



UNIVERSITY "ISA BOLETINI" MITROVICA

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According to Article 49, paragraph 1.3, of the Provisional Statute of the University of Mitrovica "Isa Boletini", the University Senate, according to the proposal of the Faculty of Economics, in its meeting held on 15.4.2015, approved this:

REGULATION ON BACHELOR STUDIES

I. General provisions

Article 1

1. The Faculty of Economics is an academic unit within the University of Mitrovica "Isa Boletini" in Mitrovica.
2. The Faculty of Economics is headquartered in Mitrovica and offers 3-year and 6 semesters bachelor studies.

Article 2

1. Basic-bachelor studies are organized and held according to the curriculum of approved by the Faculty Council.
2. The curriculum can be changed or supplemented. Changes or additions of curricula are approved by the proposal of the Faculty Council.

Article 3

1. The faculty organizes regular and correspondence studies.

Article 4

1. Teaching is realized through lectures, theoretical exercises, laboratory exercises, practical teaching, seminars, colloquium, professional consultations, independent works of students, as well as educational-scientific excursions.
2. The course can be taught weekly for one or two semesters or can be taught as a block lecture in a semester.

Article 5

1. The academic year begins on 1st October and ends on 30th September of the following year.
2. The winter semester begins on 1st October and ends on 15th January of the following year.
3. The summer semester starts on 16th February and ends on 31st May of the following year.

II. Duration of studies

Article 6

1. Basic studies - bachelor in this faculty last three (3) years, respectively 6 semesters and require at least 180 ECTS credits to be completed by the end of the studies.
2. The student must provide for each year of studies 60 credits from the exams given to mandatory and elective subjects.

Article 7

1. Upon successful completion of these studies, the student gains the academic title BACHELOR (BA) for the respective program, respectively the respective teaching direction.

III. Study programs

Article 8

1. The Faculty of Economics at the University of Mitrovica "Isa Boletini", offers studies in these programs - departments:
 - Bank, Finance and Accounting, BSc;
 - Management and Informatics, BSc.
2. Study programs contain:
 - The title of the studies;
 - The type of the studies;
 - Academic title;

- Criteria for enrollment;
- Objectives and results;
- Details on the plan program;
- Competence;
- Value in points according to ECTS (subjects, diploma thesis).

IV. Language of studies

Article 9

1. The Faculty of Economics organizes studies in Albanian and other official languages of Kosovo.
2. By decision of the Senate and on the proposal of the Faculty Council the lectures can be held even in other languages.

V. Enrollment in the first year of studies

Article 10

1. Candidates interested in admission and enrollment in this faculty, must complete these conditions:
 - To have completed high school and passed the state Matura exam;
 - To have completed high school in the Republic of Kosovo (which is certified with a diploma);
 - To have successfully completed primary and secondary school with at least 12 years of schooling (certified with relevant diplomas);
 - To have nostrified and certified the diploma of secondary education abroad the Republic of Kosovo by the Ministry of Education, Science and Technology of the Republic of Kosovo.

Article 11

1. The competition, admission and enrollment of new students is done in accordance with the conditions provided by the competition, which is announced and published by the University of Mitrovica "Isa Boletini".
2. The candidate acquires the right for admission and enrollment when he / she passes the entrance exam successfully, based on the number of points obtained according to the ranking up to the number determined for admission in the program, respectively the respective department.
3. The entrance exam is in writing, unless otherwise provided in the competition.

4. The conditions, deadlines, organization and manner of holding the entrance exam are defined in more details in the competition published by the University of Mitrovica "Isa Boletini".

Article 12

1. The candidate, who has not acquired the right to enroll, has the right to complain, request clarifications and see his test submitted for evaluation.
2. The complaint is submitted to the Dean of the Faculty within 24 hours, from the day of notification, respectively from the day of publication of the result of the entrance exam.
3. The Dean is obliged to submit the collected complaints without delay to the Complaints Review Commission formed by the Rector of the University.

Article 13

1. Candidates who compete in the announced competition for admission are obliged to submit the following documents:
 - Online application through the university website;
 - Diploma and high school certificates (in original);
 - Birth certificate;
 - Copy of ID card;
 - payment invoice by the bank for the entrance exam.
2. The documentation is submitted to the student affairs officer within the legally prescribed deadlines.

Article 14

1. Candidates who have acquired the right to admission and enrollment, in addition to the documents mentioned above, must submit the following additional documents:
 - Payment receipt in the name of semester enrollment, which is downloaded from the University Website;
 - Completed enrollment form, which is obtained at the faculty.
2. The additional documentation is submitted to the student affairs officer within the deadlines provided for this purpose.

VI. Student status and conditions of enrollment for the following year of study

Article 15

1. The student is enrolled in this faculty with regular status and by correspondence, unless otherwise provided by the competition for enrollment.
2. Upon enrollment, an identification card / ID is issued to the student.

Article 16

1. Enrollment in the first year of studies is done at the time determined by the competition.
2. Enrollment in the second and third year of studies is done from 1st to the 15th of October.
3. The certification of the semesters is done in the period from 15th to the 20th of January (for the winter semester) and from 2nd to the 5th of June (for the summer semester).

Article 17

1. The regular student is obliged to attend lectures, exercises, practical training, as well as to perform all other obligations related to the continuation of daily education until the end of studies.
2. For correspondence studies, the faculty organizes lectures and consultations according to a special schedule.

Article 18

1. The student, who is not regular in lectures and exercises, has no right to certify the relevant semester nor to enroll the following one.
2. Exceptionally, the student is allowed to certify the relevant semester only in special and reasonable cases. The decision on this is made by the dean.

Article 19

1. The student has the right to enroll the second year of studies, if he has won 70% of the credits or exams from the total number of credits in the subjects of the first year of studies.
2. The third year of studies, the student can enroll, if he has won 40% of credits or exams from the total number of credits from the subjects of the second year of studies.

Article 20

1. The student cannot enroll the following year without passing all the exams of the previous year.
2. The student has the right to repeat the enrollment of the same year of studies as twice the duration of the studies.

Article 21

1. The student, who in the term of September, does not get the credits provided by article 20 of this regulation for the enrollment of the following year, repeats the enrollment of the academic year.
2. The student, who repeats the enrollment of the year of studies, pays the tuition fee like other regular students, respectively by correspondence.
3. The student may request once more to extend the duration of regular studies for one or two years. The final decision on this is made by the dean of the academic unit.

Article 22

1. The Faculty Council has the right to make special decisions for maintaining the status of a regular student in these cases: for the special achievements of the student in the field of education, science, technology, culture and sports.

Article 23

The student may request temporary suspension from full student status in the following cases:

- serious illness,
- children care under the age of three, as well as
- in other justified cases.

Article 24

1. The student, who has completed all the examinations provided by the curriculum for the respective direction, has the right to maintain the status of a regular student for another two years. During this time, the student must successfully complete all exams and pass the diploma exam.

Article 25

1. The student, after the interruption from no more than two years, can be re-enrolled as a full-time student and can continue in the same study program that was valid at the time of the first enrollment, even if in the meantime the study program has changed.

Article 26

1. The student loses regular status in the following cases:

- when he voluntarily leaves the studies,
- when he has completed his studies,
- when he has not completed his studies in the double period of the duration of studies.

VII. Change of the study program

Article 27

1. The student has the right to change the study program in the same unit (faculty) or in any other academic unit of the University.
2. The student is allowed to change the program, if at least 50% of the exams have been passed successfully in the previous program and that are accepted in the new study program.

Article 28

1. The change of the study program is allowed only in the period from September 15th to 30th of September of the following year.
2. The student may be allowed to enroll in the new curriculum: in the second year of studies in the respective programs and departments
3. The approval from paragraph 2 of this article is given by the Commission for studies, while the decision is taken by the Faculty Council.
4. Changing the study program is not allowed to the student who has to re-enroll in the first year of study in the new study program.
5. The request for change of the study program or department is submitted to the study commission of this faculty.
6. In addition to the request, the student submits the certificate of exams passed in the previous program.
7. Against the decision of the study commission, an appeal can be submitted to the Faculty Council.
8. The appeal is submitted within 8 days from the day of publication of the decision of the commission.

VIII. Transfer from other faculties

Article 29

1. The student, who is enrolled in other faculties, has the right to transfer to other Academic units, if he meets the conditions according to article 28 in the respective programs (directions).
2. The transfer is allowed from October 1st to October 15th, respectively from the 15th of January to the 15th of February.

3. If the candidate is allowed to transfer in the respective direction then he / she is obliged to pay for each exam taken, as well as the permission to transfer, according to the Administrative Instruction of MEST, on behalf of the University,

IX. Exam organization

Article 30

1. Exams are public.
2. The exams for the basic studies are held in the deadlines and dates determined and published in the notice board and the website of the faculty.
3. The regular exam deadlines are:
 - a. January- (starting from 20th of January to the 15th of February).
 - b. June - (starting from the 5th of June to the 30th of June) and
 - c. September - (starting from the 1st of September to the 30th of September).

Article 31

1. The exams published in the notice boards are mandatory for both the questioner and the student.
2. The exam schedule is determined in a certain way that the student does not have more than one exam per day.

Article 32

1. The schedule of exams is announced at the beginning of the academic year.
2. The Dean compiles and publishes the exam schedule, after having previously received the exam holding dates from the heads of the respective programs and departments.
3. The change of the exam holding date is allowed only in reasonable cases by the Dean's Office.

Article 33

1. The registration of the exams is done:
 - for January (15th to the 20th of January)
 - for June (1st to the 5th of June)
 - for September (20th to the 30th of August)
2. Delayed exam registration is allowed by a special decision from the dean.
3. Exams are registered with an ID card through the SMU system.

Article 34

1. The Professor is obliged to submit the exam report together with the list of students, as well as the physical copies of the application forms downloaded from the SMU system, to the service officer within 24 hours after the end of the exam.

Article 35

1. The forms of holding the exam are: - written exam, oral exam, written and oral exam, - exam with test, - practical exam, - colloquium.

2. Combined written and oral exams are held within seven days.

Article 36

1. The evaluation of the exam is expressed with a grade:

- grade 10 and 9 - excellent A, B
- grade 8- very good C
- grade 7 - good D
- grade 6 - sufficient E
- grade 5 - fail F

Article 37

1. Exams are evaluated by a questioner or by commission.

2. Commission exams are held:

- when the student has complained about the evaluation of the exam held,
- when the student takes the exam more than three times.

Article 38

1. The student has the right to file a written complaint to the dean, against the grade received from the exam, as well as require viewing of the test submitted and evaluated by the questioner or the exam commission.

2. The complaint must be submitted within 48 hours, after the results of the exam are published.

Article 39

1. The Dean assigns the three member commission for holding the exam.

2. The previous questioner does not participate in the assigned commission.

3. The student has no right to file a complaint against the evaluation of the commission.

Article 40

1. The exam passed in violation of the provisions of this regulation is canceled.
2. The decision on the cancellation of the exam is taken by the dean.
3. The student has the right to complain against this decision.
4. The complaint is submitted to the Faculty Council within 48 hours from the day of notification.

Article 41

1. The student has the right to request the postponement of the exam only in reasonable and justified cases.
2. The decision is made by the Dean. Rights and obligations of students

The rights and obligations of students

Article 42

1. Admitted students have the following rights:
 - to participate in all lectures, theoretical exercises, laboratory exercises, practical training, field work, seminars, scientific-educational discussions, professional consultations, excursions of educational - scientific character, as well as in other forms of teaching that are organized with a curriculum.
 - to use the equipment of the faculty according to the relevant rules for teaching and learning exercises.
 - to use the university library in accordance with the relevant rules on the work of the library.
 - to participate in the elections of students for their representation in the faculty,
 - to participate in the meetings of the bodies and commissions where they are appointed as members.
 - to perform such tasks with commitment and responsibility.
 - to seek to get acquainted with the rules set for the studies at the faculty.

Article 43

1. The student, who does not comply with the legal, statutory obligations, as well as the rules and obligations provided by this regulation or by a special decision of the dean of the faculty during

the entire period of studies, and violates the obligations of studies, is responsible for this in disciplinary and legal terms.

Article 44

1. Students have the right to appeal against any decision by which they consider that their rights have been violated during their studies.

2. The appeal is submitted:

- against the decision of the dean, as a body of the first instance –to the Faculty Council,
- against the decision of the Committee for Studies, as a body of the first instance –to the Appeals Committee of this faculty,
- against the decision of the Faculty Council, as a body of the first instance to the Commission for studies of the University.

Students organization

Article 45

1. Students' interests are realized directly in the student council and through their representation in:

- Student council,
- Student parliament,
- Faculty council, and
- University senate.

Article 46

1. Students have the right to establish student organizations, to which all students can belong.

2. The University Board issues the rules of procedure for student councils.

Completion of studies and defense of the final exam - (defense of the diploma)

Article 47

1. 3-year basic studies - Bachelor in this faculty, are completed after passing the final exam (defense of the diploma).

Article 48

1. The Bachelor's thesis is written individually by the student, proving that the theoretical skills achieved during the studies can be successfully used to solve practical problems in certain scientific fields.
2. Procedures for application, elaboration, defense and evaluation of Bachelor thesis are determined by the faculty council

Article 49

1. The sessions for defense of the final exam (diploma) are:
 - January session,
 - June session,
 - September session.

Article 50

1. The defense of the final exam (diploma) is public.
2. The defense of the final exam is done before the commission of three members.
3. The commission is appointed by the dean in cooperation with the heads of the branches.

Article 51

1. In the final exam (diploma), the student must show the knowledge and theoretical skills he has achieved during the studies in mastering the given topic, that he has worked on the topic with the method that corresponds to the work, that he knows the literature and knows how to use it professionally and independently.

Article 52

1. The final exam represents the independent and professional work of a problem of a certain theoretical, methodological or professional task.
2. The final exam is elaborated and defended individually.
3. In special cases, by special decision of the faculty council, it may be allowed to elaborate the defense of the final exam together by two students.

Article 53

1. The submission for the defense of the final exam is made in the administration of the faculty to the official or to the authorized person.
2. Application forms are received at the service of students.

3. The form is completed with all the data for the student who submits for the defense of the final exam.

4. In addition to the request for submission of the final exam, the student also submits:

- ID cards,
- Application form for the final exam (taken from the clerk for student affairs),
- Thesis (in four copies).

Article 54

1. The defense of the final exam (diploma) is kept with charge sheet.

2. The charge sheet is signed by the members of the commission and the dean.

Article 55

1. The student, who successfully defends the final exam, gains the BACHELOR degree for the relevant teaching direction

Article 56

1. The student, who successfully completes the final exam, is issued a certificate in the name of the diploma on the completion of the 3-year Bachelor studies of the respective direction or direction corresponding teaching and original diplomas.

2. The form of the diploma and the original diploma is determined by a special decision of the University according to the Administrative Instruction from the Ministry of Education, Science and Technology of the Republic of Kosovo.

Article 57

1. The diploma is solemnly handed over to the student.

2. The faculty administration keeps records of graduate students.

X. Transitional and final provisions

Article 58

1. This regulation enters into force on the day of approval by the University Senate.

Article 59

1. For all other issues, which are not governed by this regulation, the provisions of the Provisional Statute of the University of Mitrovica "Isa Boletini" and the Law on Higher Education in Kosovo, as well as other normative acts shall apply.

Article 60

1. Amendments and supplements to this regulation are made in the manner in which this regulation is adopted.

Interim Rector

Prof. Asoc. Dr. Alush Musaj

