TEMPULLI

St. Eduard Lir 158, Arbëria
10000 Pristina , Republic of Kosovo
Phone: 038 22 22 55, 038 60 40 20
Fax: 038 60 40 19
Web: www.tempulli.org
Email: info@tempulli.org

THE STUDENT'S HANDBOOK

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1. Introduction

The handbook will serve as a guide for students of the "Tempulli" Academy and is based on:

- Law on Higher Education of the Republic of Kosovo
- Statute of the "Tempulli" Academy
- Regulations for Bachelor and Master Studies at the Academy
- Regulation for transfer
- Regulation on mobility
- Code of Ethics, etc.

The contents of this manual are correct at the time of publication. The information may change depending on the circumstances and evolutionary developments of the institution. "Tempulli" Academy reserves the right to continuously update the data. For more information or clarifications, visit our website: **www.tempulli.org**

2. Speech of the Director of the Academy

Tempulli College was registered on October 13th, 2020, as a Higher Education Institution in Kosovo. Tempulli College, although a fairly new institution, has a long tradition of Tempulli since 1992, and that as a center of training and education for young vehicle-driving students, and as a Tempulli College from 2001 to 2020. As a result of the commitment and needs of the market, this center has evolved over the years and has grown and developed with academic and professional programs within the Tempulli College.

As a result, based on the long experience in private education in Kosovo and developing together with Kosovo, as well as continuously reviewing the requirements for new programs, the Tempulli College offers new quality programs.

Our only goal and commitment, as a Higher Education Institution in Kosovo, is not only to offer the necessary but above all quality programs, which are centered on the preparation of students for the labor market in the necessary sectors. As a result, our main motivation is YOU, students who have chosen Tempulli College for your academic and professional journey.

We will work for our students to lead and work in the labor market in Kosovo and beyond; as well as the fruits of our work, that of increasing road safety and other sectors. As the Founder of the "Tempulli" College, professor Arif Krasniqi, said:

"Traffic is the lifeblood of the economic system of every country, but also of Kosovo, and it is the main carrier of change and continuous development of our country. The blood circulation routes of this system are the road, rail, sea, postal and air arteries.

As a result of our work, we have ensured and believe that QUALITY is the key and focus of our work, therefore we will direct all the energies of our work in providing programs comparable to those of the European Union, programs with scientific, educational and enabling.

2.1.Vision

A unique institution of higher education in the country and the region, with a focus on the development of professional research skills through the interconnection of innovative teaching, practical learning and scientific work for the benefit of the community.

2.2. Mission

Qualitatively prepare students and trainees with adequate knowledge and skills to learn and research in order to lead a successful professional career and, together with academia as well as individually, contribute responsibly to the community.

2.3. Values and principles

- **Value**: The College has an approach to others which is reflected in the way they value their contribution. The College shows respect in all its relationships with stakeholders, including the relationship between management staff and the way it communicates with partners, funders and provides services to citizens;
- **Integrity**: The College will gain trust and respect by being professional, ethical, honest and impartial. Honesty and sincerity in all relations and communications of the College ensures that the information is on time and true;
- **Inclusion**: The College is committed to diversity, equality of opportunity and social justice for all, appreciating differences and welcoming them;
- **Cooperation and partnership**: The College values partnership and cooperation as the most effective way to improve the quality of its services, being open to academic and scientific cooperation, with public and private institutions, local and international, in areas and projects of common interest, always guaranteeing the free expression of ideas and providing staff and students with equal opportunities for work and study;
- **Innovation**: The College is open to change, adaptation, pro-active action and innovation in its joint work to find new methods to meet challenges in an ever-changing environment;

- **Perfection**: The College has great expectations for itself, our students and our communities, therefore it aims to continuously improve the quality of its services based on the principle of Academicism, transparency and independence.

3.0 Enrollment in studies

Each candidate who has passed the state matura exam has the right to compete for enrollment in studies at the "Tempulli" College. Candidates who are not citizens of the Republic of Kosovo also have the right to compete.

The criteria for admission are set by the Ministry of Education, Sciences, Technology and Innovation as well as the Academic Council of the Tempulli College. The method of admission as well as the criteria are regulated by the regulations of studies at the College which are issued by the Academic Council of the College.

3.1.Student Status

Student status is obtained upon registration in the study program and upon signing the Contract for studies at the Tempulli College. Students have regular status, since correspondence studies are not organized in our institution.

All educational programs with which the College operates are accredited by the Kosovo Agency for Accreditation.

Of the accredited programs, the Tempulli College organizes studies at two levels:

- professional and scientific basic studies (bachelor) and
- master study.

The National Qualifications Framework sets the qualification level for our students.

Basic professional and scientific studies (Bachelor) last six semesters or 3 years. Each semester must have 30 ECTS credits and upon graduation the student must have accumulated 180 ECTS credits. Master's studies last 4 semesters with 120 ECTS. Each semester must have at least 30 credits, while upon graduation the student must have accumulated 180 ECTS.

Basic studies (bachelor) are level VI, while that of master studies is level VII. The student graduates with the defense of the diploma thesis where this issue is defined in the curriculum, while in other cases where this is not provided for in the curriculum, the student graduates with the final exam. After completing the studies, the title "Bachelor" of the relevant program is earned, while upon completion of the Master's studies, the title "Master of Science" is earned, depending on the name of the program.

Students are provided with a CERTIFICATE of grades, a DIPLOMA and a DIPLOMA SUPPLEMENT.

3.2.Studies

Each study program at the Tempulli College is carried out during the academic year, which is organized in two semesters. Lectures in the academic year correspond to 1500 hours of teaching, while one ECTS credit is equivalent to 25 hours of engagement for the student.

The winter semester begins on 01.10. of the current year and lasts until January 15 of the following year (15 weeks of teaching), while the summer semester starts from 16. 02. of the following year and lasts until 31. 05. of the following year, as well (15 weeks of teaching).

The volume of ECTS credits according to the European System is 60 credits per academic year.

3.3.Teaching subjects

Studies are based on the syllabi of accredited study programs. They are realized through courses throughout the academic year and, in addition to the compulsory ones, the student has the right to choose elective courses.

3.4.Registration of courses

In the Information Management System (SEMS) at the beginning of each academic year, the registration of teaching subjects is done with the subject holder. Registration of subjects is done for each educational program.

3.5.Holidays for students

The annual holiday for students is planned for the period July - August.

Likewise, the weekly rest, state holidays and various activities are foreseen according to the legal acts and the decisions of the governing bodies of the Tempulli College.

3.6.Knowledge of studies

The recognition of studies is done in accordance with the rules of the Lisbon Convention on Recognition and in accordance with the special regulations of the Ministry.

The College accepts the qualifications (titles and diplomas) of licensed local or foreign institutions of higher education which are certified by MESTI according to the recognition procedures in accordance with the administrative Instruction of MESTI and in accordance with the provisions of the Statute of the Tempulli College.

3.7.Changing the study program

The student can change the study program by completing the study in one study program and starting the study in another study program at the College. Changing the study program can be done between study programs in order to achieve the same level of education.

When changing the study program, the student is legally allowed to start the new study program if at least 50% of the comprehensive program exams have been passed and match the program where the student wants to transfer.

Enrollment in the new study program is allowed at least in the second year of studies, or preferably in the year of studies following the old study program. More broadly, the ECTS Transfer Regulation.

3.8.Student mobility

Mobility within the Erasmus + program, which is financed by the European Commission, enables students who have completed the first year of bachelor studies to go on exchange to any of the universities or colleges with which the Tempulli College has previously announced a competition in the website of the College or other forms of communication in the College. For students enrolled in master's studies, they have the right to apply from the first semester of studies. More broadly, see the Tempulli College Mobility Regulations.

3.9.Lectures (organization of teaching)

Lectures and other forms of teaching are listened to by students adhering to the course syllabus. The student is obliged to participate in the lectures organized for each subject and foreseen by the syllabus.

The evidence and proof of student participation in lectures is made through the list of students' attendance in lectures by the students themselves and the subject teacher.

3.10. Conditions for registration in the following year

To register the following year of studies, the student must have completed the year in accordance with the study program. Exceptionally, the condition for registration of the second academic year can be achieved with minus two exams not taken from the previous year.

The third year can be registered by students if they have completed all the exams of the first year and with up to minus two exams of the second year.

The Academic Council can establish special conditions and criteria for the passing of the academic year.

Master's students can enroll in the second year if they have managed to accumulate 50% of the credits of the first year. The maximum level of registered years is twice the number of studies or the number of regular years of study.

3.11. Repetition of the year

Students who have not met the criteria to register for the following year must repeat the year (re-register). Students enroll in the same study program or with modified programs that are offered for that study year. The maximum number of consecutively registered years is equal to the number of regular years of the respective study years. Only one re-enrollment of one year is allowed and one cannot re-enroll an academic year twice in a row.

If the student does not submit a request for re-registration of the academic year, it is considered interruption of studies in a broader sense.

3.12. Practical work of students

For the purpose of professional training of students and career orientation, the College organizes students' practical work in specific programs. Realization of practical work takes place in various companies, institutions or organizations with which the College has signed cooperation agreements. Students are taken care of by subject teachers and managers of the companies where they do their internship. The company/institution/organization gives an assessment for the achieved achievement, which assessment affects the final grade of the subject for which the student has done the practical lesson, or in the assessment with ECTS - in the cases foreseen in the program.

The organization of practical work is based on the regulation for practical work for students of the Tempulli College.

3.13. Graduates

After finishing the lectures of the last year of studies, the student is given a period of two academic years to complete all the exams. During this time, the student must take the diploma exam to successfully complete his studies. During this period, the student maintains the status of a graduate.

The student who has exceeded the stipulated time to successfully complete the degree, can submit a request to the graduation service within the Administration, for the extension of this period only for one more academic year.

Graduates are obliged to repeat the year. For more information, please refer to the statute and regulation for basic and master studies at the College.

3.14. Temporary interruption of studies (suspension)

The student can interrupt his studies at a certain time for an academic year, with a request made and justified with relevant documentation. The suspension period must begin at the beginning of the academic year, provided that the student fulfills all obligations to the institution.

The temporary suspension period does not count towards the time of studies.

After the end of the suspension period, the student is obliged to return to studies with all rights and obligations. For more information, please refer to the Tempulli College Statutes.

4.0.Control and assessment of knowledge

In the Tempulli College, the assessment of knowledge is done continuously and with different methods. The goal is to ascertain the student's work to achieve and maintain the quality of knowledge. These actions are taken in accordance with the syllabi of the respective subjects. During the evaluation of the student, attendance, activities during the development of the lesson in lectures, colloquiums, presentations, practical work tasks and the final exam are taken as a basis.

Students are given the opportunity to evaluate the academic staff and the academic staff regarding the accessibility of the work, their communication with students, the teacher's commitment and dedication to teaching. Evaluation forms are made through evaluation forms and are anonymous.

4.1. Exams

Exams can be organized separately for each subject or combined for more subjects in accordance with the study program (commissioned exam).

At the end of each semester, after the end of the teaching process, the exam session is organized.

The exams take place in three terms:

- The winter term, which takes place at the end of the first semester.
- The summer term, which takes place at the end of the second semester.
- The autumn term, which takes place in September.

Students may also be allowed extraordinary (additional) deadlines, by decision of the Academic Council.

Exams are public and held in the following ways:

- Writing;
- Oral;
- Written and oral;
- Practice.

Exams may be held by an exam committee in these cases, if:

- the student complains,
- is determined by the study program.

The method of determining knowledge and giving the exam is determined by the curriculum of the subject. The authorized teacher marks the grades in SEMS. For more see: **SEMS Information Management System user guide.**

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

4.2. Exams submit

The submitting of the exams is based on the schedule, which must be published at the beginning of the academic year. The exam schedule must be determined in such a way that the student does not have more than one exam per day.

The time of submitting of the exam, the schedule of exams, withdrawal from the exam or the absence of the student, entering the exam earlier, accepting exams in the case of transfer and mobility as well as other issues related to exams are more closely regulated by Article 30 of Statute of the College and Regulations for Studies at the College.

The written exam cannot last more than three hours, while the oral exam depends on the nature of the subject.

The exam can be held at another time with a justified request from the students or the subject teacher.

4.3. Realization of exams and supervision

It is the responsibility of the subject teacher to organize and conduct the exam. All members of the academic staff are obliged to take care as much as possible to create favorable conditions so that students are more successful in the exam, creating comfortable spaces and maintaining order and calm during the exam.

4.4. Announcement and change of grade

After holding the exam, the subject teacher, within 48 hours, set the grade in SEMS.

For other issues regarding the realization of the rights and obligations that the student has, they are regulated in more detail in the Regulation for basic and master studies.

4.5. Grade certificate

After taking the exam, students' grades are recorded by Student Services. While according to the demands of the students, the student service made their release. Students can access the system only to view the grade and not to be served with it, due to the lack of signature by the appropriate person and its sealing by the relevant official. The student must personally apply for equipment with a Grade Certificate.

4.6. Losing student status

The student loses the status for the following reasons:

- when he decides to leave his studies;
- when he finished his studies;
- when he fails to register in the academic year;
- when he did not complete his studies in the double time of the duration of his studies;

- when you reach the maximum number of years of serial registration without successfully completing your studies;
- in the case of exclusion, based on the decision issued after the disciplinary procedure.

The student can ask once to extend the duration of studies for one or two years. The Academic Council takes the decision. See the Tempulli College Statute.

4.7. Rights and obligations of students

Students who have been admitted to the Tempulli College have the right to:

- 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.
- To participate in the elections for student representatives in the representative bodies of the College and of the student, 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.

Students must perform these tasks with commitment and honestly. When presenting new ideas and opinions, they do not endanger the student's place or other privileges defined in the Statute and regulations.

They have the right to complain about the quality of the teaching process or the infrastructure of the College, as well as enjoy the right to oppose a decision or action of the College before the competent bodies.

Students are obliged to:

- to apply the rules defined 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 humane and academic culture in the premises of the College and outside them in order not to discredit the College.

More approximately, the issues of students' rights and obligations are regulated in Article 28 of the Tempulli College Statute.

4.8. Organization of students

In determining the total number of students in the Academic Council, the best practices for the representation of 15% of students and 5% of non-academic personnel are taken into consideration; as well as 25% in the general organization of the College.

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

Each student organization has its own charter that is approved by its members in accordance with general regulations issued by the Governing Council.

The statute must include the principles of equal opportunities and non-discrimination.

Student interests are represented in the Student Council.

Members of the Student Parliament are elected in accordance with the Regulations for the Student Council.

4.9. Scholarship students

The Tempulli College offers scholarships to the best students as a form of stimulation and influence in achieving the highest quality of learning. Beneficiaries of the student scholarship can be all students who meet the criteria of the Regulation for the allocation of scholarships.

4.10. University Library

The College has a library equipped with various scientific and research titles which is available to students and academic staff.

Students can have access to literature and theses to the diplomas needed for studies where students can borrow them but also be served by using the reading rooms.

Our goal is that the library will continue to be equipped with contemporary literature and scientific and research titles that will be of use to students.

4.11. Information Technology Service

Information technology has an important role, but it is in the initial phase of its application. Students may obtain services and information from the Information Technology Officer regarding student updates.

4.12. Identification card

Every student of the College must be provided with an ID card after enrolling in studies through which his status is identified.

4.13. Payment of students

In basic studies (bachelor), students pay 1800 euros per year. In master studies students pay: 1st year 1800€, 400 for the defense of the thesis.

Exams for bachelor's studies are 10 Euros and master's are paid 20€.

4.14. Financial benefits

The College gives a special commitment to the motivation of students to achieve the best possible results in learning.

This stimulation is manifested through study visits of students for their professional training, then support of student projects, student scholarships, as well as the awarding of the distinguished student award.

4.15. Student activities

Through the Student Council, students express opinions and proposals for all requests and extracurricular activities for students, such as: *activities in projects that express the possibility of promoting the culture of road driving in the community, participation in visits to cities in the form of excursions, in humanitarian activities, competitions, participation in debates, graduations, informative activities.* All these are guaranteed and applied through the regulation of the College's Career Center and online student pages which serve as a good opportunity for networking, communication and organizing joint activities.

4.16. Ethics Council

It is a decision-making body that promotes and protects positive values among academic and non-academic staff. His primary task is to examine the behavior of the staff as a whole in cases of ethical violations, as well as the behavior of students during their studies. In more detail, see the Code of Ethics, on the web or near the Student Council.

4.17. Preservation of property and environment at Tempulli College

Every employee, from the academic, non-academic and auxiliary staff, as well as the students, are obliged to behave well in the premises of the College and to protect their property. Care should be taken in maintaining inventory as well as cleanliness. Also, special care should be devoted to the external spaces that the College owns.

In the internal premises of the College, smoking is strictly prohibited, while drinking alcohol and consumption of narcotic substances is not allowed and will be sanctioned by legal and bylaw provisions.