

**REGULATION ON BACHELOR STUDIES**

Prishtina, March 2016

Based on the Statute of the Globus College, the Teaching Scientific Council adopts the

**REGULATION ON BACHELOR STUDIES**

**as follows:**

**Article 1**

This regulation defines the rules, procedures and other related documents for organizing, evaluating and awarding qualifications at the NQF level 6 (EQF 6) and BA (180 ECTS).

**Article 2**

This Regulation shall be attached to the Statute of the Globus College and shall apply to all constituent units and all members of the Globus College.

**Article 3**

The implementation of this regulation shall begin on 1 October 2017.

**Article 4**

**Program Committee for Bachelor Studies**

Each program leading to a qualification shall have a Teaching Scientific Council. The Teaching Scientific - Council (TSC) shall meet at least twice per semester. The Teaching Scientific Council shall be made of all the teachers in the programme, the programme administration and two student representatives.

**The Teaching Scientific Council shall have the following functions:**

1. Set the registration requirements and criteria before the start of each academic year. Discuss and develop new programs.
2. Discuss and develop changes to existing programs.
3. Examine student grades and pass meet the academic pass threshold for the year. Discuss learning activities, scientific activities, etc.
4. Approve new ‘curricula' and changes thereto. Propose research projects.
5. Propose academic commissions for theses evaluation.

Administration and student representatives shall participate in the Teaching Scientific Council meetings, ensure adequate conditions for meeting proceedings, represent student interests, however, shall not have the right to vote on issues of evaluation, staffing, and assignment of thesis topics.

Decisions in the Program Committee shall be reached through a simple majority of votes.

**Article 5**

**Students Admission**

Admission requirements for bachelor programmes shall include:

1. Admission test for (Mathematics, English Language, Specific groups of prior schooling field)
2. High School Diploma
3. Completion of the State Matura
4. Birth Certificate
5. ID
6. Two photos

**Special needs students**

All applications shall be treated equally and shall be evaluated purely on their merit. Special needs student applications shall be subject to affirmative measures, based on the available conditions.

**Foreign students**

Foreign students wishing to study at Globus College shall submit an application, available on the website and shall ensure nostrification of the high school diploma with Ministry of Education, Science and Technology.in accordance with applicable law in Kosovo. In the interest of effective application, students are advised to apply for nostrification as early as possible. For more detailed information, see (www.masht-gov.net)

After the registration, students who are not citizens of Kosovo shall, in the course of weeks upon enrollment at the Globus College, complete the civil registration procedures through the Migration Office at the Ministry of Internal Affairs of the Republic of Kosovo.

**Article 6**

**Student Registration**

**Registration in the First Year**

The student shall register the first year and the first semester when registering for bachelor studies.

Upon signing the contract and completing registration, the student shall be issued a student ID card, e-mail address, e-learning access, MIS access (Management Information System) and the library, as well as other allowed access to other resources for study and support.

Students are required to enroll semester (2,3,4,5,6) at least 2 days before the beginning of semester. Registration of semester shall be done by the administration through MIS - GLOBUSI IM and upon submission of application by the student. Students are required to sign the semester registration form and submit it to the administration.

Student data is processed in the electronic system in accordance with the standards for student databases and protect their data in accordance with the Law on Data Protection No. 2009-172 and subsequently submit such data to the National Student Registry at MEST, according to the MEST Administrative Instruction.

**Article 7**

**Methodology of teaching and learning.**

The main approaches to teaching work in the Globus College are lectures, seminars, case studies, exercises, lab work, professional practice, course assignments, course examinations, exams and degree thesis.

Subject to the approval of the Teaching Scientific Council, it may also design other forms of teaching, learning and assessment.

Learning shall be group-based and subject-based. Activities shall be organized by subject and by respective group.

The division of students into groups is determined at the beginning of the academic year by the respective registers.

While teaching and learning strategies shall be in line with specifications of each subject, given the educational tradition in Kosovo, which is based on accumulation of knowledge rather than on building the knowledge, skills and on independent learning, particular attention shall be paid to these areas:

1. Critical thinking Group work
2. Research and Referencing

**Article 8**

**Schedule of lessons**

The schedule of lessons shall be determined by the department. The schedule shall be fully complied with by all students and department faculty. The lessons schedule shall be based on pedagogical criteria, on the basis of the harmonization of teaching methods and rational distribution of the students workload. The schedule of lessons shall be approved at the start of each semester, at the meeting of the Teaching Scientific Council. Potential changes in the schedule may only be effected by the department.

**Article 9**

**Conduct of lectures**

Lectures shall be held in two semesters. The first semester shall start on October 1st for the second and third years and on October 15 for the first years. The first semester shall end on January 20th. The second semester shall begin on 25 February and shall end on 31 May. Course content, literature, teaching and assessment methods shall be presented in more detail in the course curriculum, which are considered mandatory to be implemented by students and teaching staff.

**Article 10**

**Participation in lectures and exercises**

The regulation mandates students to regularly attend lectures and exercises at the Globus College. Penalties for non-attendance of such lectures and exercises shall be determined by the 'curriculum' of respective courses as well as under student contract. Annex 1 sets out participation in lectures and exercises.

**Article 11**

**Assessment**

All exams at Globus College are held in writing and in the form of presentations. The course teacher may also set up verbal test for students. This right shall be specified through the 'curriculum' approved by the Teaching Scientific Council.

The Teaching Scientific Councils shall decide what course shall require a preceding examination or examinations, as a prerequisite to entering examination for that course.

The subject assessment is ongoing and it is built during the semester with tests, assignments, projects and final exams. Most subjects hold intermediate tests during the weeks 6.7 and 8 and the final exam at the end of the semester. Some courses may apply the assessment strategy involving assignments or portfolios. Details of the assessment strategies shall be set out in the course “curriculum”.

|  |  |  |  |
| --- | --- | --- | --- |
| **Grading grade**  **Grading grade** | **Grade Description** | **Note points** | **Word** |
| *91% - 100%* | Excellent | *10.0* | *A* |
| *81% - 90%* | Very Good | *9.0* | *B* |
| *71% - 80%* | Good | *8.0* | *C* |
| *61% - 70%* | Satisfied | *7.0* | *D* |
| *51% - 60%* | Sufficient | *6.0* | *E* |
| *35% - 50%* | Bad | *5.0* | *FX* |
| *35% , and less* | Very Bad (IN) | *4.0* | *F* |

Grading is made by the course lecturer in the course of two weeks after the final exam. All assignments and examinations shall be kept in the archives for one academic year and may be subject to evaluation by a team of lecturers in order to ensure consistency in assessment, across generations and exam terms. If students fail to participate in tests, assignments, presentations, they shall redo the elements to complete the full assessment. Each assessment element shall be graded at 100% and the final grade shall be calculated according to the weight attached to each element. The total percentage shall yield the final grade per subject.

**Article 12**

**Examination terms**

Globus College shall organize three regular examination terms (R) and two compensation terms (K):

|  |  |  |
| --- | --- | --- |
| Term | Type | Semester |
| January | R | 1,3,5 |
| April | K | 1, 3, 5 max 2 |
| June | R | 2,4,6 |
| August | K | 2, 4, 6 max 2 |
| September | R | 1,2,3,4,5,6 |

**Article 13**

**Course repetition**

A student is required to pass the course successfully after three (3) examinations. If a student fails to take the examination on a course with the given deadline, he or she shall be deemed to have forfeited the regular and compensatory term provided. If, after three examinations, a student fails to pass the course, he or she shall take the same course in the following academic year. Fees for such year shall be commensurate with remaining examinations.

**Article 14**

**Academic condition**

According to the Teaching Scientific - Council (TSC), the academic condition applies shall apply as follows:

1. To pass from first year to second year, students must have completed at least 4, i.e 5 courses/exams.
2. To pass from second year to third year, students must have completed at least 11, i.e. 12 courses/exams.

**Article 15**

**Registration of grades**

The course lecturer shall register grades in the assessment form in (MIS - GLOBUSI IM) and they shall be announced through the information management system (MIS - GLOBUSI IM). The deadline for submission of the grades report shall be a maximum 2 weeks from the date of the final exam, during which, the teachers shall hold consultations with students. The date of such consultations shall be set by professors and shall be no later than 2 days before the deadline for submission of the above mentioned grade report. Prior to holding consultations, all grades shall be entered in MIS (GLOBUSI IM) so that students may have an opportunity to see their grade before consultations. After the consultations, the teacher shall allow students 2 days to decline the grade. After this procedure, the course lecturers shall print the final assessment report, sign it and submit it to the administration, along with the physical copies of the exams and all other assessment materials that have been used during the semester. Consultations may be used to advise the student and to improve any potential mistakes that may have occurred during the assessment.

**Article 16**

**Challenging and declining the grade**

Students are entitled to express their dissatisfaction with the assessment awarded by the respective teacher by filing a complaint to challenge the grade, which is addressed to the Complaints Commission within three (3) days of the communication of results. The complaint review and resolution procedure is set out in Annex 2, while the complaint form in Annex 3.

The student is entitled to decline the grade of a course once, while a total of 4 such refusals may be allowed throughout the studies. Grade refusal shall be communicated no later than 2 days after publication of results in IMS. Students may decline the grade by email to the respective lecturer or during the consultations. The right to decline the grade and the types of assessments that may be refused are governed by the relevant 'curricula'. After the grade is declined, students may enter the exams during the compensatory term, by retaining the results achieved in intermediate tests and examinations, participation, assignments or other forms of assessment set out in the course curricula, whereas the assessment grades shall be the same as the value set out in the 'Curricula'.

**Article 17**

**Transfer of students**

Students wishing to transfer from other local or international universities shall file a transfer request, which is reviewed by the Admissions Office. Students shall possess the transcript of grades, the curriculum, the course curriculum from a licensed university. Upon receipt of request from the office, the head of department shall compare and recognize courses according to the program at Globus and shall issue a transfer decision, which shall contain the program table, recognized courses and instructions on remaining courses. After approval of transfer, the student's file is completed. Students must have completed at least one semester at the previous institution and may not be transferred in the last semester of studies.

**Article 18**

**Financial obligations**

Students are required to meet their financial obligations within the deadlines set out in their student contract. If the students fail to do so, default in their financial obligations towards Globus College, as set out in the student contract, the Globus College may take action against these students.

The measures that Globus College may employ for students in violation of the student contract are as follows:

1. Prohibit students to attend lectures, Prohibit students to undergo exams,
2. The Globus College is also entitled to TERMINATE the student contract, at which time, the student shall be expelled from Globus College.

**Article 19**

**Study break and withdrawal from studies**

A student may pause studies at any time of the year, for a period of no more than one year and only on the following grounds:

1. disease extending for longer periods of time, as documented by medical report, clearly indicating the diagnosis and recommendation;
2. when he/she remains the head of a household, in case of disasters, as documented by the local government offices;
3. when employed and emigrated abroad, justified with relevant documents.

The study break for one year shall be effected with the approval of the relevant bodies and based on the proposal of the department. The student shall submit an application for permission to the administration, along with supporting documentation. A study break shall be deemed regular if approved by the administration. On the contrary, the student shall be held responsible for potential consequences, as set ou in the study contract.

**Article 17**

**Transfer of students**

Students wishing to transfer from other local or international universities shall file a transfer request, which is reviewed by the Admissions Office. Students shall possess the transcript of grades, the curriculum, the course curriculum from a licensed university. Upon receipt of request from the office, the head of department shall compare and recognize courses according to the program at Globus and shall issue a transfer decision, which shall contain the program table, recognized courses and instructions on remaining courses. After approval of transfer, the student's file is completed. Students must have completed at least one semester at the previous institution and may not be transferred in the last semester of studies.

**Article 18**

**Financial obligations**

Students are required to meet their financial obligations within the deadlines set out in their student contract. If the students fail to do so, default in their financial obligations towards Globus College, as set out in the student contract, the Globus College may take action against these students.

The measures that Globus College may employ for students in violation of the student contract are as follows:

1. Prohibit students to attend lectures, Prohibit students to undergo exams,
2. The Globus College is also entitled to TERMINATE the student contract, at which time, the student shall be expelled from Globus College.

**Article 19**

**Study break and withdrawal from studies**

A student may pause studies at any time of the year, for a period of no more than one year and only on the following grounds:

1. disease extending for longer periods of time, as documented by medical report, clearly indicating the diagnosis and recommendation;
2. when he/she remains the head of a household, in case of disasters, as documented by the local government offices;
3. when employed and emigrated abroad, justified with relevant documents.

The study break for one year shall be effected with the approval of the relevant bodies and based on the proposal of the department. The student shall submit an application for permission to the administration, along with supporting documentation. A study break shall be deemed regular if approved by the administration. On the contrary, the student shall be held responsible for potential consequences, as set out in the study contract.

**Article 21**

**Fraudulent practices**

Students copying during tests or examinations shall be deemed to have committed a fraudulent act.

Fraud can occur in several ways:

1. Copying from paper, book, electronic devices (unless allowed under examination rules)
2. Securing answers or results through verbal communication from a colleague

If the professor finds that a student has copied, he/she shall sign his/her exam and annotate the behavior in the comments section of the examination list.

If confirmed, fraud is sanctioned. Students found to have engaged in fraudulent practices for the first time shall have their examinations annulled and awarded 0 points.

Students engaging in different prohibited actions during examinations, tests, papers or presentations shall be deemed to have committed a fraudulent act. If confirmed, fraud shall be dealt with as part of the program and sanctioned according to the following procedures:

1. a student found to have committed fraud shall be reported to the head of the department, who shall review if the case shall be submitted to the Disciplinary Commission.
2. if the student is found to have engaged in fraudulent practices for the second time, the course professor shall notify the Disciplinary Committee, which may cite suspension, loss of term or course repetition as sanctions.
3. when the student is found to have engaged in fraudulent acts for the third time, the Disciplinary Commission reserves the right to expel him/her from the programme.

**Article 22**

**Thesis**

Procedures to present and develop the thesis, for any programmes requiring a thesis, shall be regulated with the course curriculum.

**Article 23**

Approved by the Academic Council, 15.03.2016.

Chairman of Teaching Scientific Council

Prof.ass.dr.Nazmi MUSTAFA