



UNIVERSITETI - UNIVERSITY
“ISA BOLETINI”
MITROVICË

Nr. Prot. 2791 Dt 07.11.2022

Pursuant to Article 49, paragraph 1.9, of the Statute of "Isa Boletini" University in Mitrovica, the Senate of the University, in the meeting held on 29/ 09/ 2022, approved the following:

REGULATION ON BACHELOR STUDIES AT "ISA BOLETINI"
UNIVERSITY IN MITROVICA

Article 1-Purpose

This Regulation for undergraduate studies - bachelor (hereinafter: Regulation) regulates: the organization and types of basic studies; criteria and procedures for the admission and enrolment of students; student status – student rights and obligations; conditions for enrollment of the year; change of study program - field of studies; duration of studies; academic year; organization of exams, evaluation of students and completion of studies.

Article 2-Organization and type of studies

In order to prepare the framework for professional and scientific-research activity, "Isa Boletini" University in Mitrovica (UMIB), within its academic units, offers full-time and part-time studies [Article 139 of the Statute] at the bachelor level, in the study programs accredited by KAA/SCQ (State Council of Quality).

Article 3

1. Basic studies – bachelor are organized in accordance with study program accredited by the competent institution.
2. Bachelor studies last 3 or 4 years requiring 180 or 240 ECTS points respectively.
3. Upon successful completion of bachelor studies, the degree of ‘bachelor of science’ or ‘bachelor of arts’ is obtained.

Article 4

1. Academic units organize studies within departments - study programs.
2. Each program has its own manager - the head of the department/program.
3. Teachers are accountable the head of the department/program for the implementation of the plan - program and for all issues related to the development of teaching, development of consultations and holding of exams.
4. The head of the department/program is accountable to the Vice-Dean for Education, the Dean and the Faculty Council.
5. The head of the department/program must inform the dean of the Faculty in writing about the completion of the lesson from the relevant subject, by providing the analysis of the attendance and passability of students and the commitment of the teaching staff in the implementation of the curricula, at the end of each semester.

Article 5

1. At the beginning of each academic year and semester, the head of department publishes on the website of the academic unit and the UMIB, the general schedule of lessons for the relevant subjects, in harmony with the academic calendar approved by the Senate for the respective academic year.



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2. The schedule must contain the time and place, the teaching groups for lectures, seminars, theoretical exercises and laboratory exercises, practical work and field work and professional excursions. The lessons held by the academic staff, in accordance with the announced schedule, are registered in the protocol/ lessons-holding book.
3. The schedule can be changed only with the prior approval by the vice-dean for teaching.
4. The teacher keeps the evidence of students' lesson attendance and submits them to the head of the department, after the end of each lecture/exercise/laboratory work, etc.
5. The schedule of lectures and consultations must be published on the website, in the halls where the lectures/exercises/laboratory work/pedagogical practice will take place, as well as in the cabinets where the consultations will take place, and must be registered by each academic staff in the UMS.

Article 6 - Holding of lectures

1. Learning process is carried out in the form of lectures, seminars, theoretical exercises and laboratory exercises, practical work and field work, professional excursions, professional consultations and through scientific-research work of students.
2. Lectures can be held in physical form at the university, in the form of online learning and in a combined form.
3. The online form of lectures can be carried out when the academic staff makes the planning and notifies the faculty management in advance and validates it through:
 - * invitations to participate in training, workshops, working groups [organized outside UMIB],
 - * any conference, round table or any academic event agenda that takes place, and is organized in and outside UMIB,
 - * any other official document proving that the teacher cannot physically be at UMIB for a certain period of time [travel ticket, etc.], as well as other reasonable cases approved by the management of the academic unit.
4. At the beginning of each semester, teachers are obliged to upload in the UMS the syllabus and other necessary materials for the subject.
5. Teachers are obliged to present the syllabus [topics, literature, teaching methods, evaluation methods] during the first week of each semester, as well as to assign for every week 1 hour of consultations for each subject.

Article 7-Criteria and procedures for admission and enrollment of students

1. The UMIB Senate, based on the proposal of the academic units and in accordance with the decision of the Kosovo Agency for Accreditation/State Quality Council (KAA/SQC) for program accreditation, after the approval by MESTI, shall announce a competition for the admission of students.
2. The total number of admitted students and the quotas, the criteria for competition, the necessary documents for application and enrolment, the selection process of candidates, the procedures related to organizing and holding the entrance exam, the announcement of the preliminary results, the right to appeal, the announcement of the final results shall be determined in details with the public competition announced by the UMIB Senate.

Article 8



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1. In order to successfully organize the entrance exam for new students, the Council of the academic unit shall appoint the relevant committees: The Committee for the preparation of entrance tests, the Committee for the evaluation of entrance tests, the Committee for reviewing complaints and the Committee for the acceptance and verification of documents.
2. The council of the academic unit shall determine by decision the general and specific responsibilities of these committees.
3. The member of the central commission for the admission of students cannot be simultaneously appointed to the commission for reviewing complaints.
4. The dean of the academic unit cannot be a member of any of the committees.
5. The replacement of committee members shall be carried out in accordance with the appointment procedure.

Article 9

1. The selection of candidates shall be based on the competition criteria, while the lists with the preliminary results shall be made public on the websites of the respective academic units.
2. The candidates dissatisfied with the preliminary result of the entrance exam shall be entitled to submit a complaint within the deadline set in the competition.
3. The academic units shall be obliged to publish the decision of the committee for reviewing complaints and the final result on the website within the deadline set in the competition.

Article 10

1. The UMIB organizes studies in accordance with the existing study programs during the academic year, which lasts 12 months. The academic year begins on October 1st and ends on September 30th.
2. The active period of studies (lectures, exercises, seminars, colloquia/mid-term exams, etc.) is divided into two semesters. Winter semester starting on October 1st and ending January 15th. Summer semester starting on February 16th and ending on May 31st. The course can be taught in weeks (15 semester weeks), during one or two (2) semesters or can be held as a block of lectures in one (1) semester.
3. The calendar of studies is issued by the Senate no later than August 30th and contains the schedule of lectures (lectures, exercises, seminars, colloquiums, practical work), conditions and exam-session deadlines for academic year.

Article 11-Academic year enrolment criteria

1. Successful completion of the year in accordance with the study program is a prerequisite for the student to enroll in the next year of studies.
2. A student who has not been able to successfully complete the year must re-enroll in the 56 same year of study.
3. The maximum number of re-registered years is equal to the number of regular years of the respective studies. Only one re-enrolment of one year is allowed and one cannot re-enrol an academic year twice in a row.
4. The student, who has not succeeded in obtaining the condition for enrolment in the following year in the program which has not been re-accredited, is allowed to register without condition in the following year in the program in which he/she started his/her studies.



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5. The UMIB Senate, with a special decision, shall determine the conditions for the enrolment of students for the following year, for each academic year.
6. Payments for bachelor studies shall be made based on the fees determined by the administrative instructions issued by MESTI and the decisions of the UMIB Governing Council.
7. Registration and certification of the winter semester according to the deadlines of the academic calendar approved by the Senate, is a condition for the student's enrolment in the summer semester.
8. The student during the second week of teaching of the relevant semester must select through the UMS the elective subjects.

Article 12-Full-time student status

1. The status of a regular student is maintained within two (2) years after the completion of all exams. During this time, the student must pass the diploma exam/thesis to successfully complete his studies.
2. The student who has exceeded the time allotted to successfully complete the degree can submit a request to the Dean of the academic unit for the extension of this period for one (1) year.
3. The student status is verified with the student's ID.
4. In case of loss, damage, theft of the ID, the student shall provide evidence from the competent authorities (police) to the student services office, in order to be provided with a Duplicate ID.
5. The content and form of the student's ID card are determined by regulations for the operation and use of the university management system (UMS).
6. With the enrolment of the winter semester, the student begins the new academic year

Article 13-Loss of student status

1. The regular student loses the student status for the following reasons:
 - 1.1. when he/she decides to leave studies;
 - 1.2. when he/she completes the studies;
 - 1.3. when he/she fails to enroll in the academic year;
 - 1.4. when he/she has not completed the studies in the double period of the duration of his/her studies;
 - 1.5. when he reaches the maximum number of re-registration/enrollment of years without successfully completing the studies.
 - 1.6. in the case of expulsion, based on the decision issued after the disciplinary procedure.
2. The student may once request that the duration of the studies be extended for one (1) or two (2) years. The decision is made by the Council of the academic unit. In case of a positive decision, the student will have the status of a regular student again
3. The council of the academic unit applies the special rules for maintaining the status of a regular student in the following cases:
 - 3.1. for special achievements in the field of sports, certified with amateur or professional status at the regional level or above;
 - 3.2. for special achievements as a well-known artistic creator, confirmed by the relevant media reaction and confirmed by the relevant Faculty Council.



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- 3.3. for individuals with physical disabilities, including sight and hearing, or mental disabilities, certified by a physician.
4. The decision for enrollment is taken every year by the Council of the academic unit
5. The student may request temporary suspension from full-time student status in cases proven to be:
 - 5.1. severe illness;
 - 5.2. care for children under the age of three (3);
 - 5.3. pregnancy and maternity leave;
 - 5.4. other justified cases.
6. The final decision is made by the Dean of the academic unit.

Article 14-Re-enrolment

1. The student can be re-enrolled as a full-time student, without any obstacles, in relation to the period of temporary suspension of full-time student status. The period of temporary suspension of full-time student status does not count towards the duration of studies.
2. If the valid curriculum at the time of the first student enrollment does not take place in the following year of student enrollment after the temporary suspension of full student status, the Study Commission of the academic unit decides on differential exams or other obligations additional as a condition for continuing studies.

Article 15-Exclusion of students

1. The council of the academic unit expels from the University permanently or temporarily students who seriously violate the rules. Students accused of violations have the right to be heard by the Disciplinary Commission, which advises the Academic Unit Council. Excluded students have the right to appeal to the Appeals Commission at the level of the academic unit as a second degree.
2. Regulations elaborating these procedures are issued by the Steering Council after consultation with the Student Parliament.

Article 16-The right to legal means

1. Students have the right to appeal against the decision taken by the bodies of the University, academic units and organizational units related to their rights, obligations and responsibilities.
2. Such appeals are submitted to the Studies Commission of the academic unit within fifteen (15) working days after the announcement of the decision.
3. The Studies Commission is obliged to submit the report on the decision taken to the Council of the academic unit, within thirty (30) working days after receiving the appeal.
4. The appeal against the decision in the second instance is decided by the Senate.
5. Students have the right to dispute the decision of the Senate in the competent court.

Article 17-Student's mobility

1. Student mobility is determined in accordance with the UMIB Mobility Regulation.

Article 18-Organization of exams

1. The following assessment methods are applied to determine academic success:
 - 1.1. exam;
 - 1.2. mid-term/colloquium;



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- 1.3. seminar paper;
 - 1.4. professional practise;
 - 1.5. practical test during exercises;
 - 1.6. laboratory work;
 - 1.7. interpretation and presentation of other works.
2. Students are obliged and have the right to take exams. Exams are organized for all subjects, after the completion of the lesson provided with the subject's curriculum. The student acquires the right to undergo the exam from a subject after completing the obligations related to that subject, as provided in the curriculum.

Article 19

Grading and exams form is done in accordance with Articles 102 and 103 of the UMIB Statute.

Article 20-Description of grades

1. It is forbidden to enter the exam process of the external persons, whether they are members of the university or faculty staff, with the exception of the head of the Faculty department, the vice-dean for teaching matters, the secretary and other persons authorized in writing by the Dean or the Rector, in order to perform control.
2. Determination of the final grade of the exam is done as follows:

Points	Grade	Description	ECTS Grade
91 – 100	10	Excellent	A
81 – 90	9	Excellent	B
71 – 80	8	Very good	C
61 – 70	7	Good	D
51 - 60	6	Sufficient	E
0 - 50	5	Insufficient	FX/F

3. The student is considered to have successfully passed the exam when he/she is graded from 6 to 10, while he/she is considered to have failed the exam if he/she is graded 5.

Article 21

1. Exam deadlines, the exam registration and schedule are determined in accordance with Articles 104 and 106 of the UMIB Statute.

Article 22

1. The student has the right to file a written complaint to the Dean of the academic unit against the grade received.
2. The deadline, the reasons for submitting the complaint and the procedure for establishing the commission for student evaluation is determined with Article 107 of the UMIB Statute.

Article 23-Re-examination

The student exercises the right to re-examination in the subject that he/she did not pass in accordance with Article 108 of the UMIB Statute.

Article 24

1. The graduation period and the bachelor thesis are defined with Articles 109, 110, 128 of the UMIB Statute.

Article 25-Completion of studies



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1. After the completion of the last semester of bachelor studies, the student will be assigned a period of 12 months to complete the exams (graduation period).
2. The student can request once from the Dean of the academic unit to extend the graduation period for another 12 months.

Article 26

Bachelor study programs end with the preparation of a Bachelor's diploma thesis or an examination before the commission, in accordance with the study programs.

Article 27

The bachelor diploma thesis is elaborated individually by the student proving that the theoretical skills achieved during the studies can be successfully applied to solve practical problems in certain scientific field of study.

Article 28- Bachelor's thesis (Procedure for application, elaboration, defence and evaluation of bachelor's thesis).

1. Bachelor study programs end with the preparation of a Bachelor's diploma thesis or an examination before the commission, in accordance with the study programs.

Article 29

1. The thesis is formalized in the last semester of studies with a corresponding weight of ECTS credits in accordance with the studies curricula (minus one exam).
2. The thesis is related to the topics from the subjects that belong to the UMIB departments.
3. In specific cases, upon the approval by the Studies Committee, the subject of the diploma can also be related to the subject belonging to the Department of Basic Subjects.

Article 30

1. In order to receive the diploma thesis topic, the student shall submit the request to formalize the thesis topic.
2. The conditions that the student must meet in order to acquire the right to formalize the diploma thesis topic are determined by the studies curricula.
3. The student receives the request for the formalization of the diploma thesis at the Student Services Office.
4. The responsible officer from the Student Services Office, upon his signature and upon the verification of the vice-dean for learning, shall confirm that the student has fulfilled all obligations and meets the conditions for receiving the diploma thesis topic.

Article 31

1. For the preparation of thesis, a deadline of at least 1 month, and at most 6 months from the day of formalization is foreseen.
2. In reasonable cases, this deadline can be extended for a maximum of 3 months.
3. The student shall make a request for the extension of the deadline for the completion of the diploma thesis with the relevant reasoning, while the decision for approval is done by the Dean, after the request has been approved by the candidate's mentor.

Article 32



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1. At the beginning of each academic year, the departments submit proposals for diploma thesis to the Studies Committee of the relevant faculty.
2. The proposal of diploma thesis is made by each teacher who lectures in the designated department, where besides the title of the thesis topic, the purpose of the thesis and the literature should be mentioned.
3. The teacher who has proposed the diploma thesis topic guides the student from the mentor's role until the completion of the thesis.
4. The Faculty Council approves the diploma thesis topic and announces the free thesis topics for that academic year.
5. The assigning of thesis topic should be proportional to each teacher.

Article 33

1. The student, at least 7 days before the defence, submits the thesis in 3 copies. The evaluation committee is provided with an electronic copy of the thesis.
2. The anti-plagiarism report provided by the mentor must also be part of the thesis. The level of the allowed percentage is at most 15%.
3. The subject of the diploma must be published in the UMS.
4. If the candidate's thesis has been positively evaluated, the report is written on the formalization sheet.
5. Based on the report, the Vice-dean for teaching or the Dean of the faculty allows the defence and schedules the day of the thesis defence.

Article 34

1. The defence of the thesis is public and takes place before the commission comprising of three members, proposed by the Head of the department and approved by the Faculty Council.
2. Mentor can be a teacher from the academic staff, who has the title of Dr. Sc.
3. With the exception, in special and justified cases, by decision of the Faculty Council, teachers from the re-elected academic staff-assistant with the doctoral degree (PhD cand.) can be also assigned as mentors.
4. The members of the commission for the public defence of the bachelor thesis are appointed from the full-time or part-time personnel at UMIB.
5. The chairman of the commission for public defence must hold at least the academic title of assistant professor.
6. The authorized assistant for holding lectures in accordance with Article 171, paragraph 4 of the UMIB Statute can be also appointed as a member of the commission.
7. The commission keeps the minutes on the oral defence of the diploma thesis by the candidate.
8. The grade achieved in the thesis defence is noted by the commission in the minutes, in the graduates' book and in the application sheet.

Article 35

1. The candidate who did not submit the diploma thesis within the extended deadline, or the written thesis of his diploma or the oral defence were not successful, is subject to the formalization procedure of the diploma thesis from the beginning.

Article 36



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1. The student who passes all the exams foreseen by the curriculum and fulfils the other obligations provided by the UMIB and the Faculty normative acts, as well as successfully defends the diploma thesis, in case it is determined by the program studies, shall obtain the academic title of bachelor in the relevant field.
2. The diploma for completing bachelor studies is signed by the Dean of the Faculty and the Rector of the University.
3. The content and form of the diploma and the appendix of the diploma are determined by the Ministry of Education, Science and Technology.

Article 37

1. The diploma is handed over to the student in solemn ceremony. The promotion of graduate students is done in accordance with the rules determined by the University in cooperation with the Deans of the respective Faculties.
2. The University and the Faculty keep records of graduated students.

Article 38-Transitional provisions

1. This Regulation enters into force on the day of its approval by the UMIB Senate.
2. For all other issues that are not included in this Regulation, the provisions of the UMIB Statute and the Law on Higher Education of Kosovo shall apply.
3. Amendments and supplementing of this Regulation are done under the process in which the Regulation was approved.
4. In accordance with this Regulation, the academic units shall harmonize the current regulations for bachelor studies, which will reflect the specifics of each academic unit.

Prof. dr. Alush Musaj

Head of the Senate UIBM

