



## KOLEGJI DARDANIA

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In accordance with the provisions of the Statute of the "Dardania" College, located in Prishtina, the Steering Council of the Dardania College on 21.06.2023 adopted this:

### REGULATION FOR STUDENT TRANSFER

#### I. General provisions

##### Article 1

With the Regulation for transfer of students to Dardania College, the following issues are defined and regulated:

- Changing the study program within the College;
- Equalizing of study plans and programs;
- Administrative procedures in case of transfer;
- Transfer from other educated and licensed Institutions of Higher Education;
- Equalizing of grades in line with the system of ECTS credits;
- Transitional provisions.

#### II Changing the study program

##### Article 2

The student can change the study program by completing the study in one study program and starting the study in another study program in the academic units of Dardania College.

The change of the study program is done on the basis of the Administrative Instruction (MEST: No. 13/2018 on the management information system for higher education) and according to the provisions of the regulation in force.

Changing the study program is possible between accredited programs of academic units in order to achieve the same level of education in accordance with the provisions of the Law on Higher Education.

#### III. Evaluation and equivalence of the study program

##### Article 3

When changing the study program, the student is legally enabled to start studies in the new study program. Registration in the new program is allowed to the student if in advance at least 50% of the exams have been successfully completed in the previous study program and the contents match the new study program.

## **Curriculum equivalence**

### **Article 4**

At the beginning of the academic year, the student is allowed to register in the new study program since at least two semesters of preliminary studies are recognized.

### **Article 5**

Changing the study program cannot be done if the student needs to register again in the first year of studies in the new program.

## **IV. Administrative procedures in case of transfer**

### **Article 6**

The student must submit the request for changing the study program to the studies committee of the institution where he wants to continue his studies. The application must be accompanied by the original exam certificate as well as the syllabi for the relevant subjects based on the previous study program.

### **Article 7**

1. After the evaluation of applicant's documentation, the Studies Committee determines conditions and supplementary program obligations for changing the program in accordance with the norms with which the study program is accredited.
2. The decision to change the program of the academic unit, with the proposal of the relevant committee, is done by the Teaching/Scientific Council of the academic unit.
3. Against the decision on the rejection of the change of the study program, the applicant for the change of the program, within two weeks after the publication of the decision, can file a written complaint with the Senate of the College.
4. The Senate, after accepting the complaint, within a period of one month, takes a final decision in the administrative procedure.

## **V. Transfer from other Higher Education Institutions (HEIs)**

### **Article 8**

When changing the study program from one (HEI) to the College, the same rules apply as when changing the study program within the College, except for students who transfer from other HEIs; the proof of the institution's licensing and the accreditation decision must be attached to the request of the study program in which they attended for their studies.

## **VI. Equivalence of grades according to ECTS**

### **Article 9**

The recognition of studies, the acceptance of grades and the equivalence with ECTS of the exams given in the new study program are based on the criteria defined in the regulations of Bachelor and Master studies by the Studies Committee. Based on the proposal of the study committee, the decision is taken by the Teaching/Scientific Council of the academic unit.

#### **Article 10**

Recognition of studies, acceptance of grades and equivalence of ECTS-exam credits given in the new study program, cannot be done in the first semester or in the last semester of studies.

### **VII Transitional and final provisions**

#### **Article 11**

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

#### **Article 13**

#### **Final Provisions**

This regulation entered into force on the day of approval by the Governing Council of Dardania College, while revoking the previous Regulation, dated 05.11.2020.

Chairman of the Steering Council

Prof. Dr. Haki Demolli

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