



KOLEGJI
PJETËR BUDI
PRISHTINË

PRISHTINË
K O S O V Ë

2020

STUDENTS

HANDBOOK

Udhëzuesi i Studentëve

www.pjeterbudi-edu.com
info@pjeterbudi-edu.com

1. “PJETËR BUDI” COLLEGE

Pjetër Budi College was established in 2005 by decision of the Steering Board of the Institute for Studies in the meeting held on 15.04.2005 based on the Law on Higher Education (Law 2003/14 dated 17.07.2003 and Administrative Instruction no. 14/2013 dated 17.07.2003, for the licensing and registration of the private provider of higher education in Kosovo.

Pjetër Budi College - Prishtina is an Institution of Higher Education in the Republic of Kosovo. Offers studies at Bachelor and Master level, scientific research, advisory services in an integrated manner and in accordance with the curriculum, teaching with scientific research - organized or independent, licensed by MEST and accredited by the Kosovo Accreditation Agency During this period the College has made achievements significant, distinguishing it from other similar institutions in Kosovo and beyond.

2. ADMINISTRATIVE SERVICES

Students are the main focus of the college. Each department is compulsory to orient students and serve them in the best possible way.

The Student Services Office is open five days a week, from 9 a.m. to 7:30 p.m. During this time period at least two staff members are expected to answer all questions and other questions relating to the students.also arranged in this office consultations Ad-hoc with the tutor / mentor / lecturer.

For any eventual request that students may have, they should contact the student service and fill in the unique form (request, complaint, etc.). The request is recorded by the student service and sent to the person responsible for returning the answer.

Students have the right to submit applications for obtaining grade certificates, proof of student status and other documents which the College issues to students, in accordance with the rules of the contract signed between the College and the student upon enrollment.

3. ACADEMIC INFORMATION

The study programs of “Pjetër Budi” College that enable the acquisition of the Bachelor of Science degree and are expressed through the accumulation of credits according to the European Credit Transfer System (ECTS). 180 Credit are required to obtain a Bachelor of Science degree, depending on the program enrolled at the beginning of the studies. These credits are obtained through three- and four- year study, depending on the study program. The curriculum at the College “Pjetër Budi” is held in two regular semesters: autumn / winter and spring / summer semester. The winter semester begins on one (1) October of the academic year and ends on January 15, while the spring semester begins on February 15 and ends on May 31.

4. ASSESSMENT OF STUDENTS GRADES

Grades are determined by the teacher, based on the assessment of a student's achievements in the classroom (participation in class discussions, seminar papers, essays, presentations, etc.) and / or achievements in homework and exams.

The final exam will be organized for students who have not reached the required level or the required points during the two mid-terms organized by the subject teacher, and / or if the student rejects the grade obtained with the mid-terms.

To determine the academic success will be applied these methods:

- Exam
 - Colloquium/mid-term exam
 - Seminar paper
 - Professional practice
 - Practical test during the exercises
-
- Up to 60 points of the final written exam, orally, in the form of essays or completion of the test, which makes the final assessment of knowledge of the relevant subject. This is equivalent to two colloquia from 30 points to a total of 60 points.
 - Up to 10 points seminar paper, essays, scientific paper, presentation.
 - Up to 10 points student engagement during lectures (exercises) - discussion activity in the classroom.
 - Up to 20 points presence in lectures - attendance of students in lectures..

5. REGISTRATION OF SEMESTER / COURSES AND CERTIFICATION OF SEMESTER

At the beginning of each semester, the student must register the relevant semester and after the end of the semester to do the semester certification.

Once you have received the semester registration stamp, the procedure for registering for courses and assigning groups of lectures and exercises continues. The choice of subjects that students will learn is not final, each student has the right to change his / her course schedule if he / she can within the time limit of one week after the start of regular classes. To change the subject in the student year, the student must submit the application in writing to the student affairs service at which the application will be reviewed. (Provisions of the College Statute)

6. STUDENT INTERSHIP

INTERSHIP IN CUSTOMS AND FREIGHT FORWARDING:

Within the courses Customs Internship and Internship in Freight Forwarding/ Shipping, an obligatory internship is organized in Kosovo Customs and in customs agencies - forwarding. To pass the exam, students must follow an internship at Kosovo Customs and customs agencies. The College has agreements with these institutions. From this year, the College has established a shipping business, where students will do internships for shipping, will be able to be employed with seasonal work yesterday after graduation and win an employment contract.

AGREEMENT WITH THE MINISTER OF FINANCE:

According to the agreement with the Ministry of Finance, students who have completed the second year and have a grade point average of 8.5 and above. All students who meet these conditions have the right to apply for an internship at the MoF.

INTERSHIPS IN OTHER INSTITUTIONS:

The college has many agreements with various institutions from the private and public field, which enable each student to carry out professional internships.

7. EXAMS AND PRESENTATION OF EXAMS

Exams for Bachelor studies are held during the exam period.

Exam deadlines, which include daily schedules, are announced at the beginning of the academic year.

Deadlines are of two types:

- Regular deadlines;
- Extraordinary deadlines.

The regular deadlines are: January, June and September.

Extraordinary deadlines are: April and November deadline. Exam submission is free.

Exam submission time will start no earlier than 2 weeks before the end and no later than 8 days before the start of the exam deadline.

The exam schedule is published on the College website.

In all cases when the student is absent or withdraws from the exam, the exam is considered to have failed (it is graded with 5).

To be eligible to enter the exam, the student must have submitted the exam.

8. DEGREES AND DIPLOMAS

Upon successful completion of basic Bachelor studies at Pjetër Budi College, students receive the following scientific degrees at the Bachelor level:

Bachelor of Arts in Customs and Freight Forwarding - BA

Successful completion of studies in accordance with the study program is certified by the College through a diploma is an official document.

The form, content of the diploma, appendix of the diploma, as well as the issuance procedure will be provided by an administrative instruction issued by the MEST.

The diploma is signed by the rector and the leader of the study program where the study is completed.

9. SITOS PROGRAM FOR E-LEARNING

Through the Google Classroom/Sitos program for e-learning students receive the literature of the respective subjects, the syllabus of the subject, various tasks from the professors and can be used for various tests.

To access this system from the IT service of the College students open a special account. The data processed in this system are official secret and are not published to the public.

10. ELECTRONIC SYSTEM FOR STUDENT DATA MANAGEMENT

Since 2009 Pjetër Budi College operates with an electronic system for student data management. The student data management system is a software program installed in the College and is at the service of students 24 hours a day. Through this system students have easy access to their data gained during the study. This system enables students to connect to the e-service through the Internet and get the necessary information for their courses.

In this system the student can see:

- Data of his file;
- Assessment from mid-terms exams, engagement during the lesson, attendance at lectures, assessment in seminar papers, presentations, assessment of practical work and the final grade.

14. CRITERIA FOR STUDENT ENROLLMENT

The “Pjetër Budi” College opens a competition for enrollment of students for Bachelor and Master studies in July of the academic year for the first term and in September for the second term of enrollment. The basic criterion for enrollment in Bachelor studies is for secondary education, while for Master studies is the successful completion of basic studies - bachelor.

15. TRANSFERS AND EQUIVALENCES

College, in accordance with the principles of the Bologna Charter, as well as those of the European Higher Education Area, allows the mobility of students from one study program to another and from one university educational institution to another. Transfers can be made at the beginning of semesters. The transfer procedures are defined by special regulations.

16. RECOGNITION OF STUDIES / DIPLOMA

In accordance with the rules of the Lisbon Convention on Recognition, the College accepts the qualifications (titles, diplomas, exams) awarded to students in similar colleges or university institutions of higher education in the region, Europe and beyond. Evidence is the large number of employed students or those who have continued their master studies or doctorates in European and regional countries.

PRISHTINË
K O S O V Ë



KOLEGJI
PJETËR BUDI
PRISHTINË

www.pjeterbudi-edu.com
info@pjeterbudi-edu.com