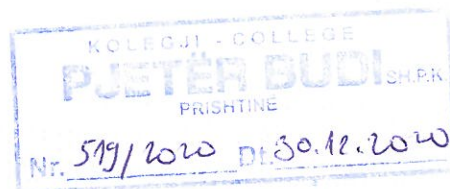




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PJETËR BUDI
Prishtinë - Prishtina



Pursuant to Article 66 of the Statute of the College, the Academic Senate of the College "Pjetër Budi", on the date 30.12.2020, approved the following:

REGULATION ON BACHELOR STUDIES

General provisions

Article 1

This regulation defines the unique criteria for the organization and types of studies, the conditions for admission in the studies, the conditions for enrollment in the academic year, the duration of studies, the change of the study program, preparation of Bachelor thesis, the defense procedure and other important issues for Bachelor studies at Pjetër Budi College.

Organisation and types of studies

Article 2

Bachelor studies are organized within Pjetër Budi College. They can also be organized in cooperation with other Universities / Colleges on the basis of partnership contracts.

Article 3

Bachelor studies are organized on the basis of accredited study program.

Article 4

1. Students are timely informed via institutional webpage with regard to: the structure of the study program, the teaching schedule and exams, which will be announced at the beginning of the academic year in accordance with the Statute of Pjetër Budi College.

2. The schedule of teaching and examinations cannot be changed without the prior approval of the Vice Rector for Teaching.

Article 5

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KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina

1. The lecturers are obliged to introduce the students to the course syllabus at the beginning of the semester. In addition, the lecturers at the beginning of the semester should announce at least one hour per week available for physical consultations.
2. The lecturer is obliged to publish syllabus and teaching material on the website of the College.
3. Consultations schedule must be announced on the official website of the College.

Criteria for application and registration in studies

Article 6

1. In Bachelor studies have the right to apply all those who have completed high school and have completed the Matura exam, if there was a Matura exam.
2. The number of new students for the study program, the admission criteria, respectively the registration, the commissions, are determined in detail by the decision announced by the Senate of the College.

Article 7

1. The selection, respectively the compilation of the preliminary list is made based on the decision of the Senate and is made public on the website of the College.
2. Dissatisfied candidates have the right to file a complaint after the publication of the preliminary lists.
3. After reviewing the complaints by the Appeal Committee, the final results are made public on the college website.

Conditions for enrollment in the academic year

Article 8

1. The Senate of the College with a special decision determines the conditions of registration of the following year of students.
2. Payments for Bachelor studies at Pjetër Budi College will be made based on the instructions of the decisions of the Board of the College.

Article 9

1. The student starts the new academic year by enrolling in the winter semester.
2. The student can register the summer semester, only after having previously confirmed the winter semester.
3. The students have the opportunity to select the elective courses of the study program until September 30 of the academic year.

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KOLEGJI - COLLEGE
PJETËR BUDI
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4. The student can not take the exams in the January term without registering the winter semester, and in the June term without registering the summer semester.
5. The student may not enter into the exams of the current year of study before completing those of the previous year.
6. The student, who has lagged behind the studies, cannot enter into the exams of current year, without completing those of the previous year. In case of doing so, measures will be taken in accordance with the regulation for disciplinary procedure.
7. The student who does not meet the conditions for registration in the following academic year, is obliged to repeat the registration of the same year of studies.
8. The deadline for registration of the semester is determined by the study program, respectively by decision of the Senate of the College.

Article 10

1. The regular attendance of the teaching process and the performance of other obligations foreseen by the study program in specific is confirmed at the end of the semester by the professor of the subject and the Office for students services.
2. Confirmation on the performance of obligations is obtained, unless otherwise specified in the study program, when it is verified that the student has been present at least 75% of the hours of lectures and exercises.

Article 11

The student registers the semester if he / she has fulfilled all the obligations of the previous semester foreseen by the study program and is confirmed by the lecturer of respective subjects and the Office for Student Service.

Mobility, continuance of the studies, changing field of study and recognition of exams

Article 12

Article 13

The request for change of the study program, continuation of studies and recognition of exams must be made before the beginning of the academic year. Students will be notified in a timely manner about the documentation that must be attached to the application and the dynamics of the procedure - the time of submission, the manner of submission and the deadline for closing the application. All the information will be posted on the institutional webpage.

Article 14

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KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina

1. If the student fails to complete the studies in the study program in which he / she is enrolled (according to the term defined in the Statute), he / she can continue the studies automatically in the same newly accredited program.
2. In case the program has undergone any changes during re-accreditation, then he/she should be subject only to those exams which were not part of the previous program.
3. In case the program undergoes major changes or is closed then it should be proceeded to the Study Committee

Article 15

The Studies Committee reviews the students' requests for change of study program, continuation of studies and recognition of exams and makes a final decision about the following procedures.

1. The protocolled request for change of study program, continuation of studies and recognition of exams is reviewed by a three-member Committee.
2. Based on the report prepared by this Committee, the Study Committee of the academic unit proposes a Senate to take a decision. The final decision is made by the Senate of the College.

Article 16

1. De-registration of the student or withdrawal of the original transcripts and diploma can be done after the approval of the request by the Secretary.
2. De-registration can be done by the student personally or another person with notarized authorization of the student.
3. The original transcripts and diploma can be withdrawn for a maximum of 5 working days, in case the documentation is not returned according to the deadline, the student is de-registered.
4. In case of de-registration the student submits the ID card which becomes invalid in case of de-registration, while in case of withdrawal of documentation for a certain period the student submits the ID card until the return of the documentation.

Evaluating and determining academic success

Article 17

1. The determination of academic success and evaluation is done according to the Regulation for the organization of exams and the evaluation of the students of the College.



KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina

Article 18

2. The forms, manners, dynamics and evaluations of the exams are made according to the Regulation for the organization of exams and the evaluation of the students of the College.

Article 19

1. 1. In case the student is not satisfied with the result of the exam, according to the Articlelet Regulation for the organization of exams and the evaluation of the students of the College.

Article 20

1. The student exercises the right of re-examination on the based on the above mentioned regulation of the College.

Duration of studies

Article 21

1. Bachelor studies have a duration of 3 and 4 years and require the achievement of 180/240 ECTS, unless otherwise specified by special programs.
2. Exams in bachelor studies are held during the regular exam deadlines.

Article 24

1. The bachelor studies end with the achievement of 180 respectively 240 ECTS, the work and the defense of the Bachelor thesis in accordance with the study programs.
2. Preparation of Bachelor thesis is done individually by the student, proving that the theoretical and experimental skills achieved during the study can be successfully applied to recognize some complex research problems in certain scientific fields..

Preparation of Bachelor thesis

Article 25

1. The student has the right to submit the request for initiating procedures for the preparation of the bachelor's degree, after completing 50% of ECTS credits from the final year exams.



KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina

2. After consulting with the Professor of the Bachelor's thesis, the student receives the application with the protocol number in the archive, and submits it to the Office for Student Affairs and the Supervisor.
3. The Supervisor can be the a lecturer, from the academic staff who is engaged in holding lectures in the study program in which the student is enrolled.
4. A member of the Committee for the defense of Bachelor's thesis can be someone from the academic staff of the College from the study program in which the student is enrolled.

Article 26

1. The bachelor's thesis must be an original work of the student, clearly written, in accordance to the norms of academic writing, with an elaborated terminology and necessary editing technique
2. The student submits the a physical copy of Bachelor's thesis, which is protooled and in electronic form (CD) at least 7 days before the defense.
3. If the candidate's Bachelor's thesis is evaluated positively, the report for the approval of the Bachelor's thesis is completed. The report is taken at the Office for Student Service .
4. The request and the Report on Bachelor thesis, remain with Mentor until the stage of public defense.

Article 27

1. The defense of the Bachelor's thesis is public and takes place in front of the Committee consisting of three members, proposed by the Head of Study Program.
2. The Committee completes the report for the defense of the Bachelor's degree thesis.
3. The grade achieved in the defense, the Committee puts it down in the report.
4. The Supervisor submits the request of Bachelor thesis, the signed and protooled report to the Student Service and must be part of the physical file of the candidate.
1. If the candidate has not successfully defended his / her bachelor's thesis, then the defense can be reorganized within 3 months. This right can be exercised only once.

Article 28

1. The graduate student receives the title "Bachelor" according to the accredited study program.
2. Until the day that student receives her / his Diploma, the student is issued a signed graduation certificate by the Rector of the College.

Article 29

1. The overall success of the student at the end of the studies is determined by the average grade which represents the final average of the passing grades from all exams including the diploma topic exam.

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Prishtinë - Prishtina

2. The college, by a special decision, prescribes what the file of the graduate student must contain before being issued the graduation certificate and diplomas.

Disciplinary responsibility

Article 30

1. Procedures for taking students into disciplinary responsibility are determined by special regulations.
2. Students accused of violations have the right to be heard by the Disciplinary Committee, which proposes to the Disciplinary Commission the disciplinary measure according to the committed offense .
3. The Disciplinary Committee may propose to the Senate to expel from the College temporarily or permanently, students who seriously violate the rules.
4. Against the disciplinary measure Students have the right to appeal to the Committee
Complaints against the disciplinary measure.

Article 31

All actions and procedures from the domain of this regulation, started with preliminary acts must be completed no later than 3 months after the approval of this regulation.

Transitional and final provisions

Article 32

1. This regulation is approved by the Senate of the College.
2. The provisions of the Statute of the College and the Law on Higher Education of Kosovo shall apply to all matters not included in this Regulation.
3. This Regulation shall enter into force on the day of signature of the Rector of the College.
4. Amendments and supplements to this Regulation shall be made by the same procedure as approved.

Rector of the College


Prof.Ass.Dr. Artan Haziri

