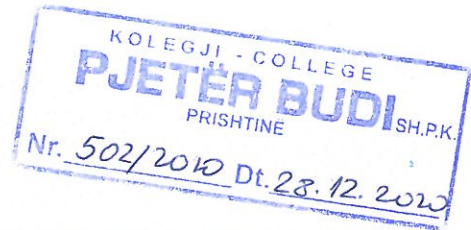




KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina



**REGULATION ON DETERMINATION OF PROCEDURES
FOR STUDENT REGISTRATION**

Prishtina, 2020

Tel: 038 234 566, 044 163 372 / 049 163 372 / Email; info@pjeterbudi-edu.com
www.pjeterbudi-edu.com / Adress: Rr."Gazmend Zajmi, nr.33, Prishtinë, 10000



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Pursuant to Article 92, of the Statute of "Pjetër Budi" College - Prishtina, the Academic Senat of "Pjetër Budi" College, on the date 28.12.2020, approved the following:

**REGULATION ON DETERMINATION OF PROCEDURES
FOR STUDENT REGISTRATION**

I. General Provisions

Article 1

The provisions of this Regulation determine the terms, criteria and conditions of student registration, organization of the entrance test, evaluation of success in high school, the necessary documentation for application and registration of students in the College "Pjetër Budi" - Prishtina (in hereinafter "Pjetër Budi" College).

Article 2

2.1. The right to enroll in the College "Pjetër Budi", have all candidates who have completed secondary education and who have passed the national high school test, in accordance with applicable legal provisions.

2.2. The right to enroll in the College "Pjetër Budi", have the candidates from vocational high schools, who have passed the final exam (have received a degree in accordance with applicable legal provisions.).

2.3. Candidates who have completed secondary education outside the Republic of Kosovo, have the right to enroll in the College "Pjetër Budi", but are obliged to nostrify the diploma in the Ministry of Education, Science and Technology of the Republic of Kosovo.

II. Deadline for students to submit for registration

Article 3

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The deadline for admission of students to the College is done through a public competition, which is published in the media of Kosovo and on the website of the "Pjetër Budi" College .

Article 4

The submission of candidates for enrollment in the "Pjetër Budi" College, is done from June 16 to September 30, or by decision of the Board of Directors may be determined another additional deadline.

III. Conditions and criteria for student registration

Article 5

5.1. The main condition for enrolling students in "Pjetër Budi" College, is the completion of secondary education, passing the high school exam and taking the entrance exam at "Pjetër Budi" College.

5.2. Priority in the case of enrollment in the College "Pjetër Budi" (additional points), have students who have had the same directions in high school, with those in which they apply to the College, but they also undergo the entrance exam.

5.3. Students with excellent success, "Pjetër Budi" College, offer a discount of 10% of the total value of the registration price.

IV. Acceptance test

Article 6

For special fields of study, the College "Pjetër Budi" may organize additional exams – entrance exams for some subjects, in the student admission procedure

V. Assessing success in high school



Article 7

7.1. The evaluation of the success in the high schools and the national high school test is expressed through points and on the basis of the points, the ranking of the accepted candidates is done.

7.2 The final ranking list of accepted candidates, based on the points obtained in high school, is made by the special Commission formed by the Scientific Teaching Council of the "Pjetër Budi" College.

7.3. The special commission publishes the preliminary and final ranking lists on the College bulletin boards and on the College website.

7.4. The candidate who has not been accepted - registered in the College, has the right to object within 3 days after the publication of the results.

7.5. After the appeal, the decision is final and then the Commission issues a decision on the admission for acceptance or not of the students (final list ranking), based on which the students are registered.

Article 8

The registration of the accepted candidates will start after the announcement of the final list and will last 14 days after the publication of the announcement of the final list.

VI. Necessary documentation for application

Article 9

9.1. The necessary documentation for application in "Pjetër Budi" College is:

- 9.1.1. Application form;
- 9.1.2. Original transcripts of all high school grades and original high school diploma;
- 9.1.3. Birth certificate.

VII. Necessary documentation for registration

Article 10

10.1. After applying for enrollment, if the student passes the entrance test, the necessary additional documentation for enrollment in the College is:

- 10.1.1 Identity card (copy);
- 10.1.2 Three photographs (format 6: 9 cm);



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10.1.3 Index.

Article 11

After the publication of the final list of admitted students, the Contract for tuition at the "Pjetër Budi" College is signed and an annex contract for determining the method of payment of tuition.

Article 12

12.1. Pjetër Budi College enrolls full-time and part-time students.

12.2. When applying for registration, as a correspondence student, the student is obliged to submit an employment contract, in order to document the status as an employee.

Article 13

Submission of documentation for application and registration in the College is done at the address:

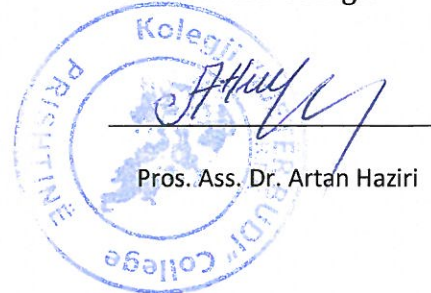
"Pjetër Budi" College, Rruga Gazmend Zajmi, no: 33.

10,000 Prishtina - Kosovo.

Article 14

This regulation enters into force on the day of approval by the Board of the College "Pjetër Budi" - Prishtina.

Rector of the College:



Pros. Ass. Dr. Artan Haziri

