



UNIVERSITY “UKSHIN HOTI” PRIZREN

Pruga e Shkronjave Nr. 1, 20000

Prizren, Republika e Kosovës;

Tel:+383(0) 29 - 232 140;

Homepage: www.uni-prizren.com

REGULATION OF THE TRANSFER OF STUDIES AT "UKSHIN HOTI" UNIVERSITY IN PRIZREN

Prizren, March 2022

Based on the legal provisions of Article 42 and Article 47, paragraph 1, sub-paragraph 1.1. of the Statute of the University "Ukshin Hoti" (hereinafter referred to as the University), the Senate of the University in the meeting of 30.03.2022 approved:

REGULATION OF THE TRANSFER OF STUDIES AT "UKSHIN HOTI" UNIVERSITY IN PRIZREN

CHAPTER I BASIC PROVISIONS

Article 1

The purpose

The regulation for the transfer of studies (hereinafter: Regulation) regulates: the general conditions for the transfer of students; types of transfers; criteria and procedures for the transfer of studies from abroad, change of department, change of curriculum; transfer deadlines; evaluation and equivalence of courses/exams etc.

Article 2

General conditions

The general transfer conditions are:

1. The candidate must be a student in any of the public institutions of higher education as defined in Law No. 04/L-037 for Higher Education in the Republic of Kosovo;
2. The candidate must achieve at least 30 credits/ECTS for each semester;
3. The candidate must achieve at least 60 credits/ECTS for each academic year.

Article 3

The equivalency¹

1. The subject can be equated only when the subject's study programs- the syllabi are at least 50% similar.
2. Equivalence according to the subject's status can be done this way:
 - 2.1. The compulsory subjects can be equated with one another;
 - 2.2. The compulsory subject can be equated with elective subjects;

¹ Students who want to transfer from neighboring countries; grade equivalency starts from grade 5, which is equivalent to grade 6, while other grades are unchanged.

- 2.3. Elective subjects can be equated with one another;
 - 2.4. Elective subjects cannot be equated with compulsory subjects.
3. Equivalence based on credits/ECTS can be done in this way:
- 3.1. Courses with the same credit/ECTS can be equivalent;
 - 3.2. The course with more credits/ECTS can be equated with the course with less credits/ECTS;
 - 3.3. The subject with less credits/ECTS cannot be equated with the subject with more credits/ECTS.

Article 4

The differential exams

1. The student must complete the differential exams within a period of no more than one year.
2. The student cannot take other exams without finishing the differential exams.

Article 5

Transfer types

The study transfer types are:

1. Transfer of studies from abroad;
2. Change of department (internal transfer);
3. Changing the curriculum.

Article 6

The Commission

1. The study commission of the academic unit reviews the requests of transfer of studies.
2. The study commission of the academic unit, the Office of Student Services and the Administrative Office of the Faculty cooperate and provide the necessary data for the Central Administration of the University "Ukshin Hoti" Prizren.

CHAPTER II
TRANSFER OF STUDIES FROM ABROAD

Article 7

Conditions for transfer of studies from abroad

The conditions for transferring studies from abroad are:

1. The candidate must be a regular student;
2. To get passing marks from at least the second year, in order to continue the studies

Article 8

Documents required for transfer

The documents required for the transfer of studies from abroad are:

1. The Request for transfer (is downloaded to UMS, short for University Management System);
2. Verification of the student's status;
3. Certificate of marks;
4. Copy of the identity card;
5. The curriculum of studies (sealed);
6. The decision on accreditation.

Article 9

Procedural deadlines

1. The application period about transfer studies starts from September 1 and lasts until September 15, the other period start from January 15 until February 15.
2. The study commission, prior to 5 days from the application closing dates, shall make the proposal/decision.
3. After the published decision of acceptance/rejection of the request, the candidates have the right to make a complaint within 8 days.

Article 10

Proposal/Decisions of the Commission

1. The commission can accept and reject the request for the transfer of studies.
2. If the request is accepted:
 - 2.1. The commission decides on the candidate's year of studies based on the credits/ECTS and accepted exams.
 - 2.2. The commission evaluates and decides about the differential subjects the candidate must undergo.
 - 2.3. The candidate is obliged to apply for deregistration from the previous faculty and bring the certificate of deregistration to the administration, within 5 days from the decision.
 - 2.4. In case of a rejected request, the unsatisfied candidate shall can make a complaint against the decision. The complaint is submitted to the Council of the Academic Unit.

Article 11

Semester registration and grade transfer at UMS

1. Based on the relevant decision, the student pays for designated semesters, because the previous semesters are registered as transfer semesters.
2. The student, through UMS, makes the request for the transfer of grades for the each accepted subject.

Article 12

The payments

The transferred candidate to the relevant course is obliged to pay the tax on the University's account, based on the Administrative Instruction of the Ministry of Education, Science, Technology and Innovation.

Article 13

The student's file

The office for student services has to manage the transfer of studies process and create the student's data file.

Article 14

Student ID card Photo

The student completes the registration by taking a photo and receiving the ID from the Central Administration of the University.

CHAPTER III

CHANGE OF DEPARTMENT - TRANSFER OF STUDIES

WITHIN THE ACADEMIC UNIT

Article 15

Conditions for changing the department

The conditions for changing the department are:

1. The student must be regular
2. To get passing marks, in order to continue the studies at least from the second year

Article 16

Required documents for application

The required documents for changing the department are:

1. The request for changing the department (issued from the student account at UMS);
2. Student's status certification;
3. Certificate of grades (internal);
4. The curriculum where you are currently studying (sealed).

Article 17

Procedural deadlines

1. The application period on changing the department is from September 1 to September 15 and the other period is from January 15 to February 15.

2. The study commission, prior to 5 days from the application closing dates, has to make the proposal/decision.
3. After the published decision of acceptance/rejection of the request, the candidates have the right to make a complaint within 8 days.

Article 18

Proposal/Decisions of the Commission

1. The commission can accept and reject the request for changing the department.
2. If the request is accepted:
 - 2.1. The commission decides on the candidate's year of studies based on the credits/ECTS and accepted exams.
 - 2.2. The commission evaluates and decides about the differential subjects the candidate must undergo.
 - 2.3. In case of a rejected request, the unsatisfied candidate shall can make a complaint against the decision. The complaint is submitted to the Council of the Academic Unit.

Article 19

Semester registration and grade transfer at UMS

1. Based on the relevant decision, the student pays for designated semesters, because the previous semesters are registered as transfer semesters.
2. The student, through UMS, makes the request for the transfer of grades for the each accepted subject.

Article 20

The payments

The transferred candidate to the relevant course is obliged to pay the tax on the University's account, based on the Administrative Instruction of the Ministry of Education, Science, Technology and Innovation.

Article 21

The student's file

The office for student services has to manage the department transition process and create the student's data file.

Article 22

Student ID card Photo

The student completes the registration by taking a photo and receiving the ID from the Central Administration of the University.

CHAPTER IV

THE CHANGE OF CURRICULUM

Article 23

Curriculum changing obligation

1. Changing the syllabus is mandatory when the student re-registers the semester to different study syllabus.
2. Excluded from paragraph 1 of this article, are final year students.

Article 24

Required documents

1. The required documents for changing the curriculum in the case of re-registration of the semester are:
 - 1.1 The request for changing the curriculum (issued from the student account at UMS);
 - 1.2 Certificate of grades (internal)
 - 1.3 The current and the new curriculum (sealed), (taken from the Office of Student Services)
 - 1.4 Report about the semester re-registration.

Article 25

Procedural deadlines

1. The application deadline for changing the curriculum is the same as the semester registration deadline.
2. The study commission, prior to 15 days from the application closing dates, has to make the proposal/decision.
3. After the published decision of acceptance/rejection of the request, the candidates have the right to make a complaint within 8 days.

Article 26

Proposal-Decisions of the Commission

1. The commission can accept and reject the request for changing the department.
2. If the request is accepted:
 - 2.1. The commission based on the credits/ECTS and accepted/rejected exams decides about the differential subjects the candidate must undergo.
 - 2.2 In case of a rejected request, the unsatisfied candidate shall can make a complaint against the decision. The complaint is submitted to the Council of the Academic Unit.
3. Rejection of the request for changing the program plan:
 - 3.1. The request to change the curriculum is mandatory for students as defined in paragraph 1 of article 23; in such cases, the commission cannot reject the request.
 - 3.2. If the student does not belong in paragraph, 1 of Article 23 the request might be rejected
4. The student, in cooperation with the Office for Student Services, complete the documentation of the request for changing the curriculum as defined in article 25 of this regulation.

Article 27

Approval at UMS

1. The dean of the academic unit approves/rejects the request of changing the curriculum based on the decision of the Council.
2. With the approved request of changing the curriculum, the IT Office in cooperation with the Office for Student Services, based on the decision, do the equivalence of grades.

Article 28

Duration of studies

Students who change the curriculum are allowed to continue their studies for an additional year, when such a thing is required.

Article 29

Student 's rekord

The office for students' services must document the process of transferred program and register the student on the new student's record file.

CHAPTER V

FINAL AND TRANSITIONAL PROVISIONS

Article 30

Application of the law and the statute

For issues that are not included in this regulation, the provisions of the University Statute and the Law on Higher Education of the Republic of Kosovo will be applied.

Article 31

The interpretation

The University Senate made the interpretation of this regulation.

Article 32

Entry into force

This regulation enters into force on the day of its approval by the University Senate.

Chairman of the Senate

Prof. Asoc. Dr. Samedin Krrabaj