



STUDENT HANDBOOK  
TEMPULLI COLLEGE



COLLEGE OF APPLIED TECHNICAL SCIENCES

**TEMPULLI**

# STUDENT HANDBOOK

The manual will serve as a student guide for Tempulli College and is based on:

- Law on Higher Education of the Republic of Kosova
- Statute of Tempulli College
- Regulation on Basic Bachelor and Master Studies
- Code of Ethics

The contents of this manual are accurate at the time of its publication. Information may vary depending on the circumstances and evolution of the institution. Tempulli College reserves the right to continuously update the data. For more information or uncertainties visit our site: [tempulli.org](http://tempulli.org)

## Dean's speech

The Tempulli College of Applied Technical Sciences (hereinafter referred to as the "Tempulli College") has been established since 1992, initially with the mission and purpose of training and educating young candidates for vehicle drivers.

As a result, building on its long experience in private education in Kosova and developing with Kosova, as well as continually reviewing the requirements for new programs, Tempulli College has also enriched new quality programs.

Our sole aim and commitment, as an Institution of Higher Education in Kosova, is not only to provide the necessary but most of all quality programs that focus on preparing students for the labor market in the needed sectors. As a result, our main motivation is the data that a large number of students have selected Tempulli College as the study center.

We are assured and continue to work that our students are leading and serving the job market in Kosova and beyond; as well as the fruits of our work to increase road safety and other sectors.

As the Founder of "Tempulli" College Professor Arif Krasniqi said:

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

As a result of our work, we are assured and believe that QUALITY is the key and focus of our work, and therefore we will direct all our energy into delivering programs comparable to those of the European Union, scientific, educational and training.

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## **Vision**

Tempulli College is a distinguished institution of higher education in the country and in the region, with a consolidated image, with numerous partnerships and programs of local and international cooperation, providing the first registration option for young adults in the field of traffic, Transportation, and renewable energy, that practices the dual system of higher professional education and the most innovative approaches, study programs, training, research, and expertise in the respective fields.

## **Mission**

Tempulli College builds on its own positive tradition, organizes teaching (in academic and professional programs), expertise, applied research, training and community services for students and the community, mostly in the areas of traffic, transportation, insurance, environment, geology and energy to serve the development of the economy, employment and of society.

For this purpose, Tempulli College applies:

- **Highest standards:** Provides continuous qualification and certification of senior specialists in various fields, as an important center of life-long development in harmony with quality standards for levels 4, 5, 6 of the National Qualifications Framework and relevant European policies.
- **Individualized Approaches:** Tempulli College achieves the developmental potential of students by implementing an innovative approach, implementing curricula through an individualized formation approach that is conducted in continuous harmony with the needs, ambitions and professional projects of each student.

**Collaborative approach:** Tempulli College offers innovative programs of study, research and vocational training in specific and deficit areas in Kosovo with a focus in organic collaboration with higher education institutions (HEIs), social partners, businesses and industry, meeting the needs of the domestic and international market

## *Principles*

Values and principles that guide us through the challenges of time:

**Respect:** Tempulli College has an approach towards others that is reflected in the way they value their contribution. Tempulli College demonstrates respect in all its relationships with stakeholders, including the relationship between management staff and the way it communicates with partners, funders and how services are provided to citizens.

**Integrity:** Tempulli College will gain the trust and respect of others by being professional, ethical, honest and impartial. Honesty and sincerity in all relationships and communications of Tempulli College ensures that the information is timely and accurate.

**Inclusiveness:** Tempulli College is committed to diversity, equal opportunity and social justice towards all, valuing differences and welcoming them.

**Collaboration and partnership:** Tempulli College values partnership and collaboration as the most effective way to improve the quality of its services by being open towards academic and scientific collaboration with public and private institutions, local and international, in areas and projects of common interest while always guaranteeing the freedom to express ideas and providing staff and students equal opportunities in work and studies.

**Innovations:** Tempulli College is open to change, adaptation, proactive action and innovation in its common attempts to find new ways to meet challenges in an ever-changing environment.

**Excellence:** Tempulli College has high expectations towards itself, its students and its communities, therefore aims to continuously improve the quality of its services based on the principle of collegiality, transparency and independence.



## **General**

### **Enrollment in studies**

Any candidate who has passed the state Matura exam is eligible to apply for the Tempulli College. Even the citizens of outdoor countries have the right to participate in enrollment competition.

The admission criteria are set by the Ministry of Education and the Academic Council of Tempulli College. The admission procedure and the criteria are regulated by the basic and master studies regulations issued by the Academic Council of Tempulli College.

Any candidate who has passed the state Exam is eligible to apply for Tempulli College. The candidates abroad of the Republic of Kosova also have the right to participate in competition of enrollment.

The admission criteria are set by the Ministry of Education and the Academic Council of Tempulli College. The admission criteria are as well regulated by the basic and master studies regulations issued by the Academic Council of Tempulli College.

### **Student status**

Student status is gained upon enrollment in the study program and on the occasion of signing the Contract for Study at Tempulli College. Students maintain regular status, as part-time studies are not organized in our institution.

All curricula that the College operates are accredited by the Kosovo Accreditation Agency.

From the accredited programs, studies are organized in two levels:

- professional and bachelor studies; and
- master study.

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

Professional and Bachelor studies 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 studies last 4 semesters with 120 ECTS. Each semester must have at least 30 credits, and upon graduation the student must have accumulated 180 ECTS.

The bachelor's degree is VI level while the master's degree is VII level. The student graduates with a thesis defense where this issue is specified in the syllabus, and in other cases where the syllabus is not foreseen, the student graduates with the final exam. Upon completion of studies, the bachelor's degree of the respective program is obtained, while the Master's degree is awarded the "master of science" degree depending on the program's name.

Students are provided with CERTIFICATE of grades and DIPLOMA and with diploma appendix.

## **Studies**

Each study program at Tempulli College is conducted throughout the academic year which is organized into two semesters. Lectures in the academic year correspond to 1500 teaching hours, while an ECTS credit equals 25 hours of student engagement. Winter semester starts at 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 runs until 31.05 of the following year (15 weeks of teaching). The volume of ECTS credits under the European System is 60 credits per academic year.

## **Courses**

Studies are based on syllabuses of accredited curricula. They are taught through courses throughout the academic year and in addition to the compulsory ones, the student has the right to choose elective courses.

### **Courses registration**

In the Information Management System (SEMS) at the beginning of each academic year, the subject is enrolled with the course provider. Course registration is done for each syllabus.

## **Student vacations**

Annual student breaks are planned for July - August.

Also weekly rest, state holidays and various activities are provided according to the legal acts and decisions of the steering bodies of the CT

## **Knowledge of studies**

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

The College shall accept the qualifications (degrees and diplomas) of licensed domestic or foreign higher education institutions which are nostrified by the MEST in accordance with recognition **procedures in** accordance with the MEST Administrative Instruction and in accordance with the provisions of the Statute of Tempulli College.

## **Change of course of study**

The student may change his / her study program by completing a course in one study program and commencing another course in the College. The study program can be switched between study programs in order to achieve the same level of education.

During the change of study program, the student is legally allowed to start the new study program if at least 50% of the total program exams are passed and match the program the student wants to pass.

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

## **Student mobility**

Mobility under the Erasmus + program funded by the European Commission enables students who have completed their first year of bachelor studies to exchange at any of the universities or colleges with which Tempulli College has previously announced competition the College website or other forms of communication at the College. Students enrolled in master studies are eligible to apply from the first semester of studies. For more details, see Tempulli College Mobility Regulations.

## **Lectures (lesson organization)**

Lectures and other forms of teaching are heard by students with the subject syllabus. The student is obliged to attend lectures organized for each subject and provided with syllabus.

Evidence of student participation in the lecture is made through the list of student attendance at the lecture by the students themselves and the subject teacher.

### **Conditions for registration in the following year**

To register for the following year of study the student must have completed the year in accordance with the study program. Exceptionally, the condition for enrollment in the second academic year can be achieved by minus two unannounced exams from the previous year.

Third year students may register if they have completed all first year exams and up to minus two unannounced second year exams.

The Academic Council may set special conditions and criteria for passing the academic year.

Masters students can enroll for the second year if they have managed to accumulate 50% of their first year credits. The maximum level of enrolled years is twice the number of studies or the number of regular years of study.

### **Re-enrollment of the year**

Students who have not met the criteria to register for the following year must repeat the year (re-enroll). Students enroll in the same program of study or with modified programs offered for that year of study. The maximum number of re-enrolled 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 academic year cannot be re-enrolled twice in a row.

If the student does not submit a request for re-enrollment in the academic year, it is considered a termination of studies.

### **Practical work for students**

For the purpose of vocational training of students and career orientation, the College organizes practical work for students in specific programs. The practical work is carried out in various companies, institutions or organizations with which the College has signed Cooperation Agreements. Caring for students is course teacher and company manager where they do internships. The company / institution / organization gives an evaluation of the achieved goals, which affects the final grade of the subject for which the student has done the practical learning, or an evaluation with ECTS in the cases foreseen in the program.

Organizing internship becomes Regulation for realization of internship for Tempulli College students

## **Absolvents**

Upon completion of the final year of lectures, the student is given a period of two academic years to complete all examinations. During this time the student must take the diploma exam to complete their studies successfully. During this period the student holds the status of a student.

A student who has exceeded the time required to successfully complete the degree may submit a request to the Graduate Service within the Administration for an extension of this period for only one more academic year.

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

## **Temporary termination of studies (suspension)**

The student may terminate his studies at a specified time for one academic year, upon request and with justified documentation. The suspension period must begin at the beginning of the academic year, provided that the student fulfills all obligations to the institution.

Temporary suspension duration is not calculated at the time of the studies.

Upon the expiry 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 Statute Section of the Statute.

## **Knowledge Control and Evaluation**

In Tempulli College, the assessment of knowledge is done on a constant basis and with different methods. The purpose is to ascertain the student's work to achieve and maintain the quality of knowledge. These actions are taken in accordance with the syllabuses of the respective subjects. During the evaluation of the student, the following are taken into consideration: attendance, teaching activities in lectures, colloquium, presentations, assignments and final exam.

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

## **Exams**

Exams can be organized separately for each subject or can be combined for several subjects in accordance with the study program (exam by commission)

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

The exams take place in three deadlines:

- Winter term, which takes place at the end of the first semester.
- Summer term, which takes place at the end of the second semester.
- Fall term, which takes place in September.

Students may also be allowed extra time (extra) by decision of the Academic Council.

Exams are public and are held in the following ways:

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

Exams may be held by an exam committee in the following cases:

- the student complains,
- is designated a program of study.

The manner of determining the knowledge and passing the exam are determined by the subject syllabus. Authorized teacher marks grades in SEMS. For more, see:

Përshkrimi	Nota	Ekuivalenti sipas sistemit shkronja me
Shkelqyeshëm	10	A
Shkëlqyeshëm	9	B
Shume mirë	8	C
Mirë	7	D
Mjaftueshëm	6	E
Pamjaftueshëm	5	F

### **Submission of exams**

Examination is based on the schedule, which must be published at the beginning of the academic year. The exam schedule should be set so that the student does not have more than one exam per day.

Examination time, exam schedule, student withdrawal or absenteeism, early entry to the exam, admission and mobility exams and other exam-related matters are

regulated in greater detail in the Statute. of the Tempulli College and Regulations for Basic and Master Studies.

The written examination may not exceed three hours, while the oral examination depends on the nature of the subject.

The exam may be held at other times upon request by the student or the subject teacher.

### **Realization of the exam and supervision**

It is the responsibility of the subject teacher to organize and conduct the exam. All members of the academic staff are committed to providing the best possible conditions for the students to be more successful in the exam, creating comfortable spaces and maintaining order and calm during the exam.

### **Announcing and changing the grade**

After taking the exam, the subject teacher within 48 hours places the mark in the SEMS.

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

### **Transcript record**

After the exam, student grades are recorded by the Student Services. Whereas according to the students' requests the student service issues them. Students may access the system only for viewing the grade and not serve it, due to the lack of signature by the appropriate person and its stamping by the appropriate official. The student must personally apply for a Grade Certificate.

### **Loss of student status**

The student loses status for the following reasons:

- when he decides to leave studies;
- when he has completed his studies;
- when he fail to enroll in the academic year;
- when he / she has not completed his / her studies at double the duration of the studies;
- when it reaches the maximum number of re-enrollment years without successfully completing
  - o studies;
- in the case of dismiss, based on the decision issued after the disciplinary procedure.

The student may once ask for an extension of study time of one or two years. The decision is made by the Academic Council. See Article of the Statute of the Tempulli College.

### **Students' rights and obligations**

Students admitted to the College are entitled to:

- Participate in lectures, seminars, theoretical exercises, practical laboratory and field exercises
- Mobility, research, discussions, professional consultations and other forms of instruction according to the curriculum in force;
- To use the College library, physical space and other technical equipment such as internet, labs, computers.
- To participate in student representative elections in College and student representative bodies and to attend regular meetings of the bodies and committees where they are designated as members and to perform the duties entrusted to the college bodies;
- To participate in cultural and sports activities, professional seminars, conferences and student meetings;
- To participate in the competition for distinguished student and college scholarship award as well as related rights related to active and critical student participation.

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

They have the right to complain about the quality of the teaching process or the infrastructure of the College and have the right to challenge a decision or action of the College with the competent authorities.

Students are required to:

- follow the rules set by the College;
- respect the rights of staff and other students;
  - pay close attention to their studies and participate in academic activities;
- Attend lectures in accordance with the rules of the specific study program;
- show human and academic culture on and off the College premises so as not

to discredit the College.

More closely, the issues of students' rights and obligations are regulated in the articles of the Statute of the Tempulli College.



## **Organization of students**

In determining the total number of students in the Academic Council, best practices for representing 15% of students and 5% of non-academic staff are taken into account; and 25% in the overall organization of the College.

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

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

The statute should include the principles of equal opportunity and non-discrimination.

Student interests are represented on the Student Council.

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

## **Students with scholarships**

Tempulli College offers scholarships to the best students as a form of stimulation and impact on the achievement of greater learning quality. Scholarship beneficiaries can be all students who meet the criteria set out in the Scholarship Allocation Regulation.

## **University Library**

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

Students can access the literature and degree theses needed for study where students can borrow and serve by using reading rooms.

Our goal is to provide the library with up-to-date literature and titles.

## **Information Technology Service**

Information Technology has an important role but is in the early stages of its application. Students can receive services and information from the Information Technology Officer regarding things updated for students.

## **Identification card**

Each Tempulli College student must be provided with an ID card after enrolling in studies to identify their status.

## **Payments of students**

In bachelor studies students pay 1260 euro per year / semester 630 E. In master studies students pay: 1st year 1500 €, respectively 750 € per semester and 750 € for 2nd semester enrollment , 750 for Semester III and 750 for Semester IV and for thesis protection 400.

Admission for bachelor studies is 10 Euro and the master is paid 20 €.

Fees for these fees are set by the Bachelor and Master's Degree Regulation.

## **Financial Benefits**

To motivate students to achieve the best learning outcomes, the College gives a special commitment.

This incentive is manifested through student study visits for their vocational training, then support for student projects, student scholarships, and the awarding of a distinguished student award.

## **Student activity**

Through the Student Council, students express opinions and suggestions on all extracurricular requirements and activities for students such as: project activities expressing the possibility of promoting a community driving culture, participating in city excursion visits, humanitarian activities, competitions, participation in debates, absolvants, information activities. All of these are guaranteed and applied through the College Career Center regulation and online student websites which serve as a great opportunity for networking, communication and organizing in collaborative activities.

## **Ethics Council**

It is a decision-making body that promotes and defends positive values between academic and non-academic staff. Its primary task is to examine the behavior of the staff as a whole in cases of ethics violations, as well as student behavior during their studies. **See the Code of Ethics in more detail on the web or at the Student Council.**

## **Storage of the property and environment of Tempulli College**

Every employee of the academic, non-academic and support staff as well as the students are obliged to behave well in the premises of the College and to save its property. Care must be devoted to maintaining inventory as well as cleanliness. Special attention should also be paid to the outside spaces available to the College.

In the indoor premises of the College, smoking is strictly prohibited, while drinking and the consumption of narcotic substances are strictly prohibited and shall be sanctioned by sub-legal and legal provisions.