – bachelor cycle), on the basis of a positive decision from the Study Committee, can take exams for courses from a higher year even if they do not fulfil the criteria listed in the previous paragraph, if in the current year they have completed all their academic requirements for the previous year and the current year (at least 90 CP) and they are only missing the required seminar papers to complete the academic requirements from the previous year.

A student (postgraduate studies – master studies) who has completed at least 38 CP for the current year as well as any potential bridging exams, can take exams for courses from a higher year on the basis of a positive decision from the Study Committee.

A student (postgraduate studies – doctoral studies) who, during the current academic year, has completed all their academic requirements for the first year (60 CP), can take exams for courses from a higher year on the basis of a positive decision from the Study Committee.

A student (postgraduate studies – Management of Real Estate and Infrastructure PhD) who, during the current academic year, has completed all their academic requirements for the first year (42 CP), can take exams for courses from a higher year on the basis of a positive decision from the Study Committee.

A student (postgraduate studies – Management of Real Estate and Infrastructure PhD) who, during the current academic year, has completed all their academic requirements for the first and second year (120 CP), can take exams for courses from a higher year on the basis of a positive decision from the Study Committee.

Students take higher year exams as students without student status and the amount paid for these exams is recognised when they enrol into a higher year.

Students without status are allowed to take exams for courses that are foreseen in the higher year. In this case, the student pays the value of the course on the basis of the CP. The paid amount is recognised when they enrol into a higher year. The payment is also recognised for part-time students.

205. Article
(individual examination)

Taking an exam individually is enabled on the basis of a student's special needs status.

The request for taking an exam individually should be sent to the Office for Student Affairs by the student.

The form and means of taking an individual exam must be arranged in accordance with these rules and regulations.

Individual examinations are carried out on the basis of coordination between the Office for Student Affairs, the student and the course coordinator.

Retaking an exam

206. Article
(number of retakes)

A student, who did not pass their exam the first time they took it, can retake the exam twice at no additional cost. The fourth and fifth attempt at retaking the exam are payable in accordance with the College's price list.

It is not considered a retake of the exam if it occurs on the basis of a favourable decision on the appeal against an exam grade.

A student may take an exam four times in the same academic year at the most.

207. Article
(exam in front of an examination committee)

The sixth and every further exam takes place in front of a committee. An exam in front of an examination committee can take place at the request of an individual student. An exam in front of the committee can take place within the exam period.

The committee is made up of two members (the course coordinator and another member), which are nominated by the Dean/Rector.

An exam in front of the examination committee take place in written and oral form. The written exam must be submitted together with an exam record. The examination committee determines the result of the written exam. In the event that that the written part receives a positive grade, the oral part follows, lasting 30 minutes at the most. No more than ten working days can pass between the written and oral part of the exam. At the oral exam, the examination committee assesses and gives a final evaluation of the student's knowledge.

The costs of an exam in front of an examination committee must be settled by the student following the valid price list.

208. Article
(counting exam attempts after repeat enrolment)

If a student enrolls into the same year again, the individual exams they take are considered as though the student is taking them for the first time, regardless of whether they have attempted taking the exam during their first enrolment.

209. Article
(counting exam attempts after loss of student status)

If a student loses their student status, the individual exams they take are considered as though the student is taking them for the first time, regardless of whether they have attempted taking the exam during their first enrolment.

Retaking an exam to get a higher grade

210. Article
(improving grades)

A student who has already successfully completed their academic requirements for a particular course (exam, seminar paper, etc.) but wants to obtain a higher grade, can be evaluated again one time per course, taking into account that they can attempt to improve a maximum of a third of the academic requirements of an individual year. The requirements can be carried out during regular exam periods and are charged in accordance with the College's price list published on its website.

If the student obtains a lower grade in their attempt to improve their grades than their previous attempt, the grade from their first attempt remains valid.

If a student wants to be evaluated again, they must register in accordance with Article 200 of these rules and regulations.

Exam registration

211. Article (means of registration)

As a rule, students register to all exam dates using the student information system, as an exception they can also register by submitting a Exam registration form to the Office for Student Affairs (Annex 19).

The costs of taking an exam in case of loss of student status, possible bridging exams and retaking an exam in the fourth and all further attempts are settled based on the submitted invoice after examination or untimely exam deregistration.

The grade is not recorded until the student has settled their financial obligations.

For students who have to meet special conditions to be able to take an exam, these conditions, instructions and forms for registration are published on the student information system.

If a student does not have all due financial obligations settled towards the College, they are unable to register for an exam due to the automatic block imposed on the student information system.

212. Article (registration deadline)

The last day of registration for an exam is seven days before the exam date. The day of the exam is also included in the registering deadline.

In the event that the student information system is not working, a student can register for an exam using an exam registration form that they send by e-mail to the Office for Student Affairs.

213. Article (place and time of examination)

The Office for Student Affairs draws up a list of registered students for an individual exam three days before the exam date.

A student who has registered for an exam, must verify in which group they have been listed as well as the time and place of the exam on the day of the exam at the latest.

Deregistering from an exam

214. Article (deregistering deadline)

The last day for deregistering from an exam is four days before the date set for taking the exam. The student can deregister using the student information system, in exceptional cases also in written form through the Office for Student Affairs. The day of the exam is also included in the deregistering deadline.

Students who no longer have student status, who are taking possible bridging courses, who are retaking an exam to get a higher grade, and those, who still have to settle the costs of the fourth and all further attempts, can only register for an exam by showing proof of payment at least 4 days before the date of the exam, by sending it either by e-mail, fax or submitting it personally to the Office for Student Affairs, regardless of the date of payment or the payment deadline listed on the bill. If the student does not deregister on time, the payment falls due, except if they fulfil the conditions listed in Article 215 of these rules and regulations. To deregister the student must submit proof of payment, whereby the Office for Student Affairs arranges the deregistration, issues a credit note and repayment of the paid amount.

In the event of the student information system not working, the student must immediately notify the Office for Student Affairs by e-mail about their deregistering from an exam.

215. Article (withdrawal)

In the event that the student does not attend the exam and has not deregistered within the set deadline, the exam period is taken into account, and (did not attend) is entered into the record on taking exams.

If the student does not take the exam on justified grounds and has not deregistered within the set deadline, they must submit written proof to the Office for Student Affairs within eight days after the exam period to which they were registered but did not attend, otherwise it is considered as though they did not attend the exam.

In the event that the student is one who has lost their student status, is taking possible bridging exams, is re-taking an exam to get a higher grade, or must settle the payment for the fourth or any further attempts, they must, in addition to submitting proof of justified reasons for subsequent deregistering from the exam, also submit proof of payment of the exam to the Office for Student Affairs, to which the Office then arranges deregistration, issues a credit note and arranges the repayment of the already paid amount.

A justified reason for not attending is one that is substantiated with a suitable certificate or proof, such as a physician's medical note, a certificate confirming non-attendance due to work, or due to a death in the family.

Exam procedure, exam rules and regulations and violations of the rules and regulations

216. Article
(exam implementation)

The course coordinator, or another habilitated teacher if appointed by the course coordinator, assesses and evaluated the knowledge of an individual course.

The course coordinator, or another College educationer if appointed by the course coordinator, monitors the implementation of a written exam. Oral exams can take place individually or together with more students at once.

In the event that the exam questions are to be printed in the Office for Student Affairs, the course coordinator must sent them to the College at least eight days prior to the exam date. If the Office for Student Affairs does not have the questions on the day of the exam, an alternative examiner is found to prepare the exam questions.

In the event that the course coordinator cannot participate in the oral exam, an alternative examiner is found who carries out the oral exam. The alternative examiner prepares a record on the procedure of the oral exam together with their proposed grades. They submit both for confirmation to the Study Committee.

The examiner is responsible for the implementation of the exam and must provide the suitable organisation and proper supervision of the written exam and the suitable procedure of the oral exam.

After the exam had started, it is no longer possible to subsequently start the exam.

In the event of the case stated in paragraph 3 of this article, the alternative examiner submits the exam results for confirmation from the Study Committee.

In the event of the case stated in paragraph 4 of this article, the alternative examiner prepares a record on the procedure of the oral exam together with their proposed grades. They submit both for confirmation to the Study Committee.

217. Article
(verifying attendance)

Prior to starting the exam, the examiner of the written exam checks the attendance on the basis of the list of registered students which is drawn up by the Office for Student Affairs and then issued to the examiner, as a rule, on the day of the exam.

Prior to starting the exam, the examiner of the oral exam checks the student's identity and attendance on the basis of the list of registered students which is drawn up by the Office for Student Affairs and then issued to the examiner, as a rule, on the day of the exam.

The examiner makes a note of the attendance of those on the list. The signed list is submitted with the exam papers after the conclusion of the exam to the Office for Student Affairs who then forwards it the course coordinator.

Students who are not on the list to take the exam cannot take the exam, except in the event that they believe that a mistake has occurred when drawing up the list and they have the right to take the exam; in such cases, they are allowed to take the exam, while notifying them, that their right to take the exam is determined subsequently.

The student must have their student card, personal identification card or passport with them, in exceptional cases other forms of identification (with a picture) will be admitted, so that the examiner verifies their identity. Students who do not have any of these documents are not permitted to take the exam.

218. Article
(exam papers and questions)

As a rule, the exam questions of written exams are submitted to the students in writing.

The exam papers on which the exam questions are not written are submitted to the Office for Student Affairs by the examiner on the day of the exam. The College's stamp must be on the exam paper.

Unused stamped exam papers are returned to the Office for Student Affairs by the examiner.

219. Article
(exam regulations)

The student is not permitted to have any other learning material or assistance during examinations, except for that which the examiner explicitly permits to have. Major violations of the regulations include:

- copying and communicating with other students, or attempting to copy or communicate with other students.
- use of notebooks, books, slides or other items, unless otherwise determined by the examiner;
- use of mobile phones or any other telecommunication devices;
- another person taking the exam instead of the registered student.

If the student disturbs the process of the exam, it is considered a minor violation of the exam regulations.

220. Article (recording violations)

In the event that the examiner determines that a violation of the exam regulations has occurred, the candidate is immediately forbidden to carry on with their exam. The examiner fills out and signs a form on the violation and submits it to the Office for Student Affairs, who then submits it to the course coordinator.

The course coordinator writes a 1 on the exam record, regardless of whether the event was an attempt to violate the regulations or an actual violation, and then submits it to the Dean/Rector together with a filled out and signed form within seven days of the exam.

The Dean/Rector rules on the implementation of any disciplinary proceedings. The Dean/Rector acts in accordance with the provisions of these rules and regulations that govern the disciplinary responsibility of the students. The Dean/Rector notifies the Office for Student Affairs about the initiated disciplinary proceedings, who are then not permitted to allow the student to register for the next exam date of the course of the disciplinary proceedings until the conclusion of the procedure.

221. Article (exam paper submission)

When the student has finished taking the exam, they submit it to the examiner and leave the lecture hall. If their exit would disturb the exam process, the examiner can order the student who has concluded with their exam to wait in their place until the exam has finished.

The student has to submit the exam paper even if they have not answered the set questions.

Keeping records of exams passed

222. Article (exam records)

The exam grader must submit an exam record with the entered grades to the Office for Student Affairs immediately after the conclusion of the oral exams, or immediately after they enter the written exam grades. The exam grader must also submit the solved exams together with the exam records.

In the event of written exams, the exam records must be submitted to the Office for Student Affairs within the deadlines from paragraph 3 of Article 190 of these rules and regulations.

Grades that are entered into the exam records are not permitted to be altered, except in the event that the grader accidentally entered the wrong grade. At every examination attempt, the new grade is entered into a new record.

223. Article
(entering grades)

The Office for Student Affairs enters the grades into a computer record of completed academic requirements which are visible in student's e-index. The course coordinator can enter the grade into the computer record by themselves, however they still have to submit a completed and signed exam record to the Office for Student Affairs.

If the Office for Student Affairs finds and irregularities, they inform the course coordinator and the Dean/Rector.

Exam annulment

224. Article
(annulment)

If the student took an exam they had no right to take, the Dean/Rector annuls the positive grade of the exam.

The student, whose exam was annulled, can retake the exam when they fulfil the requirements for taking the exam following these rules and regulations.

Contesting the grade

225. Article
(submitting an objection)

A student can contest a grade they received in an exam. A justified objection can be submitted by the student within four days of the day they accessed and went over the exam. A student can request access and go over their exam within fifteen days of receiving the grade. The College is required to provide the exam papers within eight days of the request.

226. Article
(preceding procedure)

The Office for Student Affairs forwards the objection to the course coordinator.

If within three days of receiving the objection the course coordinator informs the Office for Student Affairs that they intend to change the grade or that a mistake has occurred when entering the grade into the exam records, the course coordinator then follows the third paragraph of Article 222 of these rules and regulations.

227. Article
(committee)

If within three days of receiving the objection the course coordinator informs the Office for Student Affairs that there are no grounds for changing the grade, or if they do not notify about anything, the Office for Student Affairs informs the Dean/Rector about this who then nominates a two-member committee and decides upon a president of the said committee. The course coordinator cannot be a member of the committee.

If an objection against the grade of an oral exam is submitted, the committee, within seven days of its nomination, once again questions the student and gives them a grade.

If an objection against the grade of an written exam is submitted, the committee, within seven days of its nomination, assesses the student's written work and gives them a grade.

The provisions of the second and third paragraph of this article are to be used reasonably also in the case that the exam is both written and oral.

The examination committee makes a record on the process of re-evaluation of the exam grade, signed by both members, and forwards it to the Dean/Rector. The record includes the reasons for the confirmation or changing of the grade.

228. Article
(decision)

On the basis of the fifth paragraph of the previous article, the Dean/Rector issues a decision regarding the appeal.

The decision from the previous paragraph is final.

Recognition of official and unofficial education

229. Article
(recognition of courses passed prior to enrolment)

A student that has passed any courses as part of an accredited programme at another higher education institute prior to enrolling at the College, can request that the courses be recognised if they were completed in the same cycle and level of the accredited programme, as are at the College.

Candidates that are enrolling in the College following the transfer criteria should submit the application for the recognition of courses when they register for enrolment, while **the others have to do this by the end of October**. The application should be submitted with the 'Request for the recognition of official and unofficial education prior to enrolment at the College' ([Appendix 17](#)). The student must clearly and precisely state in the application which course they want to have recognised. The course's curriculum and a certificate of exam completion, which is issued by the higher education institute where they took the exam, must be submitted together with the application.

If the application for the recognition of exams is not submitted with the enrolment registration, the subsequent recognition of compulsory courses is payable.

The Study Committee rules on the recognition, whereby the prior opinion on the recognition is given by the course coordinator.

In their opinion, the course coordinator states whether:

- the exam is recognised in full;
- the exam is partially recognised (in this case, they should list the learning content the student needs to pass an exam in);
- the exam is not recognised.

The decision of the Study Committee on the recognition or partial recognition of an exam is entered into the student's record of completed requirements.

230. Article
(recognition of courses completed during studies at the College)

If a student requests the recognition of an exam that they completed during their time enrolled at the College, at another higher education institute, it can only be recognised as a completed exam for an elective course.

An elective course is recognised to the degree of credit points (hereinafter: CP) and not as a course in itself. The candidate can replace up to 12 CP in their undergraduate programme or postgraduate

master's programme. An elective course cannot be similar or identical to the course that the student has already completed at the College.

The application for the recognition of an exam is submitted with the form, which is available on the student information system and in the Office for Student Affairs (Annex 16). The course's curriculum and a certificate of exam completion, which is issued by the higher education institute where they took the exam, must be submitted together with the application. The Study Committee rules on the recognition on the request of the student.

231. Article (recognition of unofficial forms of education)

In accordance with the accredited study programme, on the basis of a written request from the student, the Study Committee can also recognise unofficial forms of education, carried out outside of the accredited study programmes (professional exams, projects, elaborates, publications and other original work, active participation in summer schools and competitions).

On the basis of unofficial education, a candidate can replace up to 12 CP in the undergraduate programme or the postgraduate master's programme, which replaces elective courses or seminar papers foreseen in the study programme.

On the basis of unofficial education, a doctoral student can replace up to 30 CP, which replaces a part of a course (seminar paper... or a seminar from an elective or compulsory courses in the study programme. The Study Committee decides on the recognition and number of recognised CP.

A student who wishes to have a professional exam that they completed outside of the accredited study programme recognised can replace an elective course or part of an elective course, whereby the student must have completed the professional exam at the same level of education as the course or part of the aforementioned elective course.

The application for the recognition of unofficial forms of education is submitted with the form 'Request for the Recognition of Official and Unofficial Education prior to Enrolment', which is available on the student information system and in the Office for Student Affairs (Annex 17). The programme and proof of activity completion must be submitted together with the application. A student can enforce a particular additional education or professional exam only once as part of the same study programme.

Recognition of completed requirements on the basis of completed traineeship

232. Article (traineeship)

Students who are enrolled in undergraduate study programmes until including the 2014/2015 academic year, can replace the traineeship (which must last at least 14 days) with a seminar paper worth 2 credits. It is also possible to replace a part of credit points of an individual elective course with traineeship, but only in courses that have a total of 6 credits in an individual year and 12 credits at the most for the entire duration of the study programme. The mentor rules on the recognition of completed requirements within traineeship and other kinds of informal education based on preliminary written agreement with the student. The latter obtains the opinion of the course coordinator for which the student wishes to request recognition.

Students who are enrolled in undergraduate study programmes until including the 2015/2016 academic year, can replace an individual elective course worth 6 credits but not more than 12 credits for the entire duration of the study programme with traineeship (which must last at least 14 days). The Study Committee rules on the recognition of completed requirements within traineeship and other kinds of informal education based on preliminary written agreement with the student. The latter obtains the opinion of the course coordinator for which the student wishes to request recognition.

In postgraduate programmes, the traineeship (which must last at least 14 days) can replace a seminar paper or other project as part of an individual course, it is also possible to replace an individual elective course, but only courses that have a total of 12 credit points at the most for the entire duration of the study programme. The Study Committee rules on the recognition of completed requirements on the basis of a completed traineeship, and before making the decision they may obtain the opinion of the course coordinator of the course as part of which the recognition would be made.

Elective courses

233. Article (exchanging elective courses)

The student of an undergraduate programme chooses their elective courses in the electronic form for enrolment into the 3rd year of studies.

The student of an postgraduate programme chooses their elective courses in the electronic form for enrolment into the 1st or 2nd year of studies.

Exchanging the elective course is possible under the condition that the student has not yet taken the exam of the elective course that they want to exchange with another, new elective course.

Elective courses scan be subsequently changed, at the latest on 30.10. of the current year, if the student submits a written request for the exchange of an elective course and on which the Study

Committee decides.

Other forms of assessment and evaluation of knowledge

234. Article
(definition)

Other forms of assessment and evaluation of knowledge can also be used in a particular study programme; the curriculum of the individual course determines this in more detail.

VIII. Compulsory traineeship

235. Article (definition and purpose)

Traineeship is a compulsory and planned element of the higher education professional study programme.

The purpose of traineeship is to familiarise the student with the work and business operations of a certain company or organisation, whereby they are able to utilise and test their knowledge gained through their studies by dealing with a particular legal-technical issue, e.g. from a project perspective, marketing perspective, managing perspective, etc.

236. Article (traineeship entities)

The following entities are included in the process of traineeship:

- the College, mentor or coordinator of the professional traineeship,
- the organisation with which the student concludes a traineeship contract (hereinafter: the traineeship provider). The traineeship provider determines a counsellor from the organisation,
- a student, who is enrolled in a higher education study programme.

237. Article (duration)

The compulsory traineeship lasts three weeks (120 hours) and, as a rule, is carried out all together, although on the proposal of the student it can take place in two parts to the extent of the aforementioned period, under the condition that the company or organisation where the traineeship will take place, as well as the mentor at the College, agrees.

238. Article (duty to ensure a place)

The place where the traineeship will take place is arranged for by the student. Only in the event that the student cannot find a place will the College assist them.

239. Article (mentor)

The student is required to find their own mentor from the educational workers at the College. The responsibility of the educational workers is to accept the aforementioned mentorship. When determining a mentor, the student must take into consideration the field that the teacher works in. The need for the rational distribution of mentorship among the educational workers of the College must also be taken into account.

240. Article
(work programme, application form and study traineeship contract)

The mentor and the student put together a approximate work programme for the student during their traineeship and determine the professional issue the student will deal with in their traineeship.

The proposal of the approximate work programme is forwarded by the student for possible alteration to the company or organisation where they will be doing their traineeship. On the basis of the approximate work programme proposal, a counsellor is appointed for the student in the company or organisation where they will be doing their traineeship.

The student must fill out an application form (Annex 18) before carrying out their traineeship, which must be signed by the counsellor in the company or organisation where they will be doing their traineeship, as well as their mentor at the College. The student submits the approximate work programme and completed form to the Office for Student Affairs at least fourteen days before the start of their traineeship.

On the basis of the completed and signed application form, the College draws up a traineeship contract which is signed by the student, the company and the College.

241. Article
(responsibilities following the conclusion of traineeship)

Following the conclusion of traineeship, the student must submit the following to the Office for Student Affairs by the time they register their thesis:

- registration form for professional traineeship,
- a certificate from the company where they completed their traineeship (it must be clear from the certificate when they carried out their traineeship, who was their counsellor and in which organisational units they carried out their traineeship),
- a written report on their traineeship, as a written professional paper regarding their traineeship it must be at least 5 pages long and 8 pages at the most, in accordance with the instructions for writing reports.

Their mentor reviews the written report and can request supplements or corrections to be made. They certify the written work with their signature and evaluate it as successful or unsuccessful. A successfully completed traineeship is entered into the student's index. A student cannot endeavour to defend their thesis without a successfully completed traineeship that has been entered into their index.

242. Article
(exemption from traineeship)

The Study Committee can exempt students from carrying out a traineeship if, prior to enrolling at the College, they were employed for at least one year at a company or organisation where the tasks they were required to do can be recognised as a completed traineeship. The student must submit a written request to the College, substantiated with proof which a particular College educational worker assesses on the proposal of the committee.

IX. Disciplinary responsibility of the students

The authorities for conducting proceedings due to violations of duty and failures to fulfil requirements

243. Article (decision-making bodies)

At the College, the Disciplinary Committee of the Faculty (hereinafter: the committee) conducts the proceedings and issues measures due to breaches of duty and the failure of students to fulfil requirements. The second level body is the Disciplinary Committee of the College where the student has the right to appeal.

The decision of the Disciplinary Committee of the College is final and to appeal this, the student can file an appeal at the relevant court.

244. Article (composition of the disciplinary committee)

The committee comprises three members, of which each has their own deputy. The president of the committee and their deputies are confirmed by the Academic Council. The third member is elected from amongst the students of the College proposed by the Study Committee.

On the basis of the proposals put forward, the Academic Council names a committee. The term in office for the committee is five years and can be renewed.

The committee always decides in three-member sessions.

The President of the Committee issues decisions on the behalf of the Disciplinary Committee.

Disciplinary responsibility

245. Article (disciplinary responsibility)

A student who, due to their own fault, does not fulfil their duties and requirements determined in the regulations and acts of the College, or does not take heed of the decisions adopted at the College, or those issued by an authorised person, is violating their academic requirement.

Criminal liability does not exclude disciplinary responsibility, if the act constitutes a violation of academic duties or requirements.

Violations of academic requirements are determined by law, the statute, these rules and regulations, and other general codes of the College.

The student is responsible only for those violations of academic duties and liabilities that were specified before the violation or at the time of the violations by law, in the statute, in these rules and regulations, or in other general codes, and for which disciplinary measures were foreseen.

Violations of academic duties and failure to fulfill obligations

246. Article (types of violations)

Violations of academic duties and failure to fulfil obligations can be minor or major.

247. Article (minor violations)

Minor violations include:

1. inappropriate behaviour which is detrimental to the reputation of the College,
2. an inappropriate attitude towards students, teachers, mentors and other employees of the College,
3. an inappropriate attitude towards mentors and employees of the organisation where the student is completing their traineeship,
4. actions that are detrimental to the reputation of other students or the College,
5. impeding the other students in the educational or research process,
6. actions from paragraph 2 of Article 219 of these rules and regulations.

248. Article (major violations)

Major violations include:

1. failing to fulfil the responsibilities defined with their status and the rules and regulations of the College,
2. actions from paragraph 1 of Article 219 of these rules and regulations,
3. actions which show signs of criminal offences and are punishable by law,
4. major violations of law and order on the premises of the College and in the premises, or in a place where the educational process is carried out,
5. major violations that are defined as such in the internal regulations of the organisation where the student is completing their traineeship,
6. providing false information with the intention of gaining undue advantage for yourself or someone else,
7. any major violations of order and discipline at lectures, seminars, tutorials or in the library,
8. damaging any College property, either caused by intent or gross negligence,
9. forging any official documents,
10. any action or omission which might cause danger to the life or health of the students, teachers and other staff of the College,

11. multiple repetitions of minor violations,
12. coming to the College in an intoxicated state or under the influence of drugs, or consuming alcohol, drugs or smoking on College property or in places where the academic process takes place.
13. cheating on exams,
14. plagiarising seminar papers, theses or other written pieces of work,
15. disregarding instructions of the Office for Student Affairs, which has detrimental consequences for the College.

Disciplinary measures

249. Article (types of measures)

For violations of duties and the failure to fulfil requirements the following disciplinary measures can be imposed on the student:

1. a warning,
2. a ban on taking exams,
3. a reprimand,
4. temporary expulsion (suspension) from the College;

250. Article (taking into account the circumstances)

The disciplinary bodies must take into account the following when issuing disciplinary measures:

1. the level of responsibility of the student,
2. the circumstances in which the student carried out the violation,
3. the student's previous behaviour,
4. the severity of the violation and the consequences incurred,
5. other circumstances, with which we first and foremost want to have an educational influence on the student.

251. Article (warning)

A warning measure is issued for minor violations and for more serious violations that are not as major, or if it is determined that mitigating circumstances existed and the warning will serve its purpose as a disciplinary measure. The decision on the warning is issued to the student.

The warning sanction can also be issued following a shortened procedure, by the Dean/Rector, without conduction any proceedings, issuing a decision on the warning in which they state what the student's violation was. The student can submit an appeal to the Senate against the decision on the warning within fifteen (15) days of issuing.

252. Article
(a ban on taking exams)

The measure of a ban on taking exams is issued for more major violations of the exam regulations. The disciplinary committee can issue the following sanctions:

- a ban on taking exams in the next exam period,
- a ban on taking exams in the next two exam periods, if a major violation of the exam regulations was determined for a second time.

If instead of the registered student, another student of the College takes or attempts to take the exam for them, they are issued the same sanction as the student instead of whom they took or attempted to take the exam.

253. Article
(reprimand and temporary expulsion (suspension))

A reprimand measure and temporary expulsion (suspension) from the College is issued for major violations and the failure to fulfil requirements, as well as some more severe violations of the exam regulations.

Temporary expulsion (suspension) from the College, which can last from one to five years depending on the severity of the offence, can be issued for the following:

- if the student intentionally or out of gross negligence, by acting or omitting, violated their duty or fulfilment of requirements and in doing so caused severe material damage or other damage to the reputation of the College.
- if they endangered the life and health of students, employees and educational staff,
- if they significantly hindered the educational, research or other process, or
- if they had been issued a number of minor sanctions for major violations in the past two years, or
- if instead of the registered student, another person attempted to or took their exam.

If instead of the registered student, another student of the College takes or attempts to take the exam for them, they are issued the same sanction as the student instead of whom they took or attempted to take the exam.

A student who has been expelled is issued with a decision, with which they are forbidden to participate in educational or research work at the College.

Disciplinary procedure

254. Article

(initiative and request to initiate proceedings)

The degree of the student's responsibility regarding the violation of duties or failure to fulfil requirements is determined in a disciplinary proceeding in front of a disciplinary body.

The initiative for the implementation of proceedings can be submitted to the Dean/Rector or to a person authorised by them by any employee, educational worker, the College's thesis committee, or any College student.

The procedure for determining the student's responsibility is initiated by a request from the Dean/Rector.

The Dean/Rector issues a request for the conducting of disciplinary proceedings to the president of the disciplinary committee, from which it is clear, against who the disciplinary proceedings are and what they are being accused of. A copy of the request for the conducting of disciplinary proceedings is also issued to the student against who the request for the conducting of disciplinary proceedings is submitted. From the time of submitting the request for the conducting of disciplinary proceedings to the president of the committee, the student must be made aware of all actions that occur in connection with the disciplinary proceedings against them.

Student is not allowed to register for subsequent exam dates of a course involved in disciplinary proceedings until the disciplinary committee has ruled on the violation.

255. Article
(preparatory procedure)

Following the Dean/Rector having submitted a request to initiate disciplinary proceedings, the president of the committee determines whether enough evidence has been collected for the accused action, or additional documents should be collected in a preparatory procedure, as well as questioning proposed witnesses, and collecting additional evidence.

If the president of the committee assesses that they have already received sufficient evidence with the request to conduct proceedings, which indicate that the student really did commit the accused action, a preparatory procedure is not required; however, if the president assesses that the evidence is insufficient or that they are questionable or even in conflict with the accusation, a preparatory procedure is initiated.

256. Article
(the hearing)

After the preparatory procedure is completed, the president of the disciplinary committee issues a disciplinary or main hearing. The president of the disciplinary committee determines the time and place of the hearing and determines which evidence will be admitted to the hearing. If a

preparatory procedure was conducted, the same evidence that was admitted to the preparatory procedure can be used again at the main hearing.

The student must receive an invitation to the main hearing at least eight days prior to the hearing. In the invitation, the student against which disciplinary proceedings are being conducted is notified that they can bring a legal representative to the main hearing.

It must be explicitly stated in the invitation that the main hearing will take place in their absence if they will not participate in the hearing and not excuse their absence. If the student was duly invited but did not excuse their absence or if the student excused their absence more than three (3) times, the hearing can take place in their absence.

The student and the witnesses, as well as the experts, if such are necessary, are invited to the questioning at the preparatory procedure or the main hearing with invitations with proof of delivery, so it can be determined whether they received the invitations.

257. Article
(record of the questioning)

If the student is questioned as part of the preparatory procedure, or if it takes place in a case pending before a disciplinary body, any action that occurs prior to the main hearing must be noted as part of a record.

258. Article
(record of the disciplinary hearing)

The record of the disciplinary hearing must include all the essential records of significant events at the hearing and must be precise and concise.

259. Article
(conditions for the initiation of a disciplinary hearing)

Certain conditions must be met for a disciplinary hearing to be initiated, which must be verified by the president of the disciplinary committee. These conditions refer to:

1. the disciplinary committee:

- its composition,
- the possible exclusion of individual members of the committee,
- the presence of all the committee members.

2. the invitations, which must be issued in a timely manner, be accurate and understandable.

The following persons must be invited:

- the Dean/Rector who submitted the request for the initiation of disciplinary proceedings,

- the student who is suspected of having violated their duty,
- their representative, if they have one,
- witnesses, and
- if necessary, experts.

Documentational evidence on whether the student was duly invited and whether they received their invitation in a timely manner must also be on the list.

3. informing the student on their procedural rights, namely:

- the right to know what disciplinary violation they are accused of,
- their right to a representative,
- their rights at the hearing (that the student can ask questions, give proposals and comments to the witnesses and experts, and that he does not have to testify against himself, etc.)

260. Article (main hearing)

When the president of the disciplinary committee determines that all conditions for the initiation of the main hearing are met, they dismiss the witnesses from the room where the hearing is taking place, publishes the matter and reads out the request for the conducting of the procedure.

When the student states that they understood the request for the conducting of the procedure, and they understand what they are being accused of, the president of the committee proceeds to show the evidence that was proposed in the request for the conducting of the procedure or that was collected in the preparatory procedure.

The student, their representative and members of the committee can discuss each piece of evidence and question the witnesses, who are invited into the room where the hearing is taking place one by one. The president of the committee may confront the statements of the individual witnesses.

261. Article (voting)

When the presentation of evidence has concluded, the committee leaves the room where the main hearing took place and deliberate and vote on the responsibility of the accused student.

262. Article (announcement of the decision)

After deliberation and voting, the disciplinary committee return to the room where the main hearing took place and announces their decision. The decision is also sent to the student by post with proof of delivery. Time limits run from the date of receipt of the written decision.

263. Article
(terminating the proceedings)

In practice, there are cases where it is necessary to terminate disciplinary proceedings.

These cases are:

- if the limitation period expires for the initiation and conducting of the proceedings,
- if the body that requested the initiation of the proceedings revokes the claim,
- if the disciplinary body finds: that the student has already been served with a measure for the same breach of duty and failure to meet obligations, that the student was acquitted for the same breach of duty, that the student cannot be held liable for the breach of duty and failure to meet obligations.

264. Article
(objection to the decision regarding the measure)

The following people can submit an objection to the College's Disciplinary Committee to the decision of the first degree disciplinary body (Disciplinary Committee of the Faculty):

- the student,
- their representative or
- the applicant for the initiation of the proceedings

within fifteen days of receiving a written decision from the Disciplinary Committee of the Faculty.

265. Article
(reasons for the objection)

An objection can be submitted due to the following reasons:

- due to infringement of essential procedural rules,
- due to an erroneous or incomplete assessment of the facts,
- due to the incorrect application of substantive law.

266. Article
(decision of the second degree body)

The College's Disciplinary Committee deals with decisions of the first degree, even if an objection to the disciplinary committee's decision was not filed, if, on the first degree, the measure of temporary expulsion (suspension) from the higher education institute was imposed.

In the event that the objection was filed, the disciplinary committee invites the student, their representative, if they have one, and any experts, if necessary, to a meeting.

267. Article
(renewal of the proceedings)

It is possible to renew disciplinary proceedings. The proceedings can be renewed due to the following reasons:

- if the student, due to unlawful behaviour, is deprived of the possibility of participating in the procedure,
- if the disciplinary decision is based on a false testimony of a witness or expert,
- if the disciplinary decision is based on a falsified document or a document that contains a verified falsehood,
- if the decision was made due to a criminal offence of a member of the disciplinary body,
- if a final decision was already passed on the same offence,
- if the disciplinary decision is based on a final decision of the court or other authority, however this decision was finally repealed,
- if a new fact or findings are found or if new evidence is entered, on the basis of which a different decision would have been issued in the disciplinary proceedings,
- if a member participated in the issuing of the decision by the disciplinary body who should have been excluded.

The proposal for the revision of the procedure may be submitted by a student, their representative or the Dean/Rector who requested the initiation of the disciplinary proceedings. The proposal for the revision of the procedure must indicate the reasons for the revision of the procedure, as well as evidence to be carried out in order to determine the current reason for revision.

268. Article
(deadlines for the revision of the procedure)

The proposal for the revision of the procedure can be submitted within 30 days of the day when the recipient found out about the reason for which the disciplinary proceedings can be repeated.

After the expiry of the period of limitation it is not possible to restore disciplinary proceedings to the detriment of the student.

The procedure for the benefit of the student may be reinstated after the expiry of the limitation period but not exceeding the period of one year from the date of the final disciplinary decision.

269. Article

(the time during which the competent authority conducts the procedure)

The initiation and conducting of the proceedings regarding minor violations of duties and the failure of the student to fulfil their requirements lapses within three months, regarding major violations of duties and the failure to fulfil their requirements it lapses within six months from the date the offence was committed.

If the violation has the characteristics of a criminal offence, the initiation of disciplinary proceedings lapses after six months from the day the violation and the perpetrator were discovered.

Disciplinary measures cannot be implemented if 60 days has passed from the date of the finality of the decision with which the measure was issued.

X. Awards and commendations

270. Article (awards and commendations)

Awards and commendations are awarded by the College to students for their achievements during their time enrolled.

271. Article (commendation criteria)

The College awards commendations for above-average diploma, master's or doctoral theses. The Study Committee rules on the awarding of commendations.

Commendations for theses from the previous paragraph are awarded at the same time as awarding the diplomas to students who have successfully completed their studies.

272. Article (candidating for commendation)

Diploma, master's or doctoral theses that were graded with as excellent and which with their originality and way of approaching the topic stand out among other excellent diploma, master's or doctoral theses can candidate for commendation.

Candidates for the Commendation for above-average diploma, master's or doctoral theses are students who defended their diploma, master's or doctoral theses in the period from 1.1. to 31.12. of the year for which the commendations are awarded.

If the mentor is of the opinion that the master's thesis meets the requirements for commendation, they put forward a proposal on the defence record, together with a short explanation, which is then signed by the member of the Thesis committee.

XI. Carrying out academic requirements as a citizen

General

273. Article (citizen status)

A citizen is a person who is not a student of the College, but who wants to complete the academic requirements determined in the study programme of the College. As a citizen, anyone can complete the exam requirements of courses of the respective study programme of the first (bachelor), second (master) or third (PhD) cycle, who otherwise also fulfils the enrolment criteria for enrolling into the first (bachelor), second (master) or third (PhD) cycle studies.

For the purposes of verifying proof of their completed education from the previous paragraph, the citizen should also submit a notarised copy of their proof of education.

274. Article (awareness duty)

On the basis of a completed application, a citizen obtains their username and password from the College, with which they can access the student information system where information regarding their studies, learning material, timetable of lectures is published, as well as where they register for exams.

The citizen has a duty to familiarise themselves with the course plan, means of examination and evaluation of knowledge, as well as the criteria for evaluation, academic requirements and conditions to take the written and/or oral exam.

Regarding their individual academic requirements, citizens have the same rights and obligations as students of this College.

Exams

275. Article (examination and evaluation of knowledge and examination rules)

The provisions of these rules and regulations that refer to the examination and evaluation of knowledge and examination rules are to be used reasonably also for citizens.

276. Article (financial obligations of the citizen)

The citizen must settle their financial obligations before taking an exam.

The financial obligation is calculated by multiplying the number of credit points of the exam with the value of the credit points for citizens. The values of credit points for citizens is determined in the College's Price list. A valid Price list is published on the College's website.

The payment of the financial obligation covers a one-time attempt at taking the exam. In the event that the citizen is given a negative grade, or they do not resign from the exam in accordance with these rules and regulations, they must settle their financial obligations prior to registering for the exam again.

277. Article
(exam registration)

The citizen registers for an exam at the latest 4 days before the exam date by submitting a completed exam registration form to the Office for Student Affairs.

The registration form can be sent by post, by e-mail, or brought in personally by the citizen to the Office for Student Affairs. The date of registration is when the application form is received by the Office for Student Affairs together with proof of settled financial obligations.

278. Article
(form of the exam registration form)

The exam registration form (Annex 19) must include:

- the citizen's personal information (name, surname, permanent residence, place and date of birth, unique citizenship number),
- information about the study programme in which the citizen wants to take an exam,
- name of the course of which the citizen wants to take an exam,
- the exam date,
- location of the exam, and
- a signature of the citizen.

Proof of settled financial obligation must be submitted with the exam registration form.

279. Article
(form of the exam de-registration form)

The exam de-registration form (Annex 20) must include:

- the citizen's personal information (name, surname, permanent residence, place and date of birth, unique citizenship number),
- information about the study programme in which the citizen wanted to take an exam,
- name of the course of which the citizen wanted to take an exam,
- the exam date,
- location of the exam, and
- a signature of the citizen.

Disciplinary responsibility

280. Article
(disciplinary responsibility)

The provisions of these rules and regulations that refer to the disciplinary responsibility are to be used reasonably also for citizens.

Completing a study programme

281. Article
(completing a study programme)

A citizen cannot complete a study programme without being enrolled into it.

XII. Rights and obligations of students with special needs
(criteria for implementing special student status and proof)

282. Article
(criteria for implementing special student status)

The candidates who may apply for special education conditions under the student-athlete status are:

- categorised athletes;
- students who were officially nominated as a team coach or an individual categorised athlete by a specific national sports federation.

A categorized athlete from the first indent of the previous paragraph is an athlete, who based on the classification of the Olympic Committee of Kosovo and the Paralympics Committee of Kosovo obtained one of the following titles: world class athlete, international athlete, prospective athlete, national athlete, youth athlete. Proof of classification is an official certificate of status issued by the Elite Sports Committee with the Kosovo Olympic Committee.

The rights with respect to the student-athlete status may also be enforced by a student officially nominated for a team coach or an individual categorized athlete by a specific national sports federation, and is directly involved in the preparation and realisation of categorized athlete programmes. Proof of compliance with the requirements is a certificate issued by the Committee of Kosovo – Association of Sports Federations for the current academic year.

The athlete student status lasts one academic year with the possibility of extension.

283. Article
(criteria for implementation artist/cultural worker student status)

The candidate who may enforce rights under the artist/cultural worker student status are:

- a member of a national or international society or federation of societies in the field of art;
- a student with a certificate of cultural worker status;
- a student with publicly recognised artwork.

A member of the national or international society or federation of societies in the field of art from the first indent of the previous paragraph is the artist/cultural worker who is, after the met requirements of the mentioned institutions, already a member of a society or a federation of the following artistic activities: music, art, film, theatre, dance, literary, photography or any other artistic activities. The proof of membership is the official certificate of membership issued by a specific national or international society or federation of societies in the field of art. The certificate of a cultural worker status is issued by the Ministry of Culture of Republic of Kosovo.

The candidate who enforces the recognition of an artist/cultural worker status based on publicly recognised artwork must submit a curriculum vitae and a list of performed works divided by years regarding the activity he is engaged in.

The criteria of public recognition of artwork are:

- publicly disclosed professional critique of the artwork;
- awarded artwork/achievement in a national or an international competition in the past or current study year.

The candidate submits the following proof on public recognition of artwork/achievement:

- a copy of publicly disclosed critique of the artwork/achievement or
- a photocopy of national or international recognition or award at an artistic talent competition or
- an official certificate of artistic achievement issued by the Ministry of Culture of Republic of Kosovo.

The artist/cultural worker status lasts one academic year with the possibility of extension.

284. Article (criteria for implementing a special needs student status)

Categories of candidates that may enforce special conditions of education under special needs student status are persons with special needs. In accordance with the Act that regulates placement of children with special needs are students with special needs under these Rules:

- blind and visually impaired students,
- deaf and hearing impaired students,
- students with speech and linguistic impairments,
- physically disabled students,
- students with long-term illnesses,
- students with deficits in individual fields of learning and
- students with emotional and behavioural disorders.

The status of a student with special needs is granted taking into consideration the type of problems according to the student's status for a part or the entire duration of studies.

285. Article (criteria for implementation of a recognised credits student status)

Categories of candidates who could enforce rights in respect of a student with recognised credits in extracurricular activities, in College's bodies and committees, in College's Student Organisations and in other defined cases that actively participate in:

- sport activities;

- cultural activities;
- intellectual activities;
- in bodies and committees of the College and the College's Student Organisation.

Special status is also granted to a student who demonstrates above-average, beneficial activity and commitment:

- for the benefit of the College;
- for the benefit of the local community, in which they permanently reside or the local community of the College;
- at a national level.

Active participation in charitable organisations for humanitarian purposes, for the purposes of protection of the environment and cultural heritage are considered as above-average beneficial activities. A student may not apply for special status on the grounds of membership in a political party and within the framework of its functioning, in accordance with this article.

The status of a student with recognised credits lasts one academic year with the possibility of extension.

286. Article (proof)

Relevant documents that prove the status of a student with special needs are:

- a decision on placement from the National Educational Institute,
- an expert opinion of the Committee for placement of children with special needs,
- a decision from the Social Work Centre,
- a certificate and opinion of the Expert Committee for placement of children and youth,
- a decision from the Pension and Disability Insurance Institute of the Republic of Kosovo,
- a medical certificate issued by a specialist physician.

The student proves their active participation in activities from previous articles hereunder by submitting a certificate from the competent or suitable authority, president, coordinator, manager or coach of the activity.

In addition to the certificate and the opinion, the student must also submit a description and presentation of activities they engage in, current work, frequency of operation and substantiation of reasons on the grounds of which the status regarding the five categories should be granted to them:

- a student active in sports activities of the College: attendance at training, attendance at competitions, bearer of the game, achievements at competitions;
- a student active in cultural activities of the College: number of publications, number of exhibitions, attendance at rehearsals, number of performances;

- a student active in intellectual activities of the College: attendance, extent and complexity of work, participation and achievements at competitions;
- a student who operates in the bodies and committees of the College, College's Student Organisation or any other Student Organisation: responsiveness to managers, attendance at sessions, current writing of reports, management or assistance in organising or conducting activities;
- a student who is active in other specific cases that are defined in these rules and regulations: management or assistance in organising or conducting activities.

Rights and responsibilities of students with special status

287. Article

(rights and obligations of students with special status)

A student who was granted the status and thus special terms of education may enforce the following rights:

- the right to reduced mandatory attendance and justified absence for academic requirements in agreement with the course coordinator or lecturer;
- the right to pass the exam outside the prescribed term and in a specific manner;
- the right to subsequent presentations of the seminar paper and subsequent taking partial exams and exams in the event of participation in competitions home or abroad;
- the right to enrol into the next year or graduation year up to one year under special conditions of these rules and regulations;
- the entering of achievements into the diploma supplement which arise from participation in extracurricular activities, bodies and committees of the College, etc.

A student who is granted the status and fails to comply with their duties or abuses their rights loses the right to the special terms of education under these rules and regulations.

The obligations of a student with special terms of education based on status are:

- fulfilment of all other obligations foreseen by the study programme;
- responsibility towards the granted status;
- complying with the code of ethical conduct in sports and other areas;
- participation in events and competitions organised by the College in the field of their status and writing reports on participation in bodies and committees etc.

Special adjustments to studies for students with special needs

288. Article

(types of special adjustments to studies for students with special needs)

Regarding the deficits, impairments or disabilities of students with special needs there are possible adjustments in the implementation of lectures and tutorials during the studies in a manner of examination and assessment of knowledge and with the use of the library.

1. Adjustments in the implementation of lectures and tutorials

The following adjustments regarding the implementation of lectures and tutorials are options for students, depending on their type and level of deficits, impairments or disabilities and the potential combination of deficits, impairments or disabilities:

- advance publication of study materials that students receive at lectures and tutorials
- (e.g. or the blind and visually impaired students in order to follow the course of the lecture or for those students who are unable to make notes);
- advance publication of study materials used in a course (study unit) in order to be modified in electronic or audio form and be properly enlarged;
- recording of lectures and tutorials;
- the use of special devices such as computers, electronic magnifiers, magnifying glasses and similar;
- presence of an assistant, namely: reader or writer or interpreter – translator into Albanian sign language;
- option of submitting written papers in electronic form;
- carrying out specific academic requirements teamed up with a student who does not have a student with special needs status;
- opportunity to perform specific assignments and exercises at home (partial form of e-learning);
- adjusting the method of performance of professional or study practical work to fit the student's abilities
- so that they may demonstrate their knowledge and skills or gained competences defined with the study programme;
- other adjustments regarding the given capacities of the College.

2. Adjustments in the method of assessment and evaluation of knowledge

The method of assessment and evaluation of knowledge for students with special needs is adjusted in such a manner that they may demonstrate the level of their knowledge, however the required standards of knowledge achievements may not be lowered.

The following adjustments are options for students, depending on their type and level of deficits, impairments or disabilities and the potential combination of deficits, impairments or disabilities:

- a) extension of the time for oral or written examinations

In principle, the student may be granted an extension of 100% of the foreseen time to take the written or oral examination, but also more regarding the deficit, impairment or disabilities or specifics of the course (study unit), in which the exam is taken. When taking the examination, the student may also be provided with short breaks. The course coordinator rules on this issue. As a rule, the time of the break may also be extended for a maximum of 50% of the foreseen time (and the time of preparation for the exam as well), if it is established that this would be necessary due to the situation.

All students with special needs are entitled to an extension of the examination time.

b) provision of a special room in order to take the examination

A special room to take the examination shall be provided to the student if the room, in which the examination would have been conducted is inaccessible to them. A special room is also provided to the student in the event that the student would be “disturbing” other students who are taking the examination (e.g. use of audio support on a computer, presence of an assistant, etc.).

All students with special needs are entitled to the provision of a special room in order to take the examination.

c) adjustments in the room or to the room and adjustments of the equipment

The room, in which they are taking the examination, may be adjusted for the student and they may also have equipment adjusted for them, namely: their working surface may be adjusted, a room with special acoustic conditions may be provided, additional lighting may be enabled, also enable the use of an appropriate chair, a cut-out table and similar.

The blind and the visually impaired students are provided with an adjusted working surface (the possibility of elevation, additional lighting and similar). The deaf and hearing impaired students are provided with a room with adequate acoustic conditions, and they are also entitled to using electric and acoustic devices, while the physically disabled candidates are entitled to an adjusted working area (cut-out table, appropriate chair, incline).

d) taking the examination with the assistance of a computer or the use of special devices

A student may also be entitled to take the exam with the assistance of a computer. In this case the student cannot have access to any other accessories on the computer or in the programme; they may only use programmes that technically facilitate the implementation of the exam. Their work must be recorded on a compact disc or any other data carrier and printed, and it must be erased from the computer. A student may also use special devices, such as a Braille type-writer, a computer with a Braille pad or magnifying software, an electronic magnifier, a magnifying glass, adequate pens and similar.

The blind and the visually impaired students, students with speech and linguistic impairments, physically disabled students, students with long-term illnesses and students with deficits in individual areas of learning are entitled to take the exam with the assistance of a computer. The blind and the visually impaired students (a Braille type-writer, a computer with a Braille pad or magnifying software, an electronic magnifier, a magnifying glass, adequate pens and similar), physically disabled students (adequate pens, a computer), students with long-term illnesses (a computer) and students with deficits in individual areas of learning (a computer) are entitled to use special devices.

e) taking the examination with the assistance of a computer

A student who, due to the type and degree of the deficit, impairment or disability, is not able to take the exam alone, and in substantiated cases with other students as well, may be assigned an assistant, namely: a reader or writer and interpreter – translator into Albanian sign language (hereinafter: the assistant). The assistant may not be a higher education teacher or associate of the course (study unit) or student's relative.

The following students are entitled to take the exam with the assistance of an assistant, namely, the blind and the visually impaired students (reader and/or writer), the deaf and the hearing impaired students (interpreter – translator into the Albanian sign language), the physically disabled students (reader and/or writer), students with long-term illnesses (reader and/or writer) and students with deficits in individual areas of learning (reader and/or writer).

f) modification of the form of assessment and evaluation of knowledge

A student who, due to the type and degree of the deficit, impairment or disability, is not able to take e.g. an oral or written examination shall be provided with a different form of assessment and evaluation of knowledge.

All students with special needs are entitled to modification of the form of assessment and evaluation of knowledge.

g) adjustment of the form of examination material

The form of the examination material may be adjusted for blind or the visually impaired students: the enlargement of text or written material and transcription of the questions into Braille.

h) other adjustments regarding the given capacities of the College.

3. Adjustments in the library

The following adjustments are possible in the library for students, depending on their type and level of deficits, impairments or disabilities and the potential combination of deficits, impairments or disabilities:

- longer lending of materials (due to translation into an accessible form: enlargement of the material transcription into Braille and similar);
- the possibility of lending of materials that is only accessible in the reading room (due to translation into an accessible form, transcription into Braille and similar);
- provision of assistance in finding the material;
- the possibility of lending of materials by the student's supporter or assistant if the library is inaccessible to the student;
- other adjustments regarding the given capacities of the College.

Procedure of special status recognition and revocation

289. Article

(procedure of special status recognition and revocation)

The candidate must, at the time of enrolment into a individual study year or the graduation year, complete a special application for the acquisition of special student status, which applies to athletes or coaches, artists/cultural workers, students with special needs and students with recognised credits, using the prescribed form, which is an annex (Annex 21) to these rules and regulations.

As a rule, the candidate submits the application until October 15 of the current academic year, if the reasons to obtain the status occur during the year, then at that particular time. The application shall be accompanied with the suitable proof. The Study Committee rules on this issue.

All students with a granted status and educated under the special terms receive a remark in the electronic record of completed requirements and the personal file of the student, in which the type of problem or the reason of status awarding and type of recognised adjustments are evident (e.g. allowed absence in organised forms of the educational process, specific method of taking the examination).

At the beginning of the study year, the Office for Student Affairs informs all lecturers in the current year about students who are in this year enrolled in individual courses and have been granted special status, including the type of recognised adjustments of the academic process.

The procedure to revoke the status is conducted mutatis mutandis as the procedure of its acquisition.

XIII. International exchange of students

290. Article (international exchange of students)

The College organises an international student exchange for the provided study programmes.

Students can carry out the following at a partner institution:

- a part of their academic requirements (individual courses or the preparation of their thesis),
- practical work.

A prerequisite for completing individual courses or the preparation of their thesis as part of their international exchange is a signed bilateral agreement between the College and the host institution.

The students are required to find the institution or company where they will carry out their practical work, with the aid of the College.

291. Article (requirements)

A student can participate in an international exchange programme if they fulfil the requirements determined in the individual offers.

292. Article (offer)

The offer must be public, transparent, the minimum requirements must be listed as well as the priorities and the selection process.

The general criteria of the student selection process are as follows:

- the year of their studies;
- their average grade (for the bachelor and master studies), the number or achieved Credit Points (for the 3rd year);
- the initiative to conclude a bilateral agreement with a foreign higher education institution, as well as
- their motivation.

The criteria of motivation is assessed in the following way using sub-criteria:

- knowledge of the host country's language
- unsuccessful candidating for the exchange programme in the past (not chosen)
- not participating in the exchange (purpose of studying / practice)

- Other

The weight of each of the criteria is determined by the Study Committee after a prior consultation with the Erasmus coordinator at the College. The criteria and point system are published on the College's website approximately five days before the day of the defence.

293. Article (registration and selection procedure)

A student who wants to take part in the international exchange applies to the offer published on the College's website.

The College, in accordance with its rules, determined in the offer, carries out a selection procedure. They notify the applicants with a Decision regarding the selection. A positive decision does not automatically mean that the student will also receive a grant. The decision on the awarding of a grant is issued by the College when they receive information from a national agency or other responsible institution regarding the amount of funds they were granted.

Students who fulfil the requirements, but for whom there were no more available place or funds, are placed on a reserve list if any of the selected students cancels.

294. Article (the procedure following the selection and before the study exchange)

The selected student must complete a learning agreement (Annex 22). The exchange is not possible without a learning agreement.

The student fills out the learning agreement with the help of a Erasmus academic coordinator and information about the partner institution, entering in their foreseen academic requirements that they will complete abroad, and the requirements that will be recognised at the College, if they will successfully complete their requirements abroad.

The Erasmus academic coordinator can request the student to get an opinion from the course coordinator of a compulsory course that is to be recognised as part of the exchange.

A student who will complete a part of their thesis as part of their exchange must coordinate the content with their thesis mentor while also finding a co-mentor at their host institution.

The minimum number of credit points (CP) that a student has to achieve during their exchange depends on the duration of their exchange and their study programme.

Bachelor cycle:

duration of exchange	1st semester (until including 6 months)	2 semesters (up to 12 months)
credits	20	40

Master and PhD cycle:

duration of exchange	1st semester (min. 3 months)	2nd semester (up to 12 months)
credits	20	40

The exception are exchanges for the purpose of writing theses. The foreseen number of CP is determined on the basis of the agreement with the mentor of the thesis and on the basis of the length of the exchange.

If the student does not achieve the minimum number of CP, the College can demand repayment of the financial aid.

The exchange is finally confirmed when the partner institution returns a signed study agreement.

After receiving the signed study agreement, the College prepares a financial aid agreement, a part of which are the general terms and conditions (Annex 23). The signed contract must be returned to the College by the student before leaving to go on exchange.

295. Article (the procedure following the selection and before the traineeship exchange)

The selected student must conclude a traineeship agreement with the College and the company or institution where they will be carrying out their traineeship before leaving to go abroad (Annex 24).

The student completes the documents with the help of a Erasmus academic coordinator and in agreement with the company or institution where they will carry out their traineeship.

The minimum number of credit points (CP) that a student has to achieve during their exchange depends on the duration of their exchange and their study programme.

Bachelor cycle:

duration of exchange	1st semester (until including 6 months)	2 semesters (max. 12 months)
credits	20	40

Master and PhD cycle:

duration of exchange/	trimester (min. 3 months)	trimesters (max. 12 months)
CP	20	40

If the student does not achieve the minimum number of CP, the College can demand a refund of the financial grant.

The exchange is finally confirmed when the partner institution returns a signed traineeship agreement.

After receiving the signed traineeship agreement, the College prepares a financial aid agreement, a part of which are the general terms and conditions (Annex 23). The signed contract must be returned to the College by the student before leaving to go on exchange.

296. Article (procedure following the exchange)

The student is required to complete and submit a online questionnaire following the conclusion of their mobility period within 30 calendar days of receiving the request to complete the questionnaire. If the student does not complete and submit the online EU questionnaire, the College can demand that the student repays a part of the whole of the financial aid received.

The student is required to also submit a Certificate of Completed Requirements or a Certificate of Traineeship, a Final Mobility Report (Annex 25) and any other possible documents at the request of the College within 30 days of concluding their exchange.

Students can also send an additional online questionnaire, which enable the reporting of possible problems when recognising completed academic requirements abroad.

Students that completed a part of their thesis as part of their exchange must also submit a certificate from their co-mentor of the host country, that they fulfilled certain requirements as part of their learning agreement.

297. Article

(recognition of requirements completed as part of the exchange programme)

All CP achieved as part of their completed requirements at the partner institution, whether they are compulsory, elective or additional courses, are recognised. In the event of an exchange for the purpose of traineeship, only the elective course can be recognised, while any exceeding CP will be recorded as additional CP.

Students enforce the recognition with the Request for the recognition of academic requirements completed abroad (Annex 26). The application must be submitted within 30 days of the conclusion of the exchange. The Study Committee rules on this issue.

If the student enforces the recognition of a compulsory course, they must submit a learning plan or other document from which is visible: the name of the course, the course content, the number of CP or number of hours, and the course coordinator or a positive report from the course coordinator, in addition to the Request for the recognition of academic requirements completed abroad.

The CP obtained from a course that has the same name, but differs with regard to the content of the course already completed will be recognised for the student.

The CP obtained from courses that have the same content of the course already completed, or courses that were not determined in the study programme or in one of its potential subsequent alterations, will not be recognised for the student.

298. Article

(entering the completed requirements into the student's index)

In the event of an exchange for the purpose of studying, the Office for Student Affairs enters all requirements that were completed abroad into the student's index after the conclusion of the procedure for recognising courses.

Compulsory or elective courses that were foreseen in the College's study programme and were completed by the student on the basis of an exchange programme are entered into the index using their original title in Albanian and a note is added stating the course was partially or in whole completed as part of the Erasmus exchange programme.

Compulsory or elective courses that were not foreseen in the College's study programme and were completed by the student on the basis of an exchange programme are entered into the index using their original title in the foreign language and a note is added stating the course was partially or in whole completed as part of the Erasmus exchange programme.

Courses that were not foreseen in the College's study programme and were recognised as additional requirements are entered into the index using their original title in the foreign language and a note is added stating the course was partially or in whole completed as part of the Erasmus exchange programme.

The grade obtained for a course that was completed at a partner institution is simply translated into the grading system of the College. Changes grades is not permitted.

After the conclusion of the course recognition process in the event of an exchange for the purpose of traineeship, the Office for Student Affairs enters "recognised on the basis of a completed Erasmus traineeship" into the student's index for an elective course, instead of entering a grade.

The period of the Erasmus mobility programme is also entered into the Diploma Supplement.

XIV. Transitional and final provisions

299. Article

These rules and regulations come into force the day after publication on the College's website.

Nova Gorica, 01.10.2015

Doc. Dr. Visar Hoxha
President of the ESLG College



Annexes:

- Annex 1: 'Registration of the diploma thesis topic'
- Annex 2: 'Changing the mentor of a diploma thesis or scientific article'
- Annex 3: 'Withdrawal from diploma thesis topic'
- Annex 4: 'Statement on the suitability of the thesis'
- Annex 5: 'Statement of authorship'
- Annex 6: 'Technical suitability form'
- Annex 7: 'Minutes from the defence of the diploma thesis'
- Annex 8: 'Registration of master's thesis topic'
- Annex 9: 'Resigning from the master's thesis topic'
- Annex 10: 'Change of mentor for the master's thesis'
- Annex 11: 'Proposal for the naming the committee to evaluate the master's thesis'
- Annex 12: 'Registration of the doctoral thesis'
- Annex 13: 'Resigning from the doctoral thesis topic'
- Annex 14: 'Change of mentor for the doctoral thesis'
- Annex 15: 'Form for the confirmation of the doctoral dissertation mentor that the thesis is ready for submission for evaluation from a professional committee'
- Appendix 16: 'Form for seminar paper registration and evaluation'
- Appendix 17: 'Request for the recognition of official/unofficial education'
- Annex 18: 'Registration of practical work'
- Appendix 19: 'Form for exam registration and evaluation'
- Appendix 20: 'Form for exam deregistration'
- Appendix 21: 'Request for special status'
- Annex 22: 'Learning agreement for studies'
- Annex 23: 'Financial aid contract'
- Annex 24: 'Learning agreement for traineeships'
- Annex 25: 'Final Report from Mobility'
- Annex 26: 'Request for the recognition of academic requirements completed abroad'

Annex 1:

REGISTRATION OF DIPLOMA THESIS TOPIC

Student number: _____

Student (name and surname): _____

Address: _____ Post code,

town: _____

Phone Number, Mobile: _____ E-mail: _____

Undergraduate study programme: _____

Enrolment into the 1st year – academic year _____/_____

Enrolment into the 2nd year – academic year _____/_____

Enrolment into the 3rd year – academic year _____/_____

Enrolment into the graduation year – academic year _____/_____

I AM REGISTERING THE DIPLOMA THESIS TOPIC with the title:

(write the exact title legibly with small printed letters)

☐ the topic was listed by the mentor
the candidate in

☐ the topic was proposed by
agreement with the mentor

MENTOR:

Signature: _____

CO-MENTOR: _____ Signature: _____

Attachments to the application for the approval of the topic and mentor:

1. the mentor's consent (the above mentor's signature),
2. a short explanation of the diploma thesis topic (disposition),

I confirm that before I registered my topic on the College's website, I went thorough the list of registered and approved topics and the list of already written diploma theses with the intention of avoiding repeating the topic.

POSSIBLE COMMENTS OF THE MENTOR:

Date: _____

Signature of the student: _____

Annex 2:

CHANGING THE MENTOR OF A DIPLOMA THESIS OR SCIENTIFIC ARTICLE

Student number: _____

Student (name and surname): _____

Address: _____ Post code, town: _____

Phone Number, Mobile: _____ E-mail: _____

Study programme: _____

Title of the approved diploma thesis topic:

Justified reason for the change of mentor:

Proposal for the new mentor: _____

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

Date: _____ Student's signature: _____

Approved / Not approved

Date: _____ the Dean/Rector's signature _____

Attachment 3:

WITHDRAWAL FROM DIPLOMA THESIS TOPIC

Student number: _____

Student (name and surname): _____

Address: _____ Post code, town: _____

Phone Number, Mobile: _____ E-mail: _____

Undergraduate study programme: _____

Enrolment into the 1st year – academic year _____/_____

Enrolment into the 2nd year – academic year _____/_____

Enrolment into the 3rd year – academic year _____/_____

Enrolment into the graduation year – academic year _____/_____

Enrolment into the extended graduation year – academic year _____/_____

Title of the approved diploma thesis topic:

Justified reason for withdrawal:

MENTOR: _____

Signature: _____

CO-MENTOR: _____

Signature: _____

Date: _____

Student's signature: _____

Approved / Not approved

Date _____

The Dean/Rector's signature _____

Annex 4:

STATEMENT ON THE SUITABILITY OF THE THESIS

The undersigned mentor

(mentor's name and surname)

and co-mentor (one or more, if they exist):

(name and surname of the co-mentor/s)

hereby declare that the student:

name and surname: _____,

student number: _____,

in the study programme: _____,

prepared a thesis titled:

(title in Albanian)

in accordance with the approved thesis topic, the Instructions for the Preparation of Theses and my (or our) instructions.

I (or we) have reviewed and examined the plagiarism report (annex).

Date and place:

Mentor's signature:

Date and place:
exist):

Co-mentor's signature (if they

Annex 5:

STATEMENT OF AUTHOURSHIP

Student's information:

Student number: _____ Student (name and surname) _____
Address: _____ Postcode, town: _____
Phone Number, Mobile: _____ E-mail: _____
Study programme: _____

Thesis information:

Title of the approved diploma thesis topic:

MENTOR: _____ CO-MENTOR: _____

DECLARATION

With my signature, I hereby establish that:

- the submitted thesis is exclusively the result of my own research;
- the thesis has been corrected in accordance with the mentor's and committee members comments;
- I have ensured that the work and the opinion of other authors that I have used in the submitted work, are listed or cited in accordance with the College's instructions;
- I am aware that plagiarism – representing foreign works, either in the form of a quote or in the form of literal paraphrasing or in graphic form, in which foreign thoughts or ideas are represented as my own – is punishable according to law (Law on Copyright and Related Rights - Official Journal of the Republic of Kosovo, Law on Customs Measures for IPR infringement, and Law on Intellectual Property of Kosovo);
- the electronic form is identical to the printed version of the submitted work and I give my consent for it to be published on the College's website;
- that the thesis was proofread by _____.

Date: _____

Student's signature: _____

Annex 6:

THE TECHNICAL SUITABILITY FORM

Student's information:

Student number: _____

Name and surname: _____

Address: _____ Postcode, town: _____

Phone Number, Mobile: _____ E-

mail: _____

Undergraduate study programme: _____

Diploma thesis information:

Title of the approved diploma thesis topic:

MENTOR: _____

CO-MENTOR: _____

To be filled out by the person responsible:

Pursuant to the technical review of the thesis, the Office for Student Affairs deems the thesis:

TECHNICALLY SUITABLE

TECHNICALLY UNSUITABLE

Date: _____

Signature of the person responsible: _____

Annex 7:

MINUTES FROM THE DEFENCE OF THE DIPLOMA THESIS

Student: _____

with the diploma thesis title _____
dated _____ at _____.

Location of defence:

1. Student's information:

Student number: _____

Name and surname: _____

Date of birth: _____

Place of birth: _____

Address: _____, _____

Year of enrolment into the COLLEGE ESLG: _____

2. Thesis committee:

President of the committee:

Mentor: _____

3. The mentor's report on the suitability of the diploma thesis for defence:

4. The candidate presented their diploma thesis:

Thesis title:

5. The committee posed the candidate the following questions:

1. President of the committee:

2. Mentor:

Thesis defence grade:

Excellent (10)
Very Good (9)
Very Good (8)
Good (7)
Satisfactory (6)
Unsatisfactory (5)

Signatures of the members of the committee:

__(name and surname)____ (president of the
committee):_____

__(name and
surname)____(mentor):_____

Annex 8:

REGISTRATION OF THE MASTER'S THESIS TOPIC

Registration

number: _____

Student (name and surname): _____

Address: _____ Post code, town: _____

Phone Number, Mobile: _____ E-mail: _____

Study Programme: _____

Enrolment into the 1st year – academic year _____/_____

Enrolment into the 2nd year – academic year _____/_____

Enrolment into the graduation year _____/_____

Enrolment into the extended graduation year _____/_____

I AM REGISTERING THE MASTER'S THESIS TOPIC with the title:

(write the exact title legibly with small printed letters)

☐ the topic was listed by the mentor candidate in with the mentor

☐ the topic was proposed by the agreement

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

Attachments to the application for the approval of the topic and mentor:

1. the mentor's consent (the above mentor's signature),
2. a short explanation of the master's thesis topic (disposition) in three (3) copies,
3. the possible request for writing the text in a foreign language.

I confirm that before I registered my topic on the College's website, I went thorough the list of registered and approved topics and the list of already written master's theses with the intention of avoiding repeating the topic.

POSSIBLE COMMENTS OF THE MENTOR:

Date: _____ Signature of the student: _____

Annex 9:

RESIGNING FROM THE MASTER'S THESIS TOPIC

Registration

number: _____

Student (name and
surname): _____

Address: _____ Post code,
town: _____

Phone Number, Mobile: _____ E-mail: _____

Study programme: _____

Enrolment into the 1st year – academic year _____/_____

Enrolment into the 2nd year – academic year _____/_____

Enrolment into the graduation year _____/_____

Enrolment into the extended graduation year _____/_____

Title of the approved master's thesis topic:

Justified reason for withdrawal:

MENTOR: _____

Signature: _____

CO-MENTOR: _____

Signature: _____

Date: _____

Student's signature: _____

Approved / Not approved

Date _____ The Dean/Rector's
signature _____

Annex 10:

CHANGE OF MENTOR FOR THE MASTER'S THESIS

Student number: _____

Student (name and surname): _____

Address: _____ Post code, town: _____

Phone Number, Mobile: _____ E-mail: _____

Study programme: _____

Title of the approved master's thesis topic:

Justified reason for the change of mentor:

Proposal for the new mentor: _____

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

Date: _____ Student's signature: _____

Approved / Not approved

Date _____ Signature of the AC president _____

Annex 11:

PROPOSAL TO THE ACADEMIC COMMITTEE FOR THE NAMING THE COMMITTEE TO EVALUATE THE MASTER'S THESIS

Student: _____

The master's thesis topic:

I, _____, the mentor, state that the submitted master's thesis meets the criteria of the College's rules and regulations on master's theses and I recommend that the Study Committee decides upon a three-member professional committee to evaluate the master's thesis.

In accordance with the decision from the College ESLG Study Committee as a member of the professional Committee for the Evaluation of Master's Theses, I propose:

- _____

- _____

Mentor: _____

Place: _____ Date: _____

Annex 12:

REGISTRATION OF DOCTORAL THESIS

Registration

number: _____

Student (name and

surname): _____

Address: _____ Post code,

town: _____

Phone Number, Mobile: _____ E-

mail: _____

Study

programme: _____

Enrolment into the 1st year – academic year _____/_____

Enrolment into the 2nd year – academic year _____/_____

Enrolment into the 3rd year – academic year _____/_____

I AM REGISTERING THE DOCTORAL DISSERTATION TOPIC with the title:

☐ the topic was listed by the mentor
the candidate in

☐ the topic was proposed by
agreement with the mentor

MENTOR: _____ Signature: _____

CO-MENTOR: _____ Signature: _____

Attachments to the application for the approval of the topic and mentor:

1. the mentor's consent (the above mentor's signature),
2. a short explanation of the master's thesis topic (disposition) in three (3) copies,
3. the possible request for writing the text in a foreign language.

I confirm that before I registered my topic on the College's website, I went thorough the list of registered and approved topics and the list of already written master's theses with the intention of avoiding repeating the topic.

POSSIBLE COMMENTS OF THE MENTOR:

Date: _____

Signature of the student: _____

Annex 13:

RESIGNING FROM THE DOCTORAL THESIS TOPIC

Student number: _____

Student (name and surname): _____

Address: _____ Post code, town: _____

Phone Number, Mobile: _____ E-mail: _____

Doctoral study programme: _____

Enrolment into the 1st year – academic year _____/_____

Enrolment into the 2nd year – academic year _____/_____

Enrolment into the 3rd year – academic year _____/_____

Title of the approved doctoral dissertation topic:

Justified reason for withdrawal:

MENTOR: _____

Signature: _____

CO-MENTOR: _____

Signature: _____

Date: _____

Student's

signature: _____

Approved / Not approved

Date _____

The Dean/Rector's

signature _____

Annex 14:

CHANGE OF MENTOR FOR THE DOCTORAL THESIS

Student number: _____

Student (name and surname): _____

Address: _____ Post code, town: _____

Phone Number, Mobile: _____ E-mail: _____

Postgraduate study programme: _____

Enrolment into the 1st year – academic year _____/_____

Enrolment into the 2nd year – academic year _____/_____

Enrolment into the 3rd year – academic year _____/_____

Title of the approved doctoral dissertation topic:

Justified reason for the change of mentor:

Proposal for the new mentor: _____

MENTOR: _____ Signature: _____

CO-MENTOR: _____
Signature: _____

Date: _____ Student's signature: _____

Approved / Not approved

Date _____ Signature of the AC president _____

Annex 15:

**CONFIRMATION FROM THE MENTOR OF THE DOCTORAL DISSERTATION THAT THE THESIS IS
READY FOR SUBMISSION FOR THE EVALUATION OF A PROFESSIONAL COMMITTEE**

Student:

Doctoral thesis title:

I, _____, the mentor, state that the submitted doctoral thesis meets the criteria of the College's rules and regulations on doctoral theses and I recommend that the Study Committee nominates a three-member professional committee to evaluate the master's thesis.

Mentor's signature: _____

Place: _____ Date: _____

Annex 16:

FORM FOR THE EVALUATION OF A SEMINAR PAPER FOR 2 CP

Student number: _____ Surname and
name: _____

Mode of studies: _____ Type of studies: _____

Course: _____

Seminar paper title: _____

Date of submission: _____

Seminar paper mentor: _____

Candidate's signature _____

Professor's comments:

Seminar paper grade _____

Professor's signature: _____

Annex 17:

REQUEST FOR THE RECOGNITION OF OFFICIAL/UNOFFICIAL EDUCATION

CANDIDATE INFORMATION:

Name and surname: _____

Study programme: _____

Student number: _____

I REQUEST THE RECOGNITION OF THE CP/EXAMINATION/EXAMINATION REQUIREMENTS:

COURSE COORDINATOR:

I AM MAKING THIS REQUEST ON THE BASIS:

IT IS **OBLIGATORY** TO SUBMIT A CERTIFICATE ON THE EDUCATION OR EXAMS COMPLETED AND SYLLABUS, FROM WHICH THE CONTENT OF THE COURSE OR EDUCATION, CREDIT POINTS AND NUMBER OF HOURS IS CLEAR.

CANDIDATE'S SIGNATURE: _____

COURSE COORDINATOR'S OPINION:

1) The course is recognised in full

2) The course is partially recognised, what remains to be completed is:

3) The course is not recognised

Explanation: _____

Place, date: _____

Course coordinator's signature: _____

Annex 18:

REGISTRATION OF PROFESSIONAL PRACTICAL WORK

Student number: _____

Name and surname: _____

Unique master citizen
number: _____

Permanent address
(street, post code, post): _____

Contact details (mobile
number, e-mail): _____ @ _____

Mode of studies: _____

Study programme: _____

The following information is required to draw up a professional traineeship agreement:

Organisation
(company): _____

Address (street, house number, postal
code and post): _____

Date of start of
traineeship and the
number of hours: _____

Company's Reg. No.: _____

Company's VAT Reg.
No.: _____

Name and surname of the responsible person or contract signatory (in most cases that is
not the same person as the mentor): _____

Mentor's name and
surname: _____

Send the agreement
to: _____

You can forward the information by e-mail, tina.besednjak@College ESLG.si, by post, or submit it in person during our working hours in the College's office.

Annex 19:

FORM FOR EXAM REGISTRATION AND EVALUATION

Student number: _____ Surname and
name: _____

Mode of studies: _____ Type of
studies: _____

Course: _____

Date and time of exam: _____ Place of exam: _____

Attempt No.: _____ Date of last
attempt: _____

With professor: _____

Candidate's signature: _____

Professor's comments:

Exam/tutorial grade: _____

Professor's signature: _____

Annex 20:

FORM FOR EXAM DEREGISTRATION

Student number: _____ Surname and
name: _____

Mode of studies: _____ Type of
studies: _____

Course: _____

Date and time of exam: _____ Place of exam: _____

Attempt No.: _____ Date of last
attempt: _____

With professor: _____

Candidate's signature: _____

Completed by the Office for Student Affairs:

APPROVED / NOT APPROVED

Date _____ Office for Student Affairs _____

Annexes:

- absence due to work

- medical note

- other _____

REQUEST FOR SPECIAL STATUS

1. Name and Surname: _____

Student number: _____

Study programme: _____

Year: _____ Mode of studies: full-time part-time

Type of studies: 1st cycle 2nd cycle 3rd cycle

4. In the _____ academic year, I am requesting status of (circle the status that you are requesting):

a) top-level athlete student status;

b) recognised artist/cultural worker student status;

c) long-term illness student status;

d) functionary student status;

e) customised learning requirement student status (due to special circumstances);

(e.g. exceptional social and family circumstances, participation in international knowledge competitions, participation in important research projects, etc.).

5. I am submitting the following proof (circle the proof you are submitting for the status that circled):

top-level sports student status:

- a certificate from the Olympic committee of Slovenia regarding the status of categorised athlete (word-class level athlete, international class athlete, perspective class athlete, national class athlete, youth class athlete) or
- a certificate for sports achievements on a national or international level for non-Olympic sports disciplines or
- a certificate from the Association of Sports for Invalids of Kosovo for sports achievements on a national or international level or
- a certificate from an authorised sports organisation in their home county for foreign students or
- a certificate from the Olympic committee of Kosovo regarding the official nomination for coaches of national teams or coaches of individual categorised athletes and regarding the direct involvement in training and the realisation of programmes for the categorised athlete;

recognised artist/cultural worker student status:

- the primary documents are: proof of received awards or commendations for exceptional achievements in art, issued by the relevant institutions on a national or international level (without these primary documents, the status is not recognised), a certificate from the Ministry of Culture regarding the status of cultural worker or an artistic achievement;
- secondary documents have a supplementary and explanatory function and include: bibliographic information about the candidate or critic references in the artistic field, proof of membership in a national or international organisation in the field of art and other certificates regarding the status of active artistic involvement on a national and international level;

long-term illness student status:

- a medical certificate from a specialist physician from which it is clear that the student has a chronic disease or illness which is foreseen to last at least three months and will affect the student's ability to carry out their academic requirements;

functionary student status:

- a photocopy of the decision regarding the nomination to the function, which was issued in accordance with the general provisions of the College;

customised learning requirement student status (due to special circumstances);

- a decision from the Centre for Social Work for the student or for their family members in a common household;
- an opinion from the Centre for Social Work for the student or for their family members in a common household;
- a police report or record of measures taken, which show the exceptional social or family circumstances;
- a birth certificate for children (for children up to the age of 3);
- a certificate of selection to participate in international knowledge competitions,
- a certificate from the person responsible at the College on the participation in important research projects;
- other _____.

6. (circle if you want to make a request and write an explanation)

I request that the committee authorised for student affairs, also decides on the scope and means of realising the rights of the student with special status for the following items:

7. Justification and other important information for the committee:

In _____, dated _____

Student's signature

Annex 22:

LEARNING AGREEMENT FOR STUDIES

Annex 23:

FINANCIAL AID CONTRACT

Annex 23 (the Financial Aid Contract or the Model Agreement for the awarding of a Erasmus+ grant [higher education/professional education and training] for studying and/or internship)

Annex 24:

LEARNING AGREEMENT FOR TRAINEESHIPS

Annex 24 (the Learning Agreement for Studies)

ERASMUS STUDENT MOBILITY FINAL REPORT

1. Identification of the Erasmus student

Name and surname:

Error! Reference source not found.

Home institution: **Error! Reference source not found.**

Home College: **Error! Reference source not found.** Gender:

Subject area of your studies:

Type of mobility:

Country of the host organisation:

Organisation of the host:

Type of organisation of the host:

Have you already been an Erasmus student before 2010?

Ne. If "Yes.", When? _____ Where (country)? _____ Time
period: _____ months

2. Study period and motivation

I was abroad from _____ to _____, which is _____ months

You consider the duration to have been too short/too long/just right

Please list the factors which motivated you to go abroad:

[1 – the most important factor, 2 – the second most important factor ..., 0 – did not have an impact]

- academic reasons
- foreign culture, language
- meeting new friends
- career path
- new surroundings
- the European experience
- Other (please list): _____

3. Information and support

Where did you get information about the Erasmus programme?

- ☐ Internet (list the website: <http://www.>)
- ☐ Brochure
- ☐ Professor
- ☐ Colleagues
- ☐ Other (please list):

How useful was this information to you?

CHOOSE

Who assisted you in your decision to participate in the Erasmus programme?

- ☐ Nobody
- ☐ Professor/s
- ☐ Erasmus coordinator
- ☐ Parents
- ☐ Friends,

Did you have many different options when you applied?

- ☐ Yes.
- ☐ No, a very limited was on offer.
- ☐ I organised the exchange by myself.

Where did you get information about the host institution?

- ☐ From my home institution.
- ☐ The host institution sent me the information.
- ☐ Other students.
- ☐ I found them myself.

How useful was this information to you?

CHOOSE

On your arrival at the host institution, were you offered:

- ☐ A welcome event.
- ☐ An information session.
- ☐ An orientation week.
- ☐ A guided tour of the institution.
- ☐ Nothing.

Were any other special events organised for Erasmus students in the host institution during your stay?

- ☐ Yes, namely:
- ☐ No.

Did you receive adequate support from your host institution during your exchange period?

- ☐ No.
☐ Yes, to a degree.
☐ Yes, completely.

How do you consider your degree of integration with local students in the host institution?

- ☐ I didn't feel integrated at all.
☐ I felt partially integrated and accepted.
☐ I integrated into the local surroundings completely.

4. Accommodation and infrastructure

Your type of accommodation at host institution:

- ☐ Student home.
☐ Apartment or house together with other students.
☐ Private housing.
☐ Other (please list): **Error! Reference source not found.**

How did you find your accommodation?

- ☐ Through the host institution.
☐ Independently with the help of information from the host university.
☐ With the help of parents/friends.
☐ Independently through advertisements.
☐ Other (please list): **Error! Reference source not found.**

Access to:

	Very good.	Generally good.	Poor.	None.
libraries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
computers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
study material	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
the internet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(mark the applicable option)

Were you assigned an mentor or contact person for the duration of your exchange?

- ☐ Yes, at the home or host institution.
☐ Yes, only at the host institution.
☐ Yes, only at my home institution.
☐ No, I did not have a mentor or contact person.

Was the mentor/contact person available?

- ☐ Yes, regularly (daily or at least weekly, reachable either by ☐e-mail or ☐personally)
☐ Yes, occasionally.
☐ No.

Was the mentor helpful?

- ☐ Yes, for academic/content and organisational matters.
☐ Yes, but only for academic/content matters.
☐ No.

5. Academic recognition

Did you and your home and host institution sign a Learning Agreement prior to the commencement of your study period?

- ☐ Yes.
- ☐ No.

Who helped you with the Learning Agreement?

Who signed the Learning Agreement?

Were you familiarised with the process in the event of changes?

- ☐ Yes – in advance.
- ☐ Yes – when the need arose to make a change.
- ☐ No – I had to find my own way.

Will you gain academic recognition for your study period abroad in accordance with the Learning Agreement?

- ☐ Yes, completely.
- ☐ Yes, to a degree.
- ☐ No.
- ☐ It is still in process.

Were you familiarised with the process of course recognition?

- ☐ Yes – when I signed the Learning Agreement.
- ☐ Yes – when I returned home.
- ☐ No – I had to find my own way.

6. Linguistic preparation

What was the language(s) of instruction in the host institution?

Was language preparation provided?

- ☐ Yes.
☐ No.

If yes, who organised the language course(s)?

Duration of language training:

no. weeks of language training:

no. of hours per week:

Did you have to pay for language preparation?

- ☐ Yes. Cost: €
☐ No.

How would you rate your competency in the language of your host country?

Before the Erasmus mobility programme

After the Erasmus mobility programme

7. Costs

Average costs per month during your period abroad: €

- of this travel expenses: €
- accommodation costs: € per month

Did you receive an Erasmus grant?

- ☐ Yes, namely € per month
☐ No.

When did you receive your Erasmus grant?

- ☐ The total in advance.
☐ The majority before going, the remainder after providing proof.
☐ When I was already there.
☐ Other (please list): **Error! Reference source not found.**

Other sources of funding:

- ☐ other stipend (☐state, ☐Zois's, ☐vocational)
☐ bank loan
☐ parents
☐ own savings
☐ work during the mobility period
☐ other (please list):

Did it cost you more than it would at home?

- ☐ Yes, I spent approx. € more per month.
☐ No.

Did you have to pay any kind of fees to the host institution?

- ☐ Yes, I had to pay € for (please list)
☐ No.

8. Your personal experience - overall evaluation of Erasmus mobility period

Rate the academic outcome of your Erasmus mobility period:

(1 – poor... 5 – very good):

Rate the personal outcome of your Erasmus mobility period: Error! Reference source not found.

(1 – poor... 5 – very good):

Did you encounter any serious problems during the Erasmus period or after it?

- ☐ Yes.
☐ No.

A brief description of the problem/s:

Which aspects of the Erasmus period did you particularly appreciate?

Are you more likely to consider working in another European country after graduation as a result of your Erasmus experience?

- ☐ Yes. ☐ No.

Do you think the Erasmus period will help you in your career?

- ☐ Yes. ☐ No.

How?

What recommendations would you give to other students in the Erasmus programme?

How do you feel the Erasmus scheme could be improved ?

In the form of an essay (600 words), describe your Erasmus experience:

Annex 26:

REQUEST FOR THE RECOGNITION OF ACADEMIC REQUIREMENTS COMPLETED ABROAD

CANDIDATE INFORMATION:

Name and surname: _____

Student number: _____

Address: _____

Telephone: _____

Study programme: _____

INFORMATION FOR THE RECOGNITION OF EXAMS COMPLETED ABROAD

Please recognise the exams listed below that I completed at (full name of the College and university abroad where you completed your academic requirements)

_____ in the time from _____ to _____.

information on the completed course at the foreign higher education institute						course at the College ESLG	
ref. no.	Title of the completed course	CP	elective/compulsory	exam date	grade	course at the College ESLG	CP

Date: _____

Signature: _____

OBLIGATORY ANNEXES: - Certificate of completed exams (Transcript of Records)