



Pursuant to Article 34, paragraph 1.9 of the Statute of the Tempulli Academy in Pristina, the Academic Council in its meeting held on 04.12.2020 issued the following:

REGULATIONS FOR STUDIES WITHIN TEMPULLI ACADEMY

Article 1

General provisions

1. This Regulation provides for the regulation of these issues;
 - 1.1 Types of studies,
 - 1.2 Conditions for enrollment in studies,
 - 1.3 Duration of studies,
 - 1.4 Student statute
 - 1.5 Students' rights and obligations,
 - 1.6 Registration condition of the year,
 - 1.7 Deadlines, submission and completion of exams,
 - 1.8 Completion of studies and diploma thesis,
 - 1.9 Transitional provisions.

Article 2

Types of studies

1. In order to prepare the scientific and professional staff at the Tempulli Academy in Pristina (hereinafter referred to as the Academy) Based on the accredited programs, it can organize two types of studies:
 - 1.1 Graduate scientific studies;
 - 1.2 Professional diploma studies.
2. The level of qualification is determined based on the National Qualifications Framework of the Republic of Kosovo.
3. The scientific diploma studies in the first cycle of studies last three or four years and upon their completion the student accumulates 180 or 240 ECTS credits, depending on the study program, registered at the beginning of the studies.

4. The title obtained is a Bachelor in the relevant field. Professional diploma studies in the first cycle of studies last three years and upon their completion the student accumulates 180 ECTS credits. The title obtained is a Specialist in the relevant field. As part of the first cycle professional studies, the Academy can organize shorter studies lasting one or two years, 60 or 120 ECTS respective credits. Upon completion of these studies, the relevant professional title is obtained, in accordance with the Law on Higher Education.

Graduate scientific studies in the second cycle of studies that last three semesters or four semesters and upon their completion the student accumulates 90 or 120 ECTS credits, depending on the study program, registered at the beginning of the studies.

The title obtained is a Master's degree in the relevant field.

The professional diploma studies in the second cycle of studies last two years and upon their completion the student accumulates 120 ECTS credits. The title that is won is Professional Master in the respective field. As part of the second cycle professional studies, the Academy can organize studies with three semesters that last a year and a half and accumulate 90 ECTS credits. Upon completion of these studies, the relevant professional Master title is obtained, in accordance with the Law on Higher Education.

Article 3

Studies at the Academy take place in three (3) year basic studies and Master postgraduate studies.

Article 4

In all programs, teaching is realized in the form of lectures, theoretical laboratory exercises, practical work, seminars, scientific-teaching mobility, discussions, professional consultations and through independent works of students.

Article 5

The right to teach in postgraduate studies of the master cycle has the teaching staff at the call of Dr.Sc. which meets the conditions set out in the Statute of the Academy. Teachers who have at least a Master's degree or other equivalent degree have the right to hold exercises in this cycle of studies.

Article 6

1. Studies can be continued in the following forms:

1.1 Regular studies.

1.2 Studies without separation from work and

1.3 Distance studies.

CONDITIONS OF STUDY REGISTRATION

Article 7

1. Candidates can enroll in the study programs offered by the Academy.
2. Enrollment of students in study programs is done on the basis of public competition and the decision on announcing the competition which is taken by the Academic Council.

Article 8

There will be no age restrictions for enrolling or obtaining a higher education qualification.

Article 9

Candidates who meet the following conditions can register for basic studies:

1. Successful completion of high school in Kosovo certified by a diploma;
2. Successful completion of primary and secondary school with at least 12 years of schooling certified by the relevant diploma;
3. Successful completion of primary and secondary school with at least 12 years of schooling certified by the relevant diploma obtained in the outside world, if the equivalence with the Matura certificate has been made;
4. The decision on the recognition of the diploma and the equivalent is taken by the relevant Ministry.

Article 10

1. The selection of candidates submitted to the competition is done according to the criteria set by the Academic Council for each year.
2. Against the ranking list the candidate has the right to complain to the Program Coordinator and has the right to see his work within 24 hours from the day of the announcement of the results.

Article 11

1. At the Academy, students who have completed a first cycle study program, as well as meet the defined admission criteria, have the right to apply to enroll in the second cycle of studies;
2. The criteria for the selection of candidates to enroll in the second cycle study programs are determined by a special decision of the Academic Council.

Article 12

Necessary documents for the registering

1. All candidates must submit this documentation:
 - 1.1 The completed form (which can be obtained on the official website) or the premises of the Academy in the neighborhood Arberia - Pristina;
 - 1.2 Original College or University diploma from the first cycle;
 - 1.3 Grade certificate;
 - 1.4 Birth Certificate;
 - 1.5 Motivation letter;

1.6 CV;

1.7 Photocopy of ID card or passport.

Article 13

1. The student must have completed the registration procedure, which includes:

1.1 online application;

1.2 submission of documents according to the competition;

1.3 fulfillment of all conditions for registration;

1.4 realization of tuition fee.

2. Other conditions and criteria for admission and registration in the respective year are determined by a special decision.

3. The registration of students in the first semester based on the competition is done by the administration of the Academy, the data is managed by the Academy, respecting the law of privacy and giving students instructions for the work and operation of this program.

Article 14

To enroll students in bachelor studies you need the following documents:

Registration form with two photos.

Original high school diploma (Matura test).

High school transcripts.

Birth certificate.

The documents submitted by the student on the occasion of registration remain in the service of the administration of the Academy until the end of studies or even in case of termination of studies.

The administration service registers new students in the registry book and in the electronic system for student management and forms the student file with the respective serial number depending on the academic year of registration.

Article 15

Transfer or transfer of students from one program to another program both within the institution and from any other Institution of Higher Education in the country, is done in the regulation for transfer of studies of the Academy.

DURATION OF THE STUDIES

Article 16

1. Basic Bachelor studies last at least 3 years to 3.5 years and require 180 ECTS credits.
2. The school year begins on October 1 and lasts until September 30 of the following year. The winter semester starts on October 1st and ends on January 15th while the summer semester starts on February 16th and ends on May 31st.

3. Teaching in basic studies takes place in 15 weeks. In a semester the student can have at least 5 subjects and at most 7 subjects.
4. The number of compulsory cases can be 4 cases, while the number of elective courses can be up to 3 cases.
5. The total number of elective courses offered to students to choose from may not be more than twice the number of elective courses to be chosen.

Article 17

2. Postgraduate master studies last from 1.5 to 2 years and require the achievement of 90 or 120 ECTS credits, unless otherwise specified in the statute with special programs.
3. Registration of studies, grading system, credit system is similar to undergraduate studies

Article 18

The student must complete his / her studies at the Academy within a period not exceeding twice the normal period provided for the studies he / she has registered, except in special cases for which the Academic Council decides.

STUDENT STATUTE

Article 19

1. Student, is the person (individual) enrolled in the study programs offered by the Academy, and fulfills its academic and financial obligations in accordance with the law on Higher Education, the Statute and other general acts of the Academy.
2. The student proves his / her statute with the student card, which has his / her own number according to the registration in the Electronic System for Student Management SEMS or with another document provided by the general acts.
3. The form and content of the document from paragraph 2 of this article is determined by the MES.

Article 20

1. If the student loses the card, the administration (student service) based on the official records and with the notification of the Program Coordinator, gives the card in duplicate and that corresponds to the lost document.
2. The student, together with the request, encloses the proof sheet that the document has been declared invalid, and the receipt on the payment of the expenses for the issuance of the duplicate card.
3. The student who has fulfilled all the obligations provided by the curriculum in accordance with the Statute of the Academy, gains the right to enroll in the following year of study.

Article 21

Practical work

1. The student, during the bachelor studies, is obliged / recommended that the practical work in the semesters foreseen by the curriculum.
2. Internship must be done according to the regulation for internship approved by the Academic Council.

Article 22

1. Student loses student status:
 - 1.1 When he decides to leave studies;
 - 1.2 When completing studies;
 - 1.3 When he has not completed his studies in the double period of the duration of his studies;
 - 1.4 When he reaches the maximum number of re-registration of years without successfully completing his studies; AND
 - 1.5 By decision of the Academy on disciplinary procedure, as well as other cases provided by law, statute and other normative acts.

Article 23

1. The student may request temporary suspension of studies and responsibilities arising from the regular student status in proven cases such as:
 - 1.1 Severe illness;
 - 1.2 Compulsory military service;
 - 1.3 Child care under the age of three;
 - 1.4 Student maternity pregnancy as well
 - 1.5 Other cases provided by law and the statute of the Academy.

STUDENT RIGHTS AND OBLIGATIONS

Article 24

1. Students have the following rights:
 - 1.1 Participate in lectures, seminars, theoretical exercises, practical laboratory and field exercises, mobility, research, discussions, professional consultations and other forms of teaching according to the curriculum in force;
 - 1.2 Use the Academy library, physical space and other technical equipment such as internet, laboratories, computers, etc.
 - 1.3 To participate in the elections for the student representatives in the representative bodies of the Academy and the students, as well as to participate regularly 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 Academy;

1.4 Participate in cultural and sports activities, professional seminars, conferences and student gatherings;

1.5 To participate in the competition for the Distinguished and Scholarship Student Award of the Academy as well as related rights, related to the active and critical participation of the student.

Article 25

Students have the following obligations:

1. To follow the rules set by the Academy;
2. Respect the rights of staff and other students;
3. Pay due attention to their studies and participate in academic activities;
4. To attend lectures in accordance with the rules of the specific study program;
5. To show human and academic culture in the premises of the Academy as well as outside them in order not to discredit the Academy.

Article 26

Terms of enrollment in bachelor studies

1. The second year of studies can be enrolled by students who have earned at least 30 (thirty) ECTS credits from the total number of first year courses respectively (five exams).
2. The third year of study can be enrolled by students who have liquidated the first year and earned at least 24 (twenty-four) ECTS credits from the total number of second year courses.

Article 27

A student who has not been able to successfully complete the year must re-enroll in the same year of study.

The maximum number of years re-enrolled is equal to the number of regular years of the respective study.

Article 28

Deadlines and submission and examination data

1. Exams for studies such as bachelor and master are held during the exam period.
2. The regular exam deadlines for students are: January, June, September, but additional deadlines are planned for students in April and November during an academic year.
3. Exam deadlines are announced at the beginning of the academic year for students to be notified in advance and are set so that students do not have more than one exam per day.
4. Exam schedules, once announced, are mandatory for both the questioner and the teacher holding the exam and the student.

Article 29

1. Exam submission time will start no earlier than 4 weeks before the end of lectures and no later than 8 days before the start of the exam deadline.

2. While the announcement of the exam schedule should be done at the beginning of the academic year.

Article 30

1. If the student cannot enter the exam due to a major reason, it is considered that the exam has been canceled for a certain time.
2. In all cases where the student is absent or withdraws from the exam, then the exam is considered to have failed.
3. With the permission of the Program Coordinator, the student may take the exam at another time convenient for the student in order to be able to participate in an international exchange program, or to do an internship abroad during the period of set for exam.

Article 31

1. Exams are held in writing, orally, with testing, colloquia, presentation of seminar papers but also practical laboratory exercises and other accompanying tools as well as at a distance through platforms defined by the Academy.
2. Exams in which the oral and written part consists, the student can enter the oral exam only after passing the written part of the exam.
3. The student's success in the exam is expressed in grades from 5 (five) to 10 (ten).
4. The grade is marked with number and text on the application form, minutes and SEMS.
5. The application form together with the minutes of the relevant exam are submitted to the administration to be transferred to the mother books.
6. The teacher is obliged to announce the results within 10 days from the date of the exam
7. The exams are public and announced on the Academy bulletin board.

Article 32

1. The student has the right to file a written complaint to the program coordinator against the assessment received.
2. The program coordinator within 24 hours appoints the commission of three members but without the questioner.
3. One of the members of the commission should be close to the subject for which the student is evaluated.
4. The program coordinator sets the time for holding the exam within three days from the day the student-candidate submits the complaint.
5. Written exam or the written part of the exam can be repeated before the commission, or re-evaluated by the same test.
6. The student cannot file a complaint against the evaluation of the commission.

Article 33

1. The student has the right to enter the exam at most three times in the same exam that he / she has not successfully completed.
2. The student with a legal reasoning can be allowed by the Program Coordinator to enter the exam for the fourth time, at the relevant commission.
3. If the student enrolls in the same year of study, the most handsome number of failed student exams is not taken into account.

4. In case he fails again in the exam 4 times during the repeated year, he loses the status of a regular student for this type of studies.

COMPLETION OF STUDIES AND DIPLOMA THESIS.

Article 34

1. The regular student status is maintained for another 2 years after the student has completed all exams for three years of study.
2. A student who has exceeded the time allotted to successfully complete the degree, can submit a written request to the Program Coordinator for the possibility of extending this period for another year. If a positive decision is made the student must pay three times the full student's fee.

Article 35

1. The bachelor thesis is elaborated individually by the student, proving that the theoretical skills achieved during the study can be successfully used to solve practical problems in the field for which the student is assigned.
2. The student who successfully completes the bachelor studies gains the academic bachelor degree of the respective field.

Article 36

1. All postgraduate exams end at the Academy with the master's thesis in accordance with the manual for the thesis.
2. The master's thesis is elaborated individually by the student, proving that the theoretical skills achieved during the study can be successfully applied to solve complex research problems in certain scientific fields.
3. The master's thesis can be worked on by one student or in a group of up to three students (research group) where the contribution of each student can be clearly assessed.
4. The procedure for submission, elaboration, defense and evaluation of the master's thesis is determined by the Academic Council.
5. The student who successfully completes the Master studies wins the academic title Master of the respective field.

Article 37

The procedure of elaboration and elaboration of the diploma thesis is regulated in detail in the Diploma Thesis Manual for the level of BSc and MSc studies.

Article 38

Diplomas for bachelor and master studies are signed by the Director of the Academy. The content and form of the diploma is determined by the MES.

Article 39

This regulation entered into force on the day of approval by the Academic Council of the Academy.

Chairman of the Academic Council
Dr. Sc. Gzim Hoxha
