

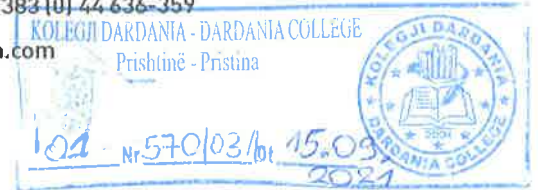


# KOLEGJI DARDANIA

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In accordance with the provisions of the Statute of the Dardania College, located in Prishtina, the Steering Board of the Dardania College on 15.09.2021 approved

## REGULATION OF BACHELOR STUDIES OF DARDANIA COLLEGE

### General provisions

1. Dardania College was established on 01.12. 2004. The college is established to offer academic education, practical work and research.

The college has its own stamp.

The College has the emblem and name of the College within its own emblem and name. The College is composed of academic units within Dardania College in Prishtina.

2. The College has the following purposes:

- 2.1. To act as an institution of higher education for the education of staff, creating conditions for scientific studies at the level of MA and Dr., and providing teaching services.
- 2.2. To establish and support the highest standards in the field of teaching, learning, and scientific research, as well as to further the search for scientific truth and wisdom.
- 2.3. Utilize its resources as efficiently as possible.
- 2.4. Collaborate and participate in all educational, research and academic activities, at national, regional and international level;
- 2.5. To adopt to the European standards of higher education;
- 2.6. To be fully integrated in the European Higher Education Area and in the European Research Area, as well as to take the appropriate reform steps needed to achieve the objectives.
- 2.7. This Regulation determines the conditions for Bachelor Studies at Dardania College.

3. The College strives to become part of the European and world integration zone of higher education, scientific research in the field of education and commits to respect all rules, standards and responsibilities arising from agreements and statutory and legal rights in this field.

4. The College is obliged to create equal opportunities for all without any discrimination based on gender, age, physical and mental status, race, language, religion, political, national, ethnic and social affiliation.

## **Organization and types of studies**

### **Article 1**

This regulation for Bachelor studies at Dardania College regulates: organization and development of Bachelor studies, registration conditions, exam deadlines, duration of studies, student status, graduation procedure, and other issues important for the level of bachelor studies, based on the Statute of Dardania College.

### **Article 2**

Bachelor studies at Dardania College are organized in the following programs:

- a. Business Administration (BA and MA);
- b. Political Science and Public Administration (BA and MA);
- c. Legal (LLB);
- d. English Language and American Studies (BA);
- e. Applied Psychology and Management Studies (BA);
- f. Social Care and Welfare (BA).

### **Article 3**

After passing the final exam, or defending the diploma thesis, as provided by the study plan and program with which student completed his / her studies, the College student acquires the Bachelor (BA) title according to the programs mentioned in article 2

### **Article 4**

The academic units according to the programs in article 2, have their own independent plans of bachelor studies, which act as independent but within the College as an organic unite.

### **Article 5**

Each academic unit in Dardania College has elected the Dean and the Council of the academic unit.

### **Article 6**

Bachelor studies are led by the Council of the academic unit within which the BA level study programs are implemented.

The unit council consists of all lecturers and assistants in full-time employment in the respective academic unit, two student representatives and one administration representative.

The Academic Unit Council is chaired by the Dean. The Dean of the academic unit is proposed by the Council of the academic unit and approved by the Senate and the College Council. The meeting of the Council of the academic unit is convened by the Dean of the academic unit.

#### **Article 7**

The duties of the Dean of the academic unit are defined by the Statute of Dardania College, as follows:

The duties of the Dean are:

1. To provide academic guidance in the relevant fields for the development of teaching, scientific and artistic work of the academic unit;
2. To take the necessary measures for the implementation of the decisions and tasks assigned by the Senate;
3. To provide sufficient information regarding the provision of tools and results in teaching, scientific research and artistic activity for the Rector and the Senate according to the provisions of this Statute;
4. To represent the academic unit in the Senate;
5. To give suggestions to the Rector and the Senate for the selection of academic staff in certain subjects of the academic unit;
6. Signs the diplomas of completion of studies and certificates of attendance of the courses established at the academic unit, without having the right to delegate his signature to other persons;
7. Decides on the exclusion of students from the program consisting of the academic units of the College in cases provided by the Statute of the College as well as the ethic code;
8. The Dean is accountable to the Senate and the Governing Council for his work;
9. The Dean also performs other duties provided by the Statute of the College.

#### **Article 8**

The council of the academic unit is called by the Dean of the academic unit. The duties of the council of the academic unit are as follows:

- Examines the division of courses and ensuring the regular rate of lecturers and associates;
- Analyzes the scope of the study units, analyzes the study plan, course syllabi and the progress of teaching, practical work and scientific research, and evaluates the realization of the above activities according to the semesters;
- Proposes the number of students for admission in the new academic year;
- Examines the proposal of the BA level diploma thesis title of the candidates and the academic scientific field of the mentors, as well as analyzes the draft proposals of the MA diploma thesis and proposes the mentors and members of the commission for the evaluation of the completed diploma thesis (BA and MA);
- Compiles the summary report for the evaluation of the work of the study units between the accreditation periods of studies in the period of 3 years (BA) respectively 2 years (MA);
- Compiles the self-evaluation report of the implementation of the plan for the accredited period and drafts the proposal of changes and their justification for the

re-accreditation period of the study program. The summary report includes the evaluation of the work of the study unit between the accreditation periods;

- Analyzes academic staff needs and proposes the announcement of call for application to cover academic staff needs in the study unit according to the accredited program;
- The council of the academic unit performs other work and tasks according to the request of the Dean of academic unit.

#### **Article 9**

In all academic units of Dardania College there should be a protocol for recording the attendance of students in lectures, exercises and seminars, evidence for attendance in the practical part of teaching, and the main protocol of the diploma exam.

#### **Article 10**

Theoretical lessons, exercises, seminars and practical part of the lesson should start and end according to the official schedule announced by the relevant service. The academic units are obliged for the realization of the curriculum, for the successful lectures and exams, the realization of the practical teaching in cooperation with the coordinator of the practical teaching of the College.

#### **Article 11**

Lecturers are accountable to the Dean of the academic unit for the implementation of the curriculum and for all issues related to the development of teaching, holding exams, holding the final diploma exam and the realization of the practical learning component. The Dean of the academic unit of the study unit should inform the council of the academic unit about the completion of the lesson with analysis of the attendance and passing of the students and the commitment of the academic staff needs in the realization of the curriculum.

### **Organizing the development of learning**

#### **Article 13**

Bachelor studies in the programs of the academic units of Dardania College, prepare students for professional work, practical work and preparation for research, which are considered the basis for the selection of staff who will deal with the coverage of academic staff in the country and beyond.

#### **Article 14**

1. The academic year begins on October 10 of the following year and ends on October 10 of the following year.
2. The lesson is organized in semesters (winter semester from 10.10 to 25.01 and summer semester from 25.02 to 10.06 of the following year).

### **Curriculum of the studies**

#### **Article 15**

The curriculum determines the duration of studies, courses and their ranking according to semesters and years of study.

#### **Article 16**

1. The plan and program of bachelor studies is considered an integral part of this regulation and conversely.
2. The study plan and program, upon the proposal of the Council of the academic unit and approved by the Senate of the College in accordance with the Statute of the College.
3. The student must be acquainted with the plans and programs of studies, the duration of studies in accordance with the Statute of Dardania College as well as the procedures provided by the regulations that define the rules of study, rights, obligations and responsibilities of the student.

#### **Article 17**

1. All academic Units of Dardania College have the right to initiate changes and additions to the plan and program.
2. All initiatives for changes, additions and synchronizations of study plans are initiated by the Advisory of the academic unit, which are processed for review by the Central Commission of Studies of the College, and the same after harmonization are processed to the Senate of the College for approval.
3. The Senate of Dardania College decides on the approval of changes and additions to the study programs;
4. The steering board of Dardania College is obliged to review the proposal of the Senate for the establishment of new programs of academic units and makes a final decision in accordance with the Senate of the Dardania College.

#### **Article 18**

1. The schedule of lectures and exercises is announced on the bulletin board and on the DMIS, after the approval of the Dean of the academic unit, at least 10 days before the beginning of the semester.
2. The schedule is announced ranked according to the academic units, study programs and years of study.
3. The schedule cannot be changed without the approval of the Dean of the academic unit.
4. The student's workload for hours in lectures, seminars, practical exercises, laboratory and other ways of teaching can not be greater than 25 hours per week.

#### **Article 19**

1. Lecturers and assistants are obliged to announce the schedule of consultations with students.
2. The lecturers or assistant keeps a work diary for the progress of lectures, exercises or attendance of practical training on campus and in educational institutions, in written form.

## **Student rights and obligations**

### **Article 20**

1. The person enrolled in Dardania College has the status of a regular student for a period of three years.

a. Student status is verified with an index or equivalent document (student ID card). The student starts the new year by registering the 1st semester (winter).

2. The student has the obligation to attend the regular lectures and exercises foreseen by the curriculum.

a. The full-time student can register for the summer semester after fulfilling the conditions for the admitted student, provided in point 1;

b. The student cannot take the exams in the January term without proving the winter semester, and in the June term without proving the summer semester;

c. The right to take the exam is obtained when the teacher's records prove that the student has been present at least. (75%) of the lectures and exercises;

d. Loss of the right to take the exam is done as described in article 71 of the Statute of Dardania College.

### **Article 21**

Academic units offer programs in which the groups of compulsory and elective courses are presented. Their definition was made in based on the Bologna declaration.

The groups of compulsory courses are obligated for all students for each semester.

The groups of elective courses can be chosen from students who are offered the opportunity to determine one or two elective courses per semester depending on the study program.

For elective courses, students are offered presentation hours by course holders at the beginning of each semester when they are introduced to the description, subject, objectives and learning outcomes, teaching process and assessment, and mandatory and additionally literature.

The formation of study groups for compulsory and for elective courses, should provided by the regulation for the size of students group for the compulsory and elective courses, and practical work.

### **Article 22**

1. The deadline for registration and certification of the semester is determined according to the Statue and to this regulation from the IT directorate at the level of the College.

2. The student is certified for the semester if there are no prohibitions provided by the Statue of the College, code of ethics and this regulation.

3. The student service in the case of semester certification is obliged to ascertain that the student file is complete with an application form, and the registry book is completed based on the record submitted by the professor of course.

### **Article 23**

The student who has not fulfilled the obligations is expected to repeat the year for the same subject, according to article 69 of the Statute of Dardania College

#### **Article 24**

1. The conditions of registration of the following year are determined by the Statute of Dardania College and by a special decision of the Senate.
2. The student who does not meet the condition for registration of the following year is obliged to register the repetition of the year no later than October 15.
3. It is allowed to appear and pass the exams of the following year only when the previous year is finished. A student who does not meet the requirements for enrollment in the following academic year is required to repeat enrollment in the same year of study.
4. The student has no right to submit and take the exams of the following year without completing the exams of the previous year.

#### **Learning progress**

#### **Article 25**

For the progress of the course, the relevant service of the College, upon the proposal of the organizational units, is obliged to publish the general teaching schedule for the respective subjects according to the programs at least 10 days before the beginning of the semester for each academic year. The schedule should include the day, time and place, teaching groups for lectures, seminars and the practical part.

#### **Article 26**

The candidate applying for enrollment in bachelor studies at Dardania College must:

1. To have successfully completed high school in Kosovo or abroad, to have successfully finished the state Matura exam;
2. To have successfully completed high school in Kosovo or abroad and to have the nostrified diploma from MEST.

#### **Article 27**

1. Admission of new students in the first year of studies is done through a public competition, which is announced by decision of the Senate of Dardania College.
2. The determination of the conditions for admission of new students as well as the development of procedures for the announcement and implementation of the competition is done in accordance with the provisions of the Statute of Dardania College.
3. The proposal of the number of new students is determined by the Council of the academic unit in accordance with the decision of the KAA, which through the office of the Dean is processed for approval in the Senate of Dardania College.

#### **Article 28**

1. The selection, respectively the formation of the qualifying list of candidates for enrollment in the first year of studies is done through testing, success in high school and success in the national test (state matura).
2. Candidates who compete for BA level studies in the academic units of the College take the exam from the subjects provided by the Council of the academic unit for the respective programs.
3. The test to which the candidates for enrollment in the first year of studies are subjected is drafted based on the high school curricula for the respective subjects. The reading of the test is done by the commission set up by the Council of the academic unit.

### **Article 29**

1. The commissions for the preparation and realization of the qualification test are proposed by the Council of the Academic Unit. The commission for the preparation of the test and the Commission for the control of the tests are appointed from the ranks of lecturers and assistants in regular employment. The commission for the preparation of the test consists of at least 3 members (for each subject). In this case, neither member can be appointed to both committees at the same time.
2. The test control commission consists of 5 members (4 lecturers and 1 assistant)
3. The most detailed responsibilities and obligations of the commissions are determined by the Dean.
4. The mandate of the commissions, in principle, ends with the completion of the testing procedure, the announcement of the final qualifying list and after the review of the complaints.

### **Article 30**

1. The candidate has the right to complain about the test results, which means the re-evaluation of the test, within (at least) 24 hours from the moment of announcing the preliminary qualification list.
2. The complaints of the candidates are reviewed by the Commission for control and evaluation of the test. In this case, the candidate is allowed to re-evaluate the test in his presence.
3. Definitive lists are drafted after reviewing complaints. The lists are signed by the 5 members of the commission and approved by the Council of the academic unit.

## **STUDENTS**

### **Article 31**

1. Students must adhere to the rules of study for full-time students, according to the Statute of Dardania College;
2. Students are obliged to actively participate in the lesson;
3. Students have no right to hinder the development of the teaching process;
4. They are obliged to turn off their mobile phones during lectures and exercises and separately to remove any other material / equipment during the exams;
5. They must always have the student identification card with them;
6. They are obliged to follow the code of ethics and normative acts in force.

## **EXAM**

### **Article 32**

1. The exam represents the whole which can include: the practical part, the written-test part and the theoretical part of the exam.
2. The student gains the right to take the exam after having successfully completed the theoretical and practical teaching (proven by the relevant evidence of the teacher in the index, respectively, in the equivalent document).



### **Article 33**

1. The assessment of the student's knowledge is done through the test, through the two-part exam, with the test (theoretical part) and the practical part of the exam (especially in the subjects in the respective fields); or two-part exam, practical part and theoretical part (oral).
2. The way of organizing the exam for each subject must be foreseen and recorded in the syllabi prepared by the programs or the professor of the subject, and be public for the student, before the beginning of the academic school year in the DMIS of the College.

### **Article 34**

The exam in certain subjects can be organized differently, if this is determined by the study plan and program of the study unit and in accordance with the modern technological possibilities of the institution as a continuous evaluation of students' engagement in educational activity (attendance, engagement in discussion, performance of written tasks and commitments, first and second intermediate evaluation, etc., on the basis of which activities a value of judgment is derived - grade as a final decision).

### **Article 35**

1. Teachers are obliged to present the conflict of interest. There can be no questioning parent, husband, brother, sister.
2. The exam must be held in an amphitheater, lecture hall, rehearsal room, or other suitable environment (with the permission of the head of the study units), where the students who have taken the exam may be present.
3. The results of formative tests, colloquia and seminars, foreseen by the curriculum and organized during the teaching process, should be taken into account in the final assessment of the student if the student has passed the necessary threshold for passing the exam and if the relevant criteria are provided in the description in the syllabus of the course.

### **Article 36**

Only students who have taken the exam have the right to enter the exam, which is confirmed by an application form registered in the electronic register - DMS.

### **Article 37**

1. The student has the right to file a written complaint to the dean of the academic unit against the grade received. The complaint must be filed within two working days after the results are announced.
2. The complaint can be made for these reasons
  - a. For the written exam - a complaint is filed against the grade obtained in writing;
  - b. For the oral exam - a complaint is filed against the grade taken orally;
  - c. For the combined written and oral exam:
  - d. An appeal is filed against the grade obtained in writing before entering the oral exam;

e. An appeal is filed against the grade taken orally, which means that the grade from the written exam has been accepted.

### **Article 38**

1. After timely receipt of the complaint, the dean of the academic unit forms the examination commission within one working day after the complaint is received and appoints three members of the commission. The questioner is not entitled to be a member of the commission.
2. In case the oral exam is repeated, the evaluation by the commission is done on the next working day after the commission is appointed.
3. No appeal may be lodged against the evaluation of the commission.
4. Tests from exams related to student assessment are stored for at least one (1) year.
5. In case of a negative evaluation by the Commission, the student loses the right to re-exam for one year until you repeat the re-hearing of the subject in which has failed the exam.

### **Article 39**

1. The student is entitled to three attempts to pass the exam from a certain subject.
2. The Dean of the College, with a strong reasoning, may allow the student to enter the examination for the fourth time. The entrance to the exam for the fourth time is made before the three-member commission, appointed by the Dean of the academic unit.
3. The number of failures in passing the exam is not taken into account, if the student repeats the year of studies.

### **Article 40**

1. If the student, in the repeated year, again fails four times in the examination, he loses the status of a regular student.
2. All exams are held within the announced exam deadline.
3. The regular exam deadlines are: January-February (winter), June (spring) and September (autumn).
4. The exam schedule is announced at the beginning of each year for all deadlines. Deadlines are regulated in more detail by the College Rules.

### **Article 41**

1. The senate of the college at the request of students for major reasons may allow extraordinary term of examinations.
2. Extraordinary exam deadlines are: November deadline and April deadline.
3. The schedule of extraordinary exams is announced at the beginning of each semester.

### **Article 42**

1. The schedule of regular exam deadlines is announced at the beginning of the academic year. The exam schedule should contain notes about the day, time and space where the exam will be held.
2. The student cannot have two compulsory exams on the same day.
3. The exam schedule, after being announced, is mandatory for both the questioner and the student.

4. The deadline for submitting the exam, for the regular exam period, for students who have the right to take the exam from the subject they submit the exam is 5 days before the exam deadline begins.

#### **Article 43**

1. If the student can not enter the exam due to a major reason, it is considered that the exam has been canceled.
2. In all other cases, when the student does not withdraw from the exam in time, the exam is considered to have failed, respectively that it has been graded with a grade of 5.
3. It is considered that the student has withdrawn from the exam in time if he / she confirms his / her decision by signing the application form no later than 2 days before the day of the exam.
4. Timely withdrawal of the student from the exam is not considered as a failure in the exam, while the signing of the application form is done at the location of the application form or on the relevant form in the DMS.
5. At his / her request, the student may be allowed, by the Dean of the academic unit, to enter the examination earlier if he / she participates in an international student exchange program or is doing an internship abroad during the period set for the exam.

#### **Article 44**

1. After the end of the exam, the completed reports must be submitted to the student service, by the teacher or the head of the study units together with the minutes and the statistical report, no later than 7 days after the end of the exam.

#### **Article 45**

1. Student assessment is done with grades from 5 (five) to 10 (ten). Grade 5 (five) indicates that the student has not passed the exam and the same is evidenced in DMIS.

#### **Article 44**

1. Student assessment is done with grades from 5 (five) to 10 (ten). Grade 5 (five) indicates that the student has not passed the exam and the same is evidenced in DMIS.
2. The passing grades are from 6 to 10
3. Grade to describe the level of success in exams:
  - a. 10 (A) EXCELLENT - excellent knowledge with only a few minor mistakes
  - b. 9 (B) VERY GOOD - above standard average, but with some errors
  - c. 8 (C) GOOD - generally good result with some errors noticed
  - d. 7 (D) SATISFIED- well, but with plenty of mistakes
  - e. 6 (E) ENOUGH- the results meet the minimum criteria
  - f. 5 \* (FX) WEAK - requires a little more work from the student to earn credits
  - g. 5 (F) WEAK - takes a lot of work to earn credit.
4. Physical applications and exam report issued by DMIS, are sent to the student service officer who at the latest two days after the exam and receipt of reports from teachers completes and binds as an exam book and grades registers them in the registry book and in the student file.

#### **Article 46**

The teacher records the final grade immediately after the end of the exam in the presence of the student in the relevant register in which the student has undergone the examination and records the grade from the final register in the relevant report in DMIS. The message automatically goes to the student to record the grade. The student is given the opportunity to accept or reject the grade within 48 hours.

#### **Article 47**

1. The student is dissatisfied with the assessed passing grade, and if he has no remarks about the course of the exam, he has the right not to accept the offered grade (refuses) and to take the exam in the following deadlines.

2. In such cases, the refuse option is recorded in the DMIS and for the student the exam deadline is recorded as consumed

Final exam

#### **Final Exam**

#### **Article 48**

The student has the right to submit a written request for permission for the diploma thesis and the appointment of a mentor, after completing all the obligations provided by the curriculum. The potential mentor of the student is the teacher according to the field of expertise that corresponds to the proposed topic.

#### **Article 49**

The study units council reviews the student's written request together with the relevant title and decides to approve, return it for completion or reject it. In case of approval, the Council of the Academic Unit proposes the commission for evaluation and defense of the topic worked by the student. The Academic Unit Council keeps records of the number of BA level diploma topics for which a teacher can be a mentor within an academic year

1. The final exam is organized for students who have previously given all the exams provided by the curriculum at least one deadline in advance and who have fulfilled all other obligations to the College, according to the study conditions as provided in the plan and study program.

2. The final exam is organized with a diploma thesis and the date of the final exam is published in the joint exam schedule according to the deadlines, but at least three days after the last year exams are held.

#### **Article 50**

1. The Dean of the academic unit forms the commission for the final graduation exam.

2. The commission consists of three teachers of the respective study units, one of whom is appointed chairman, candidate candidate mentor and a third member.

#### **Article 51**

After graduation in the relevant study units of the College, graduates meet the conditions to be issued a BA level diploma in accordance with applicable law.

#### **Diploma thesis**

#### **Diploma thesis**

**Article 52**

1. After the end of the last regular semester of studies according to the curriculum of the study unit, the student will be assigned a period of 12 months to complete the exams (graduation period).
2. The student can once ask the head of the study units for permission to extend the graduation period for another 12 months.

**Article 53**

1. The student who has exceeded the time provided to successfully complete the degree can submit a request to the dean of the academic unit for the extension of this period for another year.
2. If a positive decision is made, the student performs the administrative obligations just like the regular students.

**Completion of studies****Article 54**

1. Successful defense of the diploma thesis of bachelor studies means the observance of the recommendations foreseen with the Manual for drafting the diploma thesis of BA level, the way of elaboration of the topic, which confirms the acquired skills of the student during the study to interpret and apply methods, both theoretical and practical, in solving certain problems in the respective field.
2. The student usually works and defends the diploma thesis individually.

**Article 55**

1. The diploma thesis is registered in the last semester of studies with the respective weight of ECTS credits according to the study plan and program.
2. The diploma thesis deals with topics that belong to the respective programs of the academic units of the College.
3. To receive the topic of the diploma thesis, the student submits a written request for the formalization of the thesis.
4. The conditions that the student must meet to gain the right to formalize the diploma thesis are determined by the study plan and program.

**Article 56**

1. The student receives the request for the formalization of the diploma thesis at the student service office.
2. Student Service Officer - The responsible clerk from the Student Service Office with his signature certifies that the student has fulfilled all obligations and meets the conditions for receiving the diploma thesis.

**Article 57**

1. For the drafting of the diploma thesis is foreseen the deadline of at least 1 and at most 3 months from the day of officialization.
2. In reasonable cases this term may be extended for a maximum of 2 months.

3. The request for extension of the deadline for completion of the diploma thesis with the relevant reasoning is made by the student, while the decision for approval is made by the Dean of the Academic Unit of the College.

#### **Article 58**

1. At the beginning of each new academic year, the teachers of the academic units of the College submit the lists with titles for diploma thesis.
2. The proposal of the diploma topic is made by the student in agreement with the teacher who teaches the subject in the specific program, where in addition to the title of the topic should be emphasized the purpose of the topic and the necessary literature.
3. The teacher who allows the diploma topic leads the student in the role of mentor until the completion of the diploma thesis.
4. The student mentor, after the student has worked on the topic according to his instructions and according to the requirements provided by the manual, instructs the student to format the topic according to the College standards, multiply it into four copies and submit it to the clerk.
5. The mentor has the obligation to inform the Dean of the academic unit about the number of topics and candidates for the establishment of the commission for the defense of the topic.
6. A teacher may not be charged with supervising more than 20 diploma theses for an academic year, except in exceptional cases when permitted by the Dean of the Academic Unit of the College.

#### **Article 59**

Based on the positive evaluation report by the mentor, the student obtains the right to submit the diploma thesis in four copies (written on both sides of the A4 paper) at least 5 days before the public defense, of which one copy remains in student file.

#### **Article 60**

1. The defense of the diploma thesis is public and takes place before the Commission composed of three members, respecting the regulation.
2. The commission keeps the minutes on the oral defense of the diploma by the candidate.
3. The evaluation criteria are: Average grade during the bachelor studies, the quality of the diploma homework and the quality of the oral defense. Each of the commission members made the assessment individually. The final grade represents the average of the three grades.  
In case of disagreement between the mentor and the members of the commission (chairman and member) the final evaluation remains, the evaluation made by the chairman of the commission.
4. The grade achieved in the defense, the commission records in the minutes, in the application form and in the DMIS.
5. The candidate, who has not submitted the diploma thesis in the extended term, or the written thesis of his diploma or the oral defense have not been successful, is assigned the new diploma thesis.

**Article 61**

The graduate student in the Dardania College receives the title "Bachelor" in accredited and licensed programs according to the Academic Units as in article 2.

**Article 62**

The overall success of the student at the end of studies is determined by the average grade which represents the arithmetic average of positive grades from all subjects. In the diploma is written, the average grade during the studies and the grade of the diploma thesis.

**Article 63**

The diploma on achieving the title of professional training is signed by: the Rector of Dardania College and the Dean of the academic unit of the College.

**Article 64**

Until the day of graduation, the student is issued a Graduation Certificate signed by the Dean of the academic unit.

**Transitional provisions****Article 65**

The completion and amendments of this regulation are done in the same procedure as the approval.

For all other issues that are not included in this regulation, the provisions of the Statute of Dardania College as well as the Law on Higher Education in the Republic of Kosovo apply.

**Final Provisions**

These rules enter into force on the day of their approval by the Steering Board of Dardania College.

Upon the approval of this regulation, the preliminary regulation of basic studies is abrogated.

Chairman of the Steering Board of Dardania College  
Prof. Dr. Haki Demolli

