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The Chairman of the Academic Council
Prof. Dr. Sc. Mevlan Bixhaku

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Based on article 34, of the Statute of the Tempulli College and article 3, paragraph 1.9 of the work regulations of the Academic Council, in the meeting held on 29.01.2025, the Academic Council approves the following:

REGULATIONS FOR UNDERGRADUATE STUDIES (BACHELOR) IN THE COLLEGE

I. General provisions

Article 1

With the Regulations of basic studies (bachelor) (hereinafter: "Regulations") at the Tempulli College (hereinafter the College) the following issues are defined and regulated:

1. Student admission criteria;
2. Organization of studies;
3. Registration conditions of the academic year;
4. Duration of studies;
5. Completion of studies and thesis;
6. Student status;
7. Rights and obligations of students;
8. Transitional provisions.

II. Student admission criteria

Article 2

Candidates can enroll in study programs offered by the College.

Registration of students in the study programs is based on the criteria determined by MEST and the Academic Council, as well as the public competition announced by the College's Governing Council.

Article 3

There will be no age restrictions for enrolling or obtaining a higher education qualification.

Article 4

All candidates who pass the matura test have the right to apply for studies at the College.

Candidates who have graduated from secondary school, without matura, certified with a relevant diploma, but who are subject to the entrance exam, can be registered at the College.

Candidates who meet the following conditions can register for basic studies:

- Successful completion of secondary school in Kosovo certified by a diploma;
- Successful completion of primary and secondary school with at least 12 years of schooling certified by a relevant diploma;
- Successful completion of primary and secondary school with at least 12 years of schooling certified by a relevant diploma obtained in the outside world, if the equivalence has been made with the matura certificate;
- The decision on the recognition of the diploma and its equivalent is taken by the relevant Ministry.

Article 5

The selection of candidates submitted to the competition is made according to the criteria established by the Academic Council for each year.

In cases where the College accepts candidates through the entrance exam, the candidate has the right to file a complaint with the Program Coordinator, and this right can be exercised within 48 hours from the day the results are announced. Within this period, the candidate has the right to see his work (in cases where there is an entrance exam).

Against the ranking list, the candidate has the right to submit a complaint to the Program Coordinator and this right can be exercised within 48 hours from the day the results are announced.

Article 6

The necessary documents to compete in bachelor studies are:

- Registration form with two photographs
- Copy of the identity card
- Secondary school diploma (original or notarized).
- Matura exam test certificate
- Secondary school transcripts
- birth certificate
- In case the student has completed secondary education abroad, the documents must be notarized.

The documents submitted by the student at the time of registration remain in the service of the College's administration until the end of the studies or even in case of interruption of the studies.

The administration service makes the registration of new students in the student register and in the electronic system for student management and forms the student file with the corresponding serial number depending on the academic year of registration.

Article 7

The student must have completed the registration procedure, which includes:

- Online application;
- Submission of documents according to the competition;
- Fulfillment of all conditions for registration;
- Realization of tuition payment.

Other conditions and criteria for admission and registration in the relevant year are determined by a separate decision.

The registration of students in the first semester based on the competition was done by the College's administration, the data is managed by the College, respecting the privacy law and giving the students guidelines for the work and operation of this program.

III. Organization of studies

Article 8

Studies at the College are organized in the following forms:

- Full-time studies (regular);
- Part-time studies (without severance from work);
- Online (distance) studies.

Article 9

The College organizes bachelor studies based on AKA accredited scientific/professional study programs.

The qualification level is determined based on the National Qualifications Framework of the Republic of Kosovo.

Article 10

Scientific / professional studies at the bachelor level last three years or six semesters. Upon completion of studies, the student accumulates at least 180 ECTS credits, depending on the study program.
With the successful completion of the bachelor studies, the academic title of scientific/professional bachelor is obtained, depending on the program and the relevant specialization completed.

Article 11

In all programs, learning is carried out in the form of lectures, exercises/laboratory learning, practical work, case studies, seminars, mobilities, discussions, professional consultations and through independent works of students.
In all programs, learning is mainly realized in the form of lectures, exercises/laboratory learning, practical work, case studies, seminars, mobilities, discussions, professional consultations and through independent works of students.
In subjects that require creative, artistic and professional skills, the lessons will be organized in the form of a student-centered learning, such as active participation of the student during the entire learning process, the exploitation of individual creativity in function of his/her output, interactivity, with continuous assessment where the activities during the semester are taken into account, the way of discussions during the learning process, etc.

Article 12

Practical work

The student, during the bachelor studies, is obliged to follow the practical lesson in the semesters provided with the syllabus.
Practical work (Internship) must be done based on the regulation for practical work approved by the Academic Council.

Article 13

Deadlines and holding of exams

Exams for bachelor studies are held during the exam period at the College facility;
Regular exam deadlines for students are: January-February, June and September;
The Academic Council can also decide on the organization of non-regular exam dates.
Exam deadlines for students are announced at the beginning of the academic year.

Article 14

The time for presenting the exams will start no earlier than 4 weeks before the end of the lectures and no later than 8 days before the beginning of the exams.

Article 15

If students cannot enter the exam due to a major reason, it is considered that the exam has been canceled and moved for a certain time.

In all cases when the student is absent or withdraws from the exam, then it is considered that the student has failed.

With the permission of the Program Coordinator, the student may take the exam at another time convenient for the student in order to enable him to participate in an international study exchange program, or to do practical training abroad during the period of set for exam.

Article 16

Exams are held in writing, oral, presentation of seminar papers, but also exercises/practical laboratory lessons, continuous assessment, and other follow-up tools as well as remotely through the platforms determined by the College.

Exams that consist of an oral and a written part, the student can enter the oral exam only when he passes the written exam.

For specific subjects that require creative, artistic, and professional skills, continuous assessment is used.

The student's success in the exam is expressed with grades from 5 (five) to 10 (ten) as follows:

GRADING	ECTS GRADE	MARKS	THE DEFINITION
10	or	90-100	EXCELLENT/EXCELLENT
9	B	80-89	VERY GOOD/VERY GOOD
8	C	70-79	GOOD
7	D	60-69	SATISFACTORY
6	E	50-59	ENOUGH/SUFFICIENT
5	F	0-49	WEAK/ POOR

The grade is marked with a number and text on the report sheet, minutes and SEMS.

The application form together with the minutes of the relevant exam are submitted to the administration to be transferred to the main books.

The teacher is obliged to announce the results (put grades in SEMS) within 10 days from the date of the exam.

Article 17

The student has the right to submit a written complaint to the program coordinator against the assessment made by the teacher for the relevant exam (for the written exam, the oral exam or the combined exam);

The program coordinator appoints the committee of three members within 48 hours, but without the questioner.

One of the committee members must be closely related to the subject for which the student is evaluated.

The coordinator of the program sets the time of holding the exam within three days from the day of submission of the student-candidate's complaint.

The written exam or the written part of the exam can be repeated before the committee, or re-evaluated by the same test.

The student cannot file an appeal against the committee's assessment.

Article 18

The student has the right to enter the exam a maximum of three times in the same exam that he has not completed successfully;

The student with a legal justification may be allowed by the Program Coordinator to take the exam a fourth time, by the relevant committee.

In case the student is registered in the same year of studies, the previous number of failed exams of the student is not taken into account.

If he fails the exam 4 times during the repeated year, he loses the status of a regular student for this type of studies.

IV. Completion of studies and thesis work

Article 19

The status of a regular student is maintained for 2 years after the student has completed all exams for three years of study.

The student who has exceeded the stipulated time to successfully complete the degree, may submit a written request to the Program Coordinator for the possibility of extending this period for another year.

If the positive decision is taken, the student must pay the financial obligations in accordance with the decisions of the College.

If the thesis is successfully defended, it can be graded from 6 to 10 and has certain ECTS credits according to the curriculum.

Article 20

The officialization of the thesis is done at the request of the student, signed by the mentor. Officialization (approval) of the thesis can be done only when the student has minus one exam not given and verification by the student service office of the College for the given exams.

After the approval of the topic of the thesis by the Academic Council, the evaluation commission is appointed from the relevant field of three regular members (the mentor and two other members from the academic staff) and one reserve member.

Article 20

The thesis for the bachelor's degree is elaborated individually by the student, proving that the theoretical skills achieved during the study can be successfully used for the selection of practical problems in the field for which the student is determined.

The thesis for the bachelor degree can be elaborated together by two or three students and the contribution of each candidate must be clearly marked there.

The request for the elaboration of the thesis by two or three students is decided by the Academic Council.

Article 21

The procedure for writing and elaborating the diploma topic is regulated in detail in the Manual for the thesis of the diploma topic for the BSc level of studies.

The thesis topic cannot be defended before 30 days have passed from the date of its approval.

The thesis topic must be submitted to the evaluation committee in 5 identical copies, 7 days before its defense. The topic of the diploma thesis must also be submitted in the electronic version together with the presentation.

Article 23

The thesis topic must be defended within 1 year from the day of its approval.

In the event that the thesis is not defended in the previous term, with a justified request of the student, the Academic Council can extend the term for another 1 year. If the candidate does not defend the thesis even in the extended deadline, a new topic of the thesis is assigned.

In case of a negative evaluation of the thesis defense, the defense procedure can be repeated after 30 days from the day of the negative evaluation.

If, even after the second attempt, the candidate does not defend the diploma thesis, he loses the right to defend the given topic and the procedure for receiving the next diploma thesis must be started.

The defense of the diploma thesis is public and its defense takes place in the premises of the College, and depending on the nature of the topic, the defense can also take place outside the premises of the College. In special cases with the consent of the Academic Council, the defense can also be done online through virtual platforms determined by the College.

V. Registration of the year in bachelor studies

Article 22

The passing criteria of students from year to year are determined by the Academic Council for each academic year.

Students who meet the criteria for registration for the Academic year must fulfill all financial obligations to the College at the time of registration.

Article 23

The student who could not successfully complete the year must re-enroll in the same year of studies.

The maximum number of years re-registered is equal to the number of regular years of the respective study.

VI. Duration of studies

Article 24

The school year begins on October 1 and lasts until September 30 of the following year,

Teaching in basic studies takes place in 15 weeks. In one semester, the student can have at least 5 teaching subjects and at most 7 subjects which must correspond to 30 ECTS credits.

The total number of elective courses that are offered to students to choose from cannot be greater than twice the number of elective courses that must be chosen.

The schedule of lectures is issued at the beginning of the academic year and after its publication it is mandatory for teachers and students.

The student's annual workload with lectures, exercises, preparations and others is 750 hours per semester, respectively 1500 hours per year, which corresponds to 30 ECTS credits per semester or 60 ECTS credits per year. Each ECTS credit is equivalent to 25 hours of student engagement.

Article 25

The student must complete his studies at the College within a period that does not exceed twice the normal period for the studies he has registered for, with the exception of special cases decided by the Academic Council

VII. Student status

Article 26

A person (individual) acquires the status of a student upon registration in the study programs offered by the College, and fulfills his academic and financial obligations in accordance with the legislation on Higher Education, the Statute and other general acts of the College. .

The student proves his status with the student card, which has the identification number according to the registration in the Electronic System for Student Management SEMS.

The form and content of the document from point 2 of this article is determined by the College in accordance with MESTI legislation.

Article 27

If the student loses the card, the administration (student service) based on the official notes and with the notification of the Program Coordinator, gives the duplicate card corresponding to the lost document.

Along with the request, the student also attaches a certificate that the document has been declared invalid, and a receipt for the payment of expenses for issuing a duplicate card.

The student who has fulfilled all the obligations foreseen by the plan and the teaching program in accordance with the Statute of the College, gains the right to register in the following year of studies.

Article 28

The student loses the student status in the following cases:

- When he decides to leave his studies;
- When he finish his studies;
- When he has not completed his studies in the double period of the duration of his studies;
- By decision of the College on the disciplinary procedure, as well as other cases provided by law, statute and other normative acts.

Article 29

The student may request a temporary interruption of studies and the responsibilities arising from the status of a regular student in proven cases such as:

- Serious illness;
- Caring for children under the age of three;
- Pregnancy and maternity of the student, as well as
- Other cases provided by law and College statute.

VIII. Rights and obligations of students

Article 30

Students admitted to the College have the following rights:

- To participate in lectures, seminars, theoretical exercises, practical laboratory exercises and in the field, mobilities, research, discussions, professional consultations and other forms of learning according to the current curriculum;
- To use the College's library, physical space and other technical equipment such as the Internet, laboratories, computers, etc.
- To participate in the elections for student representatives in the representative bodies of the College and the students, as well as to regularly participate in the meetings of the bodies and commissions where they are appointed as members and to perform the tasks entrusted to the bodies of the College;
- To participate in cultural and sports activities, professional seminars, conferences and gatherings of students;
- To participate in the competition for the distinguished student and scholarship award of the College, as well as rights related to them, which are related to the active and critical participation of the student.

Article 31

Students have the following obligations:

- You apply the rules set by the College;
- To respect the rights of staff and other students;
- Pay due attention to their studies and participate in academic activities;
- To continue the lectures in accordance with the rules of the specific study program;
- To show human and academic culture in the premises of the College as well as outside them in order not to discredit the College.

Article 32

Diplomas for the completion of bachelor studies are signed by the Director of the College.
The content and form of the diploma is determined by MESTI.

IX. Transitional provisions

Article 33

The provisions of the Law on Higher Education of Kosovo and the Statute of the College will be applied to matters not covered by this regulation.

Article 34

Students who have not completed their studies in the previous period can continue their studies according to the study rules defined in this regulation.

Article 35

This regulation entered into force from the day of approval by the Academic Council of the College.

Article 36

With the entry into force of this regulation, the regulation for bachelor studies no. 008/23, dt. 10.10.2023 is repealed.

Chairman of the Academic Council

Dr. Sc. Mevlan Bixhaku

[Signed]

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