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**UNIVERSITY OF MITROVICA "ISA BOLETINI" MITROVICA**

**UNIVERSITY OF MITROVICA "ISA BOLETINI" MITROVICA**

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Pursuant to Article 49, paragraph 1, subparagraph 3, of the Provisional Statute of the University of

Mitrovica "Isa Boletini", University Senate, upon the proposal of the Faculty of Law, in the meeting held on 15.4.2015, approved this:

**REGULATION ON BASIC STUDIES - BACHELOR**

**General provisions**

**Article 1**

The Regulation on basic studies - bachelor (hereinafter: Regulation) governs the organization, form and duration of studies, enrollment in studies, language of studies, rights and duties of students, change of study programs, time and manner of holding exams, completion of studies, and other issues related to basic studies at the Faculty of Law.

**Article 2**

1. Faculty of Law (hereinafter: Faculty) is an academic unit within the University of Mitrovica "Isa Boletini"

2. The seat of the Faculty of Law is in Mitrovica and offers 4-year basic studies, for a total of 8 semesters.

**Article 3**

1. Basic studies - bachelor (hereinafter: studies) are organized and held according to the curriculum approved by the Faculty Council.

2. The curriculum may be amended or supplemented on the proposal of the Faculty Council.

**Form of studies**

**Article 4**

1. The faculty organizes full-time and part-time studies.

**The mode of conducting teaching**

**Article 5**

1. The teaching is conducted through lectures, theoretical exercises, practical learning, seminars, colloquia, professional consultations, independent works of students, as well as visits of teaching-scientific character.

2. The course can be taught by weeks during one or two semesters or can be held as a lecture block in one semester.

**Academic year**

**Article 6**

1. The academic year begins on October 1 and ends on September 30 of the following year.

2. The winter semester begins on October 1 and ends on January 15 of the following year.

3. The summer semester begins on February 16 and ends on May 31 of the following year.

**Duration of studies**

**Article 7**

1. The studies last 4 years, respectively 8 semesters and consist of 240 credits.

2. For each year of studies the student has to earn 60 credits from the exams passed in the compulsory and elective subjects.

**Award of the academic title to students**

**Article 8**

Upon successful completion of studies, the students are awarded the academic title GRADUATE LAWYER - BACHELOR.

**Study programs.**

**Article 9**

I. The faculty offers studies with the General Law program.

2. The study programs contain:

 2.1. Title of the study;

 2.2. Type of study;

 2.3. Academic title (academic title);

 2.4. Requirements for enrollment;

 2.5. Objectives and results;

 2.6. Curriculum details:

 2.7. Competency:

 2.8. The number of credits.

3. In the 8th semester, students are free to choose one of these modules:

 3.1. Administrative and constitutional law module;

 3.2. Criminal law module:

 3.3. Civil law module;

 3.4. International law module:

 3.5. Financial law module;

4. Students can choose only one of the modules and this choice is made when registering the 8th semester.

5. After choosing the module, the student is not allowed to change the module.

**Language of studies**

**Article 10**

1. The faculty organizes studies in the Albanian language.

2. On the proposal of the Faculty Council and a special decision of the Senate, studies can be organized in other official languages of Kosovo.

2. By decision of the Senate and on the proposal of the Faculty Council, lectures may be held in other languages.

**Enrollment in the first year of studies**

**Article 11**

1. Candidates interested in admission and enrollment in this faculty must meet the following conditions:

 1.1. Have completed high school and passed the state graduation exam;

 1.2. Have completed high school in the Republic of Kosovo:

 1.3. Have successfully completed primary and secondary school, at least 12 years of education

 1.4. Have nostrified and certified the diploma of secondary education outside the Republic of Kosovo in the Ministry of Education, Science and Technology of the Republic of Kosovo.

**Competition for admission to studies**

**Article 12**

1. The application, admission and registration of new students is done in accordance with the conditions provided in the vacancy, which is announced and published by the University;

2. The candidate gains the right to admission and registration when he/she passes the entrance exam successfully based on the number of points earned according to the ranking up to the number determined for admission to the program, respectively the respective study area;

3. The entrance exam is held with a test, unless otherwise provided in the vacancy.

4. The conditions, deadlines, organization and manner of holding the entrance exam are defined in more detail in the vacancy, which is published by the University.

**Complaint for non-admission to studies**

**Article 13**

1. The candidate, who has not gained the right to register, has the right to file a complaint, seek clarification and view his/her 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 results of the entrance exam.

3. The Dean is obliged to forward the submitted complaints without delay to the Appeal Commission formed by the Rector of the University.

**Documents required for admission to studies**

**Article 14**

1. Candidates, who apply for admission, are required to submit the following documents:

 1.1. Online application through the university website;

 1.2. High school diploma and transcripts in original form,

 1.3. Birth certificate;

 1.4. Copy of ID card;

 1.5. Bank payment for the entrance exam.

2. The documentation is submitted to the student affairs officer, unless otherwise provided by vacancy.

**Enrollment in studies**

**Article 15**

1. Candidates who have gained the right to admission and registration, in addition to the documents mentioned above, must submit the following additional documents:

 1.1. Receipt of payment for semester registration:

 1.2. Completed registration form, which is obtained at the faculty.

2. Additional documentation is submitted to the student affairs officer within the legal deadlines.

3. The student is enrolled in this faculty with regular status, unless otherwise provided by the vacancy for enrollment.

4. Upon enrollment, the student is issued an identification card (ID).

**Deadline for academic year enrollment**

**Article 16**

1. Registration in the first year of studies is done at the time specified in the vacancy.

2. Registration in the second and third year of studies is done from 1 to 15 October.

3. Certification of semesters is done from 15 to 20 January for the winter semester and from

2 to 5 June for the summer semester.

**Student attendance**

**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 teaching until the end of studies.

2. The student, who is not regular in lectures and exercises, has no right to certify the relevant semester nor to register the following one.

3. Exceptionally, the student is allowed to certify the relevant semester only in special and reasonable cases.

4. The decision from paragraph 3 of this article is taken by the Dean, upon the written request of the student.

**Conditions for the registration of the academic year**

**Article 18**

1. The student has the right to enroll in the second year of studies, if he/she has earned 70% of the credits or exams from the total number of credits from the subjects of the first year of studies.

2. In the third year of studies, the student can register if he/she has earned 40% of the credits or exams from the total number of credits from the subjects of the second year of studies.

3. In the fourth year of studies, the student can register if he/she has earned 30% of the credits from the number of exams of the third year.

**Repetition of the academic year**

**Article 19**

1. The student has the right to repeat the registration of the same year of studies as twice the duration of studies.

2. The student, who in the term of September does not get the credits foreseen by this regulation for the registration of the following year, shall repeat the registration of the academic year.

3. The student, who repeats the registration of the year of studies, pays the tuition fee like the other full-time or part-time students.

4. The student may once again request that the duration of full-time study be extended for one or two years.

5. The final decision on this is made by the dean of the academic unit.

**Temporary suspension of regular student status**

**Article 20**

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

1.1. Severe illness;

1.2. Care for children under the age of three; and

1.3. In other reasonable and justified cases.

2. The decision regarding the cases of paragraph 2 of this article is taken by the Dean upon the written request of the student.

**Resumption of suspended studies**

**Article 21**

1. The student, after not more than two years of interruption, can be enrolled again 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.

**Loss of full time student status**

**Article 22**

1. The student loses full time status in the following cases:

1.1. When he voluntarily leaves the studies;

1.2. When he has completed his studies;

1.3. When he has not completed his studies during the period which is twice that of the duration of duration of his studies.

2. The cases from paragraph in this article are recorded by the Faculty Administration.

**Change of area of studies**

**Article 23**

1. The student has the right to request the change of the study program in the same unit or in another academic unit in accordance with the Statute 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 are accepted in the new study program.

**Procedure for changing the area of studies**

**Article 24**

1. Change of area of study is allowed only in the period from September 15 to September 30 of the following year.

2. The student may be allowed to enroll in the new study program in the second year of study in the respective curriculum.

3. The consent from paragraph 2 of this article is given by the Studies Commission, while the decision is taken by the Faculty Council.

4. Changing the study program is not allowed to the student, who must enroll again in the first year of study in the new study program.

5. The request for change of the study program or study area is submitted to the studies commission of this faculty.

6. In addition to the request, the student also presents the certificate of exams passed in the previous program.

7. An appeal may be lodged with the Faculty Council against the decision of the Studies Commission.

8. The appeal is submitted within 8 days from the day of publication of the decision of the commission.

**Transfer from other faculties**

**Article 25**

1. The student, who is enrolled in other faculties, has the right to transfer to other academic units in accordance with the University Statute and if he meets the conditions under Article 9 for the respective programs (study areas).

2. The transfer is allowed from 1 to 15 October, respectively from 15 January to 15 February.

3. If the candidate is allowed to transfer to the relevant study area then he is obliged to pay the fee for each exam taken, as well as the for the transfer, and shall pay the fee to the University, based on the Administrative Instruction of MEST.

**Organizing exams**

**Article 26**

1. The exams are public.

2. The exams for the basic studies are held in the terms and dates defined and published in the notice board.

3. Regular exam terms are:

3.1. January term starting from January 20 to February 15;

3.2. June term starting from 5 to 30 June;

3.3. September term starting from 1 to 30 September.

**Publication of exam terms**

**Article 27**

1. The exams published on the notice boards are mandatory, both for the academic staff and for the administration and the student.

2. The exam schedule is determined in such a way that the student does not have more than one exam per day.

3. Exam schedule is announced at the beginning of the academic year.

4. The Dean compiles and publishes the exam schedule, after having previously received the dates of the exams from the heads of the respective programs and study areas.

5. Changing the date of the exam is allowed only in reasonable cases by the Dean's Office of the Faculty.

**Registration of exams**

**Article 28**

1. The registration of the exams is done:

1.1. For the January term from January 15 to 20,

1.2. For the June term from 1 to 5 June;

1.3. For the September term from 20 to 30 August.

2. Delayed registration of examination is allowed only at the written request of the student and a special decision of the Dean's Office.

3. Registration of exams is done by students with ID card through the SEMS system, only after completing administrative and financial obligations to the University.

**Submitting the exam result to the administration**

**Article 29**

1. The lecturer is obliged to submit to the administration the exam report, statistics and exam applications downloaded from the SEMS system within 5 days after the end of the exam.

2. Exam report, statistics and exam applications from paragraph 2 of this article are signed and recorded in the Faculty Administration.

**The form of administering the exam**

**Article 30**

1. The forms of administering an exam are:

1.1. Written exam;

1.2. Oral exam;

1.3. Written and oral exam;

1.4. Exam with test:

1.5. Practical exam:

1.6. Colloquium.

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

**Grading**

**Article 31**

1. The evaluation of the exam is expressed with the following grades:

1.1. Grades 10 and 9, express "Excellent" success;

1.2. Grade 8, expresses "Very good” success,

1.3. Grade 7, expresses "Good" success;

1.4. Grade 6, expresses "Sufficient" success:

1.5. Grade 5, expresses "Insufficient" or "Failed” success:

2. The candidate successfully passes the exam with grades 6 - 10.

**Mode of exam evaluation**

**Article 32**

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

2. Commission exams are held:

2.1. When the student has complained about the evaluation of the exam taken;

2.2. When the student takes the exam after the third time.

**Complaint on grading**

**Article 33**

1. The student has the right to file a written complaint to the Dean of the Faculty, against the grade obtained in the exam, as well as to request the review of the test submitted and evaluated by the questioner or by the Commission.

2. The complaint must be filed within 48 hours after the results of the exam are announced.

**Grading commission**

**Article 34**

1. The Dean appoints a three-member commission to conduct the examination.

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

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

**Cancellation of the exam**

**Article 35**

1. The exam passed in contradiction with the provisions of this regulation is canceled.

2. The decision on the cancellation of the exam is made by the dean.

3. The student has the right to appeal against this decision.

4. The complaint is submitted to the Faculty Council within 48 hours from the day of notification.

**Postponement of the exam**

**Article 36**

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, upon the written request of the student.

**Students' rights and obligations**

**Article 37**

1. Students have the following rights:

1.1. Participate in all lectures, theoretical exercises, laboratory exercises, practical training, field work, seminars, scientific-educational discussions, professional consultations, excursions of a scientific-education nature, as well as in other forms of teaching that are organized according to the curriculum;

1.2. Use the equipment of the faculty, according to the relevant rules for teaching and learning exercises;

1.3. Use the university library, in accordance with the relevant rules on the work of the Library;

1.4. Participate in student elections for their representation on faculty bodies;

1.5. Participate in the meetings of the bodies and commissions where they are appointed as members and to perform such tasks with commitment and responsibility;

1.6. Seek to get acquainted with the rules set out on basic studies at this faculty.

**Violations of study obligations**

**Article 38**

1. The student, who does not adhere to 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, shall constitute a violation of obligations of studies and shall be responsible in disciplinary and legal aspect.

**Complaint for violation of student rights**

**Article 39**

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 complaint is submitted:

2.1. Against the decision of the dean, when he has decided as a body of the first instance - to the Faculty Council;

2.2. Against the decision of the Studies Commission, when it decided as the body of the first instance, to the Appeal Commission of this faculty:

2.3. Against the decision of the Faculty Council, when it decided as a body of the first instance, to the Studies Commission of the University.

**Student organization**

**Article 40**

1. The interests of the students are realized directly in the Student Council and through their representation in:

1.2. Student Council;

1.3. Student Parliament:

1.4. Faculty Council and:

1.5. University Senate.

2. Students have their representatives in accordance with the Statute and regulations in force and based on the result of the electoral process.

3. Students have the right to establish student organizations, to which all students can become members.

4. The establishment of student organizations is done in accordance with applicable laws, the Statute and other regulations of the University.

**Completion of studies**

**Article 41**

1. The 4 (four) year basic studies are completed after passing the final exam.

2. The student, who successfully defends the final exam shall be awarded the title of GRADUATE LAWYER - BACHELOR

3. Upon graduation, an original certificate and diploma are issued.

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

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

6. Faculty administration keeps records of graduate students.

**Transitional and final provisions**

**Article 42**

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

2. 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.

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

Interim Rector

Prof. Asoc. Dr. Alush Musaj