

## **REGULATION FOR TRANSFER AT TEMPULLI COLLEGE**

### **Article 1**

#### **Purpose**

The purpose of this regulation is to determine the transfer criteria and procedures:

- a) between the departments of Tempulli College and
- b) from other indoor and outdoor Colleges.

In the case of applications for transfer from other Colleges, it is based on Article 57 and 60 of the Tempulli College Statute, Law on Higher Education, best practices accepted in the European Higher Education Area in Kosovo, as well as additional criteria by the Ministry. of Education and Science and AKA.

### **Article 2**

#### **Application Period**

Transfer applications should not exceed the week of “Final Case Selection”. The transfer decision must be made within one week of the date of application.

### **Article 3**

#### **Criteria of application**

Applications for transfer between departments of Tempulli College will be made based on the criteria set by the Academic Council of Tempulli College for transfers from other higher education institutions, for the same study program, will have a grade point average of no. less than grade 7 (coefficient 2.00).

### **Article 4**

#### **Application procedure and documents**

Students who will be transferred must complete and submit the relevant form and documents to the Student Services Office. Applications, after being reviewed by the department and student services office of the respective College, are submitted to the Academic Council for final approval. Students who will be transferred between the departments of Tempulli College must submit the transcript of grades to the Student Services Office. Students who will be transferred from other higher education institutions should submit the following documents:

- Request for transfer of studies
- Grade transcript
- Course description of the respective study program

### **Article 5**

#### **Course integration**

Course assignment will be done by decision of the College Academic Council based on the proposal of the relevant department. The decision will specify the individual subjects that will be assessed with the grade (T) as well as the subjects that the student must take to complete the relevant cycle studies.

**Article 6**  
**Credit Transfer**

Course credits that are awarded to the student, by decision of the College Academic Council based on the proposal of the relevant Department, will be calculated on the total amount of credits received in that study cycle. These credits will not affect the calculation of the student's overall average (CGPA).

**Article 7**  
**Language**

Study Language Proficiency Examination Students who transfer to study programs that are not developed in Albanian will then have to take the Study Language Proficiency Test.

**Article 8**  
**Conditions for transfer**

- a. 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 lower classes on the basis of subject integration.
- b. The number of students who transfer may not exceed 10% of the number of students in that class. If the number of applications for transfer is greater than 10% then the ranking is based on the average student grade.
- c. The number of different program subjects from which the transfer is required to the transfer to which the transfer is requested may not be more than 8 in the semester in which the student is located. The various subjects are taken in the semester in which the subject is opened. If the various subjects are more than 8, then the full-time student may be admitted to pursue a degree below one year. Even when he begins his studies one year below, the various subjects must not exceed 8. There can be no more than one transfer during the study of the first and second cycle programs.

**Article 9**  
**Payment**

The Academic Council will determine the student fee based on the fee for the program being studied and the one to which it is seeking to transfer

**Article 10**

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

**Article 11**  
**Entry into force**

This regulation shall enter into force on the date of its approval by the Steering Council.

President of College Tempulli

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Dr. Sc. Muhamed Krasniqi



Në rastin e aplikimeve për transferim nga Kolegjet e tjera, bazohet në Udhëzimin administrativ Nr. 13/2018 në dhe nenin 57 dhe 60 të Statutit të Kolegjit Tempulli, Ligjin e Arsimit të Lartë, praktikat më të mira të pranuar në hapësirën evropiane të Arsimit të Lartë në Kosovë si ECTS Users' Guide, e botuar në vitin 2015 nga Komisioni Europian, po ashtu edhe kriteret plotësuese nga Ministria e Arsimit Shkencës dhe Teknologjisë dhe Agjencioni i Akreditimit të Kosovës.

## **RREGULLORJA PËR TRANSFER TË ECTS**

### **Neni 1**

#### **Qëllimi**

Qëllimi i kësaj rregulloreje, është përcaktimi i kriterëve dhe procedurave të transferimit:

- a) ndërmjet departamenteve të Kolegjit Tempulli dhe
- b) nga Kolegjet e tjera brenda dhe jashtë vendit.

### **Neni 2**

#### **Periudha e Aplikimit**

Aplikimet për transferim, në programin Bachelor dhe Master për semestrin dimëror është prej datës 25 Shtator deri më 30 Shtator. Ndërsa për semestrin veror BSc dhe MSc është prej datës 23 deri më 28 Shkurt.

Vendimi rreth transferimit duhet të merret brenda një jave, prej datës së aplikimit.

### **Neni 3**

#### **Kriteret e Aplikimit**

Aplikimet për transferë ndërmjet departamenteve të Kolegjit Tempulli do të kryhen në bazë të kriterëve të vendosura nga Këshilli Akademik i KT-së për transfere nga institucionet e tjera të arsimit të lartë, për të njëjtën program të studimit, do të kenë kriterin e notës mesatare jo me pak se nota 7 (koeficienti 2.00).

### **Neni 4**

#### **Procedura dhe dokumentet e aplikimit**

Studentët të cilët do të transferohen, duhet të plotësojnë dhe dorëzojnë formularin dhe dokumentet përkatëse në zyrën e shërbimeve studentore. Aplikimet pasi shqyrtohen nga departamenti dhe zyrën e shërbimeve studentore të Kolegjit përkatës, i kalohen Këshillit Akademik për miratimin përfundimtar.

Studentët të cilët do të transferohen ndërmjet departamenteve të Kolegjit Tempulli duhet të paraqesin transkriptimin e notave pranë zyrën e shërbimeve studentore. Studentët të cilët do të transferohen nga institucionet e tjera të arsimit të lartë, duhet të paraqesin dokumentet e mëposhtme:

- Kërkesë për transfero të studimeve
- Transkripti i notave
- Përshkrimi i Lëndëve të programit të studimit përkatës

### **Neni 5**

**Article 6**  
**Credit Transfer**

Course credits that are awarded to the student, by decision of the College Academic Council based on the proposal of the relevant Department, will be calculated on the total amount of credits received in that study cycle. These credits will not affect the calculation of the student's overall average (CGPA).

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