



**ESLG**

**COLLEGE ESLG**

**STATUTE  
OF  
COLLEGE  
ESLG**

**August 2019**

**In accordance with Article 17 of the Law on Higher Education No.04 / L-037 of the Republic of Kosovo, the Management Board of ESLG College on 14.08.2019 issues the following amendments and supplements of the Statute as following:**

## **STATUTE OF COLLEGE ESLG**

### **Introductory Provisions**

#### **Article 1**

#### **Independent Institution of Higher Education**

College ESLG (further:College) is an independent higher education institution which offers university teaching and engages in research, study and consulting activities in the field of social sciences.

#### **Article 2**

#### **Name and Headquarter of College**

- (1) The College name is: ESLG College. The abbreviation of the College is: ESLG.
- (2) The international name of the College ESLG is: College ESLG.
- (3) The headquarter of the College is Nazim Gafurri 33, Pristina.

#### **Article 3**

#### **Legal subjectivity**

The College is a legal entity which acts in the name and on its own behalf.

#### **Article 4**

#### **Stamp and the symbol of the College**

- (1) The College has its own stamp with the description BprAL COLLEGE ESLG.
- (2) The College have its own symbol which shall be used in all College documents.
- (3) The College has the stamp in a round shape, contains the name and symbol of the College. The College uses its own symbol SUB ROSA, which it publishes on all College Web sites.
- (4) In international activities, the College ESLG uses the stamp College ESLG .

## **II. COLLEGE AUTONOMY**

### **Article 5**

#### **Autonomy...**

The College exercises its autonomy in the field of education and science on the basis of a scientific field, and in particular:

1. Exercises its activity independently;
2. Issue rules of internal organization independently;
3. Designs study programs independently and decides how to deliver them;
4. Defines the criteria for the appointment of professors, researchers and academic staff;
5. Decides on the employment of professors, scientific workers and professional staff.

## **III. ACTIVITIES OF THE COLLEGE**

### **Article 6**

#### **Scope of College Activities**

The college's activities in addition to higher and postgraduate education, the research activities in the fields of legal, administrative, architecture and construction sciences and other social sciences are presented below:

7310 Research, experimental applications in the sciences of nature, technique and technology;

7320 Experimental research and development in the social sciences and humanities;

7420 Architecture and engineering activities and related consultancy

8030 Higher education/university;

8042 Education of Adults and other educations;

9251 Library activities in the archive;

2211 Publication of Books ;

2212 Publication of Newspapers;

2213 Publication of Magazines;

2214 Publication of sound recordings;

2215 Other publications;

2222 Printing of other materials;

2223 Book Linkage;

2224 Composition and preparation of plates for printing - preparation of printing;

2225 Other printing-related activities;

4523 Construction of highways, roads, airports and sports facilities;

7411 Legal activities / consultancy;

7412 Accounting and Auditing;

7413 Market research and public opinion polls;

7414 Business and management consulting activities;

7440 Advertising;

7483 Secretarial and translation activities;

7482 Packaging Activities/Copy & Reproduction Services;

7484 Other business activities;

9112 Activities of professional organizations;

9900 Organizations and associations abroad.

#### **Article 7**

##### **Engagement of College**

In developing its activities, ESLG College is engaged in international scientific-research activities and for this purpose engages in collaboration with local and international institutions.

#### **IV. THE PROPERTY OF THE COLLEGE**

##### **Article 8**

The owner of the College ESLG with ownership of 100% is Prof. Dr. Edmond Hajrizi with ID number 1030397076, who is also Chairman (President) of the Board.

## **V. COLLEGE ORGANIZATION**

### **Article 9**

#### **The organization of College**

In order to develop its activities, the College is organized based on the requirements of higher education and the size and scope of individual activities.

### **Article 10**

#### **College Units and Features**

(1) The main units and characteristics of the College's organization are its administration, academic divisions, decision-making bodies, the financial system and its order of internal regulatory acts.

(2) The College shall establish and maintain all the basic units of its organization as in official academic and administrative headquarters in Prishtina in the Republic of Kosovo.

(3) All elements and features of the College's organization are provided in this Statute in general terms, and shall be further elaborated in sub-legal acts and other internal regulatory acts of the College, which shall be established and promulgated by College Management Board

### **Article 11**

#### **Types of Organizational Units**

The College within its organization may establish schools, restrooms, departments, units, institutes, centers and other units such as the Book Center, Information and Documentation Center, as well as the Center for Distance Studies and the Alumni Club

### **Article 12**

#### **Schools**

Schools are organizational units that are established to implement the College's study programs.

### **Article 13**

#### **Departments**

Departments are established in certain scientific disciplines in order to develop research activities in certain scientific and pedagogical disciplines.

**Article14**  
**Institutes and Centers**

The institutes conduct research and consultancy activities in their respective fields.

**Article 15**  
**The College Publishing Bookstore**

(1) The library of the College and information and documentation center serves for the study and research needs of College students and professors.

(2) For the purpose of developing its publishing activity, ESLG College has its own publishing library.

**Article 16**  
**Alumni Club**

(1) The Alumni Club is a union of graduated student of all generations and all programs of the College with the aim of maintaining links and strengthening cooperation among graduated students of all fields.

(2) Within the Alumni Club operates Career Center that assists existing students in decision-making for studies, coordinates international exchanges, advises students on career design, and prepares career paths for College graduates. The work of the Alumni Club and the Career Center is regulated by its own particular regulation.

**Article 17**  
**Work of organizational units**

(1) The organizational units have its organs which are established in accordance with its activities which are responsible for the professional activity of those units.

(2) The organizational unit have its professional collegial body and the designation and form of establishment shall be governed by the decision on the establishment of the organizational unit, which should be taken by the Management Board and which should be in accordance with the incorporating act of the College and the Statute of the College.

(3) Financial resources for the development of educational, advisory and research activities carried out within the organizational unit of the College should be reflected within the individual balance sheets of the organizational units, study programs and projects carried out within this organizational unit.

## **Article 18**

### **College Bodies**

(1) The College bodies are as follows: the Management Board, Director, Rector, Dean, Academic Council, Senate, Students' Council, Studies Commission, Commission on Habilitation and Award of Academic Degrees, the Disciplinary Commission and Quality Commission .

(2) The College may establish such other bodies in accordance with the Statute and with the decision of the Management Board.

## **Article 19**

### **The Senate**

(1) The Senate is a professional body of the College which has at least nine members. The Senate is consisted of those members of the college's academic committee who are the bears at least one of a one particular course. All the scientific disciplines and professional fields of the College are equally represented in the Senate.

(2) According to the function of the senate members shall be elected automatically by the Student Committee, Rector, Dean and Vice-Deans. Students consist at least 1/5 of the Senate.

## **Article 20**

### **Mandate of Senate Members**

The Senate members are elected by the Academic Committee. The mandate of the senate members is three years and after the expiration of the deadline, the senate members can be re-elected.

## **Article 21**

### **Senate Leadership**

The work of the Senate is chaired by the Rector, the Dean, and in the absence of both, the sessions the Senate is chaired by an authorized Senate member.

## **Article 22**

### **Senate Competencies**

(1) The Senate shall decide on all matters relating to the implementation of existing study programs, new programs and changes to existing programs.

(2) Decisions of the Senate concerning the determination of the number of students in the case of a limited number of students and decisions regarding the disposition and use of financial resources shall be taken after obtaining the prior consent of the Management Board.

(3) Senate:

1. Prepares study programs;
2. Issues criteria for the promotion and award of academic degrees to professors, researchers and professional collaborator;
3. Selects teachers, scientific workers and professional associates;
4. Decides to revoke the title of a teacher, scientific worker or professional collaborator ;
5. Approves the research program;
6. Prepares the academic calendar and annual work plan;
7. Accepts doctoral theses for doctoral programs which can be accredited within the College in a future;
8. Appoints three members of the PhD thesis evaluation committee and the candidate's readiness to write a PhD thesis;
9. Appoints three members of the committee to assess the readiness to defend a doctoral thesis;
10. Prepares professional opinions for young researchers and decides on their candidacy;
11. Discuss and decide on the opinions of the student committee within their competencies;
12. Appoints the working bodies for performing the tasks in the specified fields;
13. Monitors the quality of education and research;
14. Implements the European system of Credit Transfer;
15. Decides on other matters in accordance with the law, statute and other regulations;



16. Elects members of the College Senate, representing the scientific and professional disciplines that are key to the College.

### **Article 23**

#### **Senate decision-making forms**

- (1) The College Senate shall take place the meetings which may be held from distance.
- (2) The Senate shall make decision whether there is a quorum of more than 1/2 of its members at the meeting.

### **Article 24**

#### **The composition of the senate**

- (1) The College Senate shall appoint permanent and honorary members.
- (2) The scope of work, their composition and the responsibilities of each Senate committee or body of work shall be determined by an act of appointment.

### **Article 25**

#### **Senate Meetings**

- (1) The meeting of the Senate may be convened at the request of the Rector, Deans or at least three members of the Senate, Management Board or Student Council.
- (2) Senate meetings shall also be attended by the Secretary of the College who is not entitled to vote.
- (3) The minutes of the Senate meeting shall be recorded and signed by the Rector, Dean or the Secretary of the College.
- (4) In the absence of the Rector or the Dean, the Senate meeting may be chaired by an authorized Senate member.

### **Article 26**

#### **Commissions and working bodies of senate**

- (1) The Senate of the College may during its activity appoint permanent and honorary commissions and working bodies.
- (2) The scope and composition of the commissions or working bodies shall be determined by the act of establishing them.

## **Article 27**

### **Management Board (Board)**

1. The Board is the highest governing and executive body of the College. All contracts relating to financial and administrative matters and expenses for the College, its statute, decisions on organizational and institutional changes to the College and its organizational units, as well as any contract or procurement exceeding 500 Euros should be confirmed in advance by the Board. For this reason, the Chairman of the Board shall sign the Management Board's decreese's as a basis for further action by the Rector, as set forth in the decree of the Board.
2. The College's Board of Management consists of the following members: Prof. Dr. Edmond Hajrizi - Chairman of the Management Board.
3. Pursuant to this Statute, the Board shall have the power to make the following decisions on behalf of the College:
4. Appointment of all officers of the College, inter alia, of the Chairman and Vice-President of the Management Board, Rector, Vice-Rector, the Head of the Accounting Unit, the Registrar's Office;
5. Appointment of heads of divisions, faculties, colleges, schools, institutes, departments and heads of the College; this appointment is made by the majority vote depending on the College's ownership rights and related to respective study programs or various projects specified in the statute;
6. Appointment of all the administration staff of the College;
7. Appointment of all teaching and research staff of the College;
8. Decisions related to financial aspects prepared by the Accounting Office; Decisions on financial and business contracts necessary for teaching, research and other College activities;
9. Adoption of all internal regulatory acts such as sub legal acts and other acts necessary for the implementation of the statute and the issuance of the general working conditions of the College.

## **Article 28**

### **Responsibilities of the Chairman of the Management Board**

The Chairman of the Management Board is responsible for:

- Convenes Management Board meetings;
- Determines the agenda of the Management Board;
- Chair the meetings of the Management Board;
- Formulates the Management Board decisions;
- Oversees the implementation of all decisions;
- Compiles the minutes of the Management Board, which is signed by the Chairman of the Management Board.

The Chairman of the Management Board is elected for five years.

## **Article 29**

### **Academic Council**

(1) The Academic Council shall consist of all academic staff of the College with a valid contract with the College in the current school year. The Academic Council elects the members of the Senate and oversees its activities.

Academic Council:

1. Elects members of the Senate in accordance with the provisions of the College Statute;
2. Provides general guidance to the Senate on study programs and their implementation;
3. Reviews the reports of the work of higher education institutions;
4. Performs other duties specified in this statute and college regulations;
5. Reviews reports on the work of the higher education institution;
6. Performs other duties as specified with the statute and other regulations of the college.

(1) The Academic Council shall decide on meetings that may be held from distance.

(2) The meetings of the Academic Council shall be chaired by the President, who shall be elected from among the members of the Academic Council.

## **Article 30**

### **Rector**

- (1) The Rector is the academic and scientific head of the College.
- (2) The Rector is competent to perform the following duties:
  - To represent the College as an academic institution;
  - Lead, supervise and coordinate studies, research and other academic programs, projects and units of the College;
  - Supervise and coordinate the work of the College's academic units such as divisions, departments, schools, faculties, colleges, libraries, and others;
  - Invite and chair senate hearings;
  - Make proposals, initiatives, and advisory opinions to the Management Board in academic matters related to the College's academic staff.

## **Article 31**

### **Dean**

- (1) The Board may appoint one or more Deans.
- (2) The Dean shall assist the Rector at his request in the duties specified by the Rector in accordance with the Board.
- (3) The Dean may replace the Rector in his absence if so authorized by the Rector or the Board.
- (4) The Dean assists the Rector in the implementation of decisions made by the Management Board and independently manages the units of the College that implement the College's study programs.
- (5) The Dean shall perform the duties related to the pedagogical, study and student affairs in accordance with the Rector.
- (6) The Dean who manages with the organizational units of the College is responsible for the implementation of the College's programs and projects.
- (7) The Dean is also the Chair of the Study Committee.
- (8) The College has and other Deans for other organizational units and for other fields of College activity.

## **Article 32**

## **Council of Deans**

- (1) The Council of Deans is an advisory body of the Rector and respective Deans, which treats all matters dealing with the college leadership. The Council of Deans is consisted by the Rector, the Dean and the Secretary of the College.
- (2) The Rector or Dean convenes the meetings of the Council of Deans to which are invited the Deans, the Secretary of the College, the members of the Management Board and, where appropriate, the representatives of other organizational units of the College and the representatives of the Students Council.

## **Article 33**

### **International Advisory Board**

- (1) The Board shall appoint the Chairperson and members of the College's International Advisory Board from personalities of high academic and public status in the international community relevant to the Republic of Kosovo and the Republic of Slovenia.
- (2) The International Advisory Board shall have at least nine (9) members.
- (3) The International Advisory Board shall give its opinion on its own initiative or at the request of the Board, Senate or Rector of the College on matters of international academic and public importance to the College.
- (4) The Board shall perform its duties in the regular and correspondent sessions, convened by the President at least once a year.

## **Article 34**

### **The composition of Students Council**

- (1) The Student Council shall consist of student representatives. The Student Council reviews and gives opinions to the governing bodies of the College and its opinions on the statute and other sub-laws acts of the College, which affect to the interests of the students.
- (2) If the opinion of the Student Council is not respected by the relevant body then the Student Council shall be eligible to request from the relevant body to make a decision on the relevant matter. The decision must be made by 2/3 of the votes of the relevant bodies.
- (3) The Student Council have at least 4 members.
- (4) The mandate of the members of Student Council is two years.

## **Article 35**

### **Election and mandate of Council members**

(1) The members of the Student Council shall be elected by the students by direct election. The elections are held in the second week of October. The manner of conventions of elections, the candidacy procedure and the election procedure shall be determined by regulations on student council elections.

(2) The rules on the election of the members of the Student Council shall be adopted by the Student Council itself.

## **Article 36**

### **Form of action of the Student Council**

(1) The Student Council decides on meetings which are public. The decision is taken by a majority vote of the present members. At least 2/3 of Student Council members must be present.

(2) The Student Council shall be chaired by the President elected by the students themselves from among the Council. In his/her absence, the meeting is chaired by the Vice President who is elected by the Student Council members themselves.

(3) Minutes of Student Council meetings shall be held by a member of the Student Council and signed by the President of the Student Council.

## **Article 37**

### **Habilitation Committee/Academic Degrees**

(1) Committee on Habilitation / Academic Degree is a working body of the Senate of College ESLG

(2) The Committee on Habilitation / Academic Titles shall give opinions on the academic calling of a teacher, scientific worker and professional collaborator.

(3) The Committee on Habilitation / Academic Degrees shall issue an opinion on the revocation of the academic call issued pursuant to paragraph 2 of this Article.

(4) The Committee on Habilitation / Academic Degrees shall consist of at least five members elected by the faculty senate from among the teachers.

## **Article 38**

### **Mandate of the Commission**

- (1) The mandate term of the members of the habilitation committee last three years.
- (2) The members of the habilitation committee shall elect the president (chairperson) from amongst their members, who shall chair the meetings of the committee.

## **Article 39**

### **Decisions of the Commission**

The Habilitation Committee shall make decisions on whether the meeting is composed of a majority of its members and shall take its decisions by an absolute majority of the members of the committee.

## **Article 40**

### **Committee of studies**

Study Committee:

- Approves diploma and master thesis topics and assigns the respective mentor to a candidate;
- Appoints professional commission for evaluation of diploma thesis and master thesis;
- Proposes to the Senate committee for evaluation of master's thesis;
- Decides on the admission of students and their transfer from one year to the next academic year;
- At the request of the student gives reasoned opinion on the urgent progress of a student.

## **Article 41**

### **Study programs**

- (1) The Senate of the College ESLG decides on the study programs to be given to this College. The College should accredit study programs to the Kosovo Accreditation Agency or other countries' accreditation agencies.
- (2) For each study program, the student must meet all the requirements set forth in that program and which result in obtaining an academic degree.

## **Article 42**

### **Disciplinary Committee**

- (1) The Disciplinary Committee shall deal with cases of violation of examination rules and shall decide on the imposition of penalties.
- (2) The Disciplinary Committee shall consist of two members and the president. The members of the Disciplinary Committee are appointed by the Management Board for a term of three years.
- (3) The Dean decides to initiate disciplinary proceedings. The dissatisfied party has the right to appeal to the Senate against the decision of the Disciplinary Committee. Disciplinary commission procedures are regulated by the study regulation.

## **Article 43**

### **Commission on Quality**

- (1) The members of the Quality Committee shall be appointed by the Senate of the College on the proposal of the Rector or the Dean. This Committee is composed of at least 6 members, whose president is appointed by the Senate.
- (2) The Quality Committee shall be represented by all key stakeholders such as professors, researchers, students, professional staff, administrative staff and professional associates.
- (3) The Quality Committee shall perform the following duties:
  1. Prepare annual quality reports (self-assessment report);
  2. Continuously monitors the quality of studies and recommends improvements;
  3. Continuously monitors scientific and research work and makes suggestions for its improvement;
  4. Performs other duties for the purpose of quality improvement which are regulated by the Regulation on Quality;
  5. The detailed functioning of the Quality Commission is regulated by the Quality Regulation; of the College ESLG;

## **Article 44**

### **Registrar Office**



The Registrar's office performs the administrative and technical duties of the College. The leader of Registrar's office is the Secretary of the College who reports to the Rector, Dean and President of the Management Board. The Secretary of the College is appointed by the President of the Management Board for a term of three years with the possibility of extension.

The Secretary of the College carries out the administrative and technical duties in these areas:

1. Student Affairs;
2. Enrollment in college studies;
3. Research work;
4. Students' requirements;
5. Financial matters;
6. International cooperation;
7. Personnel and legal issues;
8. Publishing activities;
9. Protocol issues;
10. Other issues;

## **Article 45**

### **Accounting Office**

Chief Accountant of the university is the chief of accounting office, who is responsible for administering finance in general, maintaining the accounting books of the university and its units, analyzing the financial status of the university and its units, and maintaining accounting and issuing financial reports.

## **Article 46**

### **The Assets of College**

- (1) The College's assets and other financial assets are the property of the founders.
- (2) The College manages with the College's assets and benefits derived from the College's financial circulation and to this it responds to the founders.
- (3) The College shall be responsible for the legal circulation of the assets at its disposal.

(4) The College manages the individual unit levels by maintaining separate financial statements for them. This is decided by the Management Board with the act of establishing of the special organizational units.

## **Article 47**

### **Sources of financing**

The College funding sources are:

1. Through competition in state public tenders;
2. Tuition fees;
3. Share Capital of Founders;
4. Payments of consulting jobs;
5. From participating in national and international research and consulting projects;
6. Donations and other gifts;
7. Other sources;

## **Article 48**

### **Preparation of study programs**

(1) The development of new study programs is suggested by the College Senate in accordance with the College Management Board.

(2) Higher education is carried out through study programs prepared by the Senate. The College should accredit study programs to the Kosovo Accreditation Agency and other international accreditation agencies.

(3) Upon successful completion of the study programs, the candidate receives the diploma which is a public document.

## **Article 49**

### **Joint study programs**

The College ESLG provides study programs independently or in collaboration with other higher education institutions at home or abroad in the form of joint study programs

## **Article 50**

### **Study programs**

The College develops and pretends to develop the following study programs:

1. Basic bachelor degree programs;
2. Postgraduate master's degree programs;
3. Doctoral study programs.

## **Article 51**

### **Academic Degree**

- (1) The student who successfully completes all requirements foreseen for basic studies earns a bachelor's degree
- (2) The student who successfully completes all requirements foreseen for postgraduate studies earns a master's degree.
- (3) The student who successfully completes all the requirements foreseen for doctoral studies earns a doctoral degree in the respective sciences

## **Article 52**

### **Composition of study programs**

- (1) The study programs are developed by the College.
- (2) The constituent parts of a study program are:
  1. General data on the program (name, level, type, duration);
  2. The main goals of the program and the competences of the program;
  3. Data on the international applicability of the program;
  4. Data on college international cooperation;

5. Data on the assignment of ECTS credits for the respective subjects;
6. Conditions for registration;
7. Conditions for recognizing the knowledge and skills acquired prior to enrollment in the program;
8. Types of evaluation;
9. Conditions of progress within the program;
10. Conditions for transfer between programs;
11. Type and forms of studies;
12. Conditions for completion of studies;
13. Conditions for obtaining a scientific title.

### **Article 53**

#### **Study obligations and duration**

- (1) The study program must have at least 60 ECTS credits within one academic year;
- (2) The bachelor study program must have at least 180 ECTS credits which lasts at least three years.
- (3) The master study program must have at least 120 ECTS credits which lasts at least two years.
- (4) The doctoral study program must have at least 180 ECTS credits which lasts at least three years.
- (5) Study programs are a form of lifelong learning and are designed to complement, deepen and update students' knowledge's.

## **Article 54**

### **Other forms of education**

- (1) The college in addition to formal education programs also organizes forms of different types of non-formal education such as courses, summer schools, training programs and others, but with condition to not prevents the implementation of study programs that result in obtaining a qualification.
- (2) The education programs referred to above shall be approved by the Senate.

## **Article 55**

### **Earning credits through conducting internships**

- (1) In the bachelor study program, the student may in cooperation with the course bearers to be recognized for work experience performed of at least 10 ECTS credits and of at maximum of 12 ECTS credits.
- (2) The student may in co-operation with the course bearers to be recognized work practices in the form of seminar papers that reach the value of 2 to 4 ECTS credits.

## **Article 56**

### **College Enrollment Conditions**

The enrollment conditions, enrollment procedure and selection criteria are regulated by the study programs separately, the student registration vacancy and the study regulation.

## **Article 57**

### **Regular studies and part-time studies**

Studies are conducted on regular form and part-time studies.

## **Article 58**

### **Students part-time studies**

- (1) Studies are organized as part-time studies, if the college conditions permit this and if the study program is of such a nature as to permit it.
- (2) Part-time studies are conducted as distance studies as well.
- (3) The student may easily be enrolled from part-time to regular studies and vice versa.

## **Article 59**

### **The equivalent of regular and part-time studies**

- (1) Part-time studies in terms of characteristics and requirements shall be the same as regular studies.
- (2) The part-time student can very easily enroll from part-time studies to full-time studies. Full-time students can easily enroll in part-time studies. The conditions and procedure for enrollment and transfer from one form to another are regulated by the Regulation on Admission and Transfer of Students in Bachelor Studies and Regulation on Admission and Transfer of Students in Master Studies.

## **Article 60**

### **Parallel studies**

- (1) Parallel studies are studies that the student can pursue in parallel in some study programs. The student who successfully completes the obligations of all study programs receives the respective diplomas from each program completed in parallel.
- (2) The student may also after successful completion of the first year in one program of study be enrolled in parallel to the other program of study if he/she fulfills the conditions for enrollment for the other program.

## **Article 61**

### **Interdisciplinary Studies**

- (1) Interdisciplinary studies may be carried out by several higher education institutions, each of which is responsible for their own study area.
- (2) By an internal regulatory act or special agreement shall be regulated the aspects of enrollment, the provision of lectures and other activities pedagogical character, examinations and record keeping, the mentoring of diploma thesis and different material expenditures arising from implementation of the interdisciplinary program.

## **Article 62**

### **Individual studies**

Individual studies are those studies for which pedagogical activities (lectures, exercises and seminars) are organized through individual consultations with students. This form of study is especially organized if a small number of students are enrolled in the program.

## **Article 63**

### **Transfer between study programs**

- (1) Transfer between study programs is possible after completing one study program and continuing on to another study program.
- (2) The first study program is the program from which the student comes. The first study program may include all study programs at the same level at which, the candidate has already fulfilled the academic requirements and may be recognized into another study program. The second study program is a program in which the student passes.
- (3) Applicants for transfer from one program to another perform the procedures through the online system. The college organizes the transfer process.
- (4) The conditions of enrollment and transfer shall be regulated by the registration vacancy and the study regulation.

## **Article 64**

### **Language of studies**

The language of study is the Albanian and English language. If the law allows this, the study program may be developed and in another language.

## **Article 65**

### **Year of studies**

- (1) The year of study begins on October 01 and ends on September 30 of the following year;
- (2) The year of study may be organized in trimesters or semesters.

## **Article 66**

### **Language of Bachelor and Master diploma thesis work**

The bachelor's and master's thesis can be compiled in Albanian or English language.

## **Article 67**

### **Scope of lectures**

- (1) Weekly obligations for bachelor programs are extended from 20 to 30 hours of lectures per week , exercises, assignments, seminars and other obligations for the 30 weeks of the academic year.
  - (2) If a small number of candidates are enrolled in the study program, the teaching process may be organized through individual consultations. The Management Board of the College decides on this matter.
  - (3) If a study program includes practical training, the student's total workload may not exceed the rate of 40 hours per week and 42 weeks per year.
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## **Article 68**

### **Forms of knowledge assessment**

- (1) The student's success in performing the obligations of a study program is accomplished through the evaluation of knowledge gained and the grading process. The forms of knowledge assessment are exams, tests, essays, research papers and other forms of assessment.
- (2) Examination forms, exam deadlines and other examination conditions and other aspects of assessment are regulated by the ESLG College Study Regulation and the ESLG College Examination and Administration Regulation

## **Article 69**

### **Admission to exams and other study obligations carried out in other higher education institutions**

- (1) Students who have completed examinations and other study program obligations prior to enrollment at ESLG College in higher education institutions in Kosovo and abroad may apply for admission to the exams.
- (2) The conditions and procedure for taking the exams shall be regulated by the Regulation on Studies.

## **Article 70**

### **Transfer on to the higher year**

The student may be enrolled in the higher year if he / she has fulfilled all the obligations of the study program and the conditions for transfer to the next year of study. Conditions for advancement to the senior year of study, repetition of the year, and conditional enrollment are regulated by the study regulation.

## **Article 71**

### **Extraordinary enrollment**

- (1) Extraordinary enrollment in the following year may also be made if the student has not fulfilled the conditions for advancement to the next year of studies and if there is a well-founded reason for this.
- (2) The grounded reason with which the student may be enrolled in extraordinary form in the next year of study is: maternity leave, illness that has lasted more than two months, participation in various professional, cultural and sports activities, active participation in the College bodies, or

participation on important social activities that benefit the whole society. The student should prove these reasons with reliable documents.

(3) Advancement to the next year of study without fulfilling all the previous year's study obligations is possible if the Study Committee decides for that. The student must apply for this by September 20 of the relevant year.

## **Article 72**

### **Repetition of the year**

(1) Students who have not completed all obligations set forth in the study program for enrollment, in the following year they may repeat the study year only once and within that year should fulfill the requirements for transfer to the next year of study.

(2) The student must make the request for the repetition of the year by September 20 of the relevant year.

## **Article 73**

### **Conditional enrollment**

The student may make a conditional enrollment in the next year of studies if he /she has less obligations that is foreseen by the Regulation of Studies for the transition to the next year of study.

## **Article 74**

### **Conditions for faster progress**

(1) A student who shows excellent study results can progress faster during the course of study.

(2) The student is enabled to progress faster The student is allowed to progress faster if he/she shows excellent success in fulfilling the teaching obligations and if he/she has passed all exams from the previous year by achieving an average grade of at least eight.

(3) The decision on this shall be issued by the Senate upon the request of the candidate and after the reasoning provided by the Committee on Research Affairs. The decision specifies the way to progress faster during the study process.

## **Article 75**

### **Continuing post-interruption studies**

The termination of studies is calculated from the day when the student has lost his / her student status. Loss of student status is governed by the Law on Higher Education and the College Regulations.

## **Article 76**

### **Termination of studies**

Termination of studies and procedures for continuing studies are regulated by the College regulations.

## **Article 77**

### **Termination of studies for more than two years**

(1) If more than two years have passed from the moment when the student terminated his studies, the student must make a request for further studies with to the Committee of Studies. In case of a positive decision of the Study Committee, the decision shall specify the manner of continuing the studies, the manner of passing the exams, the seminar papers and diploma thesis. The deadline for completion of studies and the manner of remained of the education shall be made in accordance with the list of College tuition payments.

(2) If the curriculum changes after the student has terminated his/her studies, then the Study Committee shall decide on the differential exams which the student is obliged to pass them as additional obligations incurred as a condition of continuing studies.

(3) If before the suspension of studies the student was obliged to pass additional exams in addition to the differential examinations, then the Study Committee in addition of passing the differential examinations foreseen in the new syllabus, it also provides passing the old exams which have been applicable with the old syllabus. The student then has gain to pay the ECTS credits of the remained, but also to pay for the new differential exams provided by the new syllabus.

## **Article 78**

### **Scientific and Research Work**

(1) Research and scientific work is the basis for the qualitative implementation of pedagogical activities.

(2) In addition to the scientific and research work which is directly related to the educational and pedagogical process of the College, the College shall also carry out research and scientific work on other projects commissioned by third parties in accordance with the law and internal regulations which regulates scientific and research activities.

## **Article 79**

### **Teachers, scientific workers and scientific collaborators**

(1) The academic titles of teachers, scientific workers and scientific collaborators shall be given in accordance with the Law on Higher Education which regulates the activities of the colleges.

(2) The academic titles of teachers provided by the law on higher education are: 1) assistant, 2) lecturer, 3) assistant professor and 4) professor.

(3) The scientific collaborators are: scientific collaborator, senior scientific collaborator and scientific advisor.

(4) The collaborators of higher education are: assistant, librarian, professional advisor, senior professional advisor and professional collaborator.

## **Article 80**

### **Procedure for awarding of academic titles**

(1) The pedagogical process at the level of bachelor and master studies may be carried out by the teachers provided with the titles under Article 81.

(2) The procedure for awarding the academic title of teacher or scientific collaborator results in a decision of awarding the academic title of teacher or scientific associate.

(3) The College Senate shall not later than 30 days after the taken decision by the three reader members of the Review Committee who give their opinion on the professional ability of the

candidate in order to award them with the relevant academic title. The report must be submitted to the Commission of Habilitation.

(4) The Committee of Habilitation after receiving a report from the Recensus Committee shall give a professional opinion on the award of the relevant title to the College Senate.

(5) If the Habilitation Committee considers that the candidate does not meet the condition and requirements to obtain the relevant academic title provided for in Article 81 of this Statute and the provisions of the Law on Higher Education, then it recommends to the Senate to not award the candidate with the relevant academic title. .

(6) After receiving the positive opinion by the Habilitation Committee, the Senate of the College takes decision for awarding the academic title provided for in Article 81 of this Statute.

(7) The candidate has the right to appeal against the decision of the Senate according to the Law on Administrative Procedure.

## **Article 81**

### **The validity of academic title**

Assistants, lecturers, assistant professors and professors are elected for a term of five years.

## **Article 82**

### **Rules for the award of an academic title**

The conditions for the award of the relevant academic titles provided for in Article 81 of this Statute shall be regulated by the Regulation on the Habilitation and Award of Academic Titles of the College ESLG.

## **Article 83**

### **Student Status**

(1) The student is the candidate who has been admitted to the College according to the announced vacancy and who has fulfilled the conditions foreseen by the vacancy.

(2) The student's status is evidenced by the evidence enrollment certificate and student card.

(3) The student of the bachelor's and master's degree programs loses the status of the student in the cases provided by the law on Higher Education.

## **Article 84**

### **Students certification**

The College may, on the basis of its evidence, in accordance with the applicable law on Higher Education, issue the following documents:

1. Enrollment paper;
2. Certificate for taking the exam;
3. Certificate of grades;.
4. Certificate of completion of studies.
5. Diploma.

## **Article 85**

### **The rights and obligation of the student**

The student enjoys the respective rights and obligations provided by the law of higher education, other bylaws, this statute and other internal acts of the College.

## **Article 86**

### **Self-government**

Students through their representatives are eligible to participate in the bodies of the College.

## **Article 87**

### **Disciplinary responsibility**

Students take the disciplinary responsibilities for breach of obligations and non-fulfillment of these obligations as set forth in this statute and in the study program regulations. This part is regulated by the Regulations for Studies issued by the College Management Board.

## **Article 88**

### **The right to Enrollment and Higher Education**

Students are eligible for enrollment and Higher Education under the same conditions without discrimination as provided by the Law on Higher Education, the Statute of the College and the conditions of enrollment in the study program.

## **Article 89**

### **The right of objection**

- (1) The student is eligible to make objection against the decisions of the College bodies, which regulate their rights, obligations and responsibilities.
- (2) Students are eligible to make objection within 15 days since the decision was taken, by which they believe that their rights have been violated.

## **Article 90**

### **Decision on objection**

The Dean of the College decides on the student's objection within 15 days of receiving the objection.

## **Article 91**

### **Complaint**

The student is eligible to appeal against the Dean's decision to the Office of the Rector within 15 days of receiving the Dean's decision.

## **Article 92**

### **Administrative conflict**

Against the decision of the competent body of the College, the student is eligible to initiate the administrative procedure according to the Law on Administrative Procedure.

## **Article 93**

### **Entry into force**

This amended statute enters into force at the time of its promulgation in the Information System of the College.

Prishtinë, më 14 GUSHT 2019.

Prof. Dr. EDMOND HAJRIZI, KRYETAR I BORDIT MENAXHUES

