TEMPULLI

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The Chairman of the Academic Council
Prof. Dr. sc. Mevlan Bixhak

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Based on article 98 of the Statute of the Tempulli College and article 3, paragraph 1.9 of the work regulations of the Academic Council at the meeting held on 29.01.2025 the Academic Council approves the following:

STUDENT TRANSFER REGULATIONS

Article 1
Purpose

The purpose of this regulation is to define the following criteria and procedures:

a) changing the program within the Tempulli College
b) transfer from other Universities/Colleges inside and outside the country.
c) equivalence of grades and ECTS-credits;

Article 2
Application Period

Applications for transfer in the Bachelor and Master program for the winter semester are from September 25 to September 30. While for the BSc and MSc summer semester, it is from February 23 to 28.
The decision about the transfer must be made within one week, from the date of application.

Article 3
Application Criteria

Applications for transfers between departments/programs of the Tempulli College as well as from other institutions of higher education will be carried out if at least 50% of the exams have been passed successfully in the other program.

Article 4
Application procedure and documents

Students who will transfer must complete and submit the form and relevant documents to the student services office. Applications, after being reviewed by the study committee and the student services office of the respective College, are forwarded to the Academic Council for final approval. Students who will be transferring between programs/departments of Tempulli College must submit transcripts of grades to the student services office. Students who will transfer from other institutions of higher education must submit the following documents:

- Request for transfer of studies
- Transcript of grades
- Description of the subjects of the relevant study program
- Proof of study program accreditation

Article 5
Equivalence of subjects

The equivalence of subjects will be carried out by decision of the Academic Council based on the proposal of the study committee based on the regulation of bachelor's and master's studies.

Article 6
Transfer of credits

The credits of the subjects, by decision of the Academic Council of the College based on the proposal from the study committee, will be calculated in the total amount of credits received in that study cycle.

Article 7
Criteria for transfer

1. Transfers can be made for study profiles belonging to the same field. Students who wish to transfer to different programs, they agree to start their studies in the following years, based on the equivalence of subjects.
2. No more than one transfer can be made while studying the first and second cycle programs.

Article 8
Payment

The Academic Council will determine the student's tuition fee based on the tuition of the program they are studying and the one they are applying to transfer to.

Article 9

The appeal against the decision on the refusal to change the study program must be made to the Academic Council within 15 working days after the publication of the decision.
The Academic Council takes a final decision in the administrative procedure within 15 working days after receiving the complaint.

Article 10

Graduation Students who have transferred to Tempulli College are awarded a diploma, provided they have completed at least two semesters at Tempulli College.

Article 11
Entry into force

This regulation entered into force from the day of approval by the Academic Council of the College and regulation with nr:14/23. Dated: 10.10.2023 is repealed.

Chairman of the Academic Council
Dr. Sc. Mevlan Bixhak
(Signed)