

In accordance with the statute of **BprAL** College ESLG on 20.08.2019 and according to the laws applicable to higher education in Kosovo, the Management Board of **BprAL** »College ESLG« on 20.08.2019 issues the following

REGULATION OF ENROLLMENT IN BACHELOR STUDIES

1. Introductory Provisions

Article 1

This regulation regulates the conditions of enrollment in the first, second and third year of full-time and part-time studies.

Article 2

The student may be enrolled four times during the studies, respectively in the first year (first, second and third trimesters), second year (fourth, fifth and sixth trimesters), third year (seventh, eighth and ninth trimesters) and as an absolvent (12 months).

2. Enrollment condition of in the first academic year

Article 3

General conditions

(1) The student is enrolled in the first year of bachelor studies of program Law LLB in the English language if fulfills the following conditions:

- Have completed the Matura exam;
- Completed high school with the GPA of higher than 3.5;
- Completed the TOEFL exam with the success of higher than 500 points;

(2) The student is enrolled in the first year of bachelor studies of program Law and Management of Real Estate and Infrastructure (BA) in the English language if fulfills the following conditions:

- Have completed the Matura exam;
- Completed high school with the GPA of higher than 3.5;
- Completed the TOEFL exam with the success of higher than 500 points;

(3) The student is enrolled in the first year of bachelor studies of program Law and Management of Real Estate and Infrastructure (BA) in the Albanian language if fulfills the following conditions:

- Have completed the Matura exam;
- Completed high school with the GPA of higher than 3.5;

(4) For students for whom the Matura Exam was not applicable at the time of their graduation then only GPA during secondary education shall apply.

(5) Students who have completed their secondary education abroad shall meet the same requirements for admission as candidates that completed their education in Kosovo, whereby the GPA obtained abroad shall be subject to equivalency according to applicable grading system in Kosovo

Article 4

Enrollment restrictions

(1) The ESLG may limit the number of students enrolled in the academic year if the number of candidates submitted is greater than the number of students, who College ESLG has the space and staffing opportunities to accommodate all. The number is limited by the proposal of the Senate of College ESLG.

(2) In the case of restricted enrollment, the College ESLG shall apply the following enrollment conditions in the program of Law LLB as:

- Matura Exam score consists 25% of points;
- The average grade of high school study consists 50% of points;
- Result of TOEFL Institutional Test consists 25%.

(2) In the case of restricted enrollment, the College ESLG shall apply the following enrollment conditions in the program of Law and Management of Real Estate and Infrastructure (BA) in English language as:

- Matura Exam score consists 25% of points;
- The average grade of high school study consists 50% of points;
- Result of TOEFL Institutional Test consists 25%.

(3) In the case of restricted enrollment, the College ESLG shall apply the following enrollment conditions in the program of Law and Management of Real Estate and Infrastructure (BA) in Albanian language as:

- Matura Exam score consists 30% of points;
- The average grade of four years of high school study consists 70 % of points;

(4) Study Commission is responsible for the decision for enrollment of students.

Article 5

Applying

(1) The student who fulfills the conditions under Article 4 of the present regulation shall submit the following documents:

1. The application to studies shall include the submission of the following documents:
2. Completed application form of enrollment;
3. Original or certified copy of Matura exam;
4. Original or certified copy of high school grade certificates together with high school diploma;
5. Photocopy of ID card.

6. If the student has been transferred from other universities or colleges accredited in Kosovo or other countries, they should also submit the grade certificate of passed exams to the other accredited university or college in order to be assessed the admission of passed exams by the Committee of Studies.

3. Conditions of enrollment in the higher year

Article 6 (General Conditions)

- (1) The student may be enrolled from the first year to the second year of studies, if he/ she has successfully passed the relevant exams, which comprise at least 30 ECTS credits.
- (2) The student may be enrolled from the second year to the third year of studies, if he/ she has who has successfully completed all exams of the first academic year and second academic year that consist at least 30 ECTS credits of the foreseen exams of second year
- (3) The student is enrolled in the higher year within the specified deadline which is 30 September. The present provision applies also for students who are repeating the year.

Article 7

- (1) The student may be probationally enrolled in te third year also if he/she misses one exam but fulfills the following conditions:
 - a. Has passed all the exams of the first year;
 - b. If he/she passes the missing exam until the end of the first trimester of the third year

Article 8

- (1) The enrollment in the higher year is also possible without meeting the requirements as foreseen in the previous provisions if the student provides the grounded justification.
- (2) The grounded justification is maternity leave or the sick leave that laster for more than two months or if the student who during the examination period took part in professional, cultural, and sport activities that boost the image of ESLG;
- (3) Study Commission is responsible for bringing the decision for enrollment in the third year even if the student has not met the requirements as forseen by previous provisions.

Article 9

- (1) The student who has been enrolled previously as part time student may move on to the following year as a regular student, if the former has successfully fulfilled the conditions for enrollment in the higher year and if the number of enrollment places as a regular study student is not limited.
- (2) The priority shall be given to candidates who have completed the previous year with high GPA during the previous academic year.

- (3) The student who has been enrolled in the previous year as a regular student, he/she may enroll in the following year as a part time student if preliminarily met the conditions for enrollment in the higher year.
- (4) The student must submit the request form of transfer from full-time to part-time studies no later than September 30 of each calendar year.

4. Conditions for repetition of the year

Article 10

- (1) The student who has not fulfilled all requirements of transfer to the higher year of studies may repeat that year only once and not more.
- (2) Exemption from paragraph (1) shall apply only those students who cannot successfully complete a repeat year due to the maternity, illness who laster more than two months or who during the examination period took part in professional, cultural or sports activities that boost the image of ESLG.
- (3) Students who give birth to children have the option of postponing studies for one year for each child born.

5. Continuation of studies after termination

Article 11

The student who discontinues the studies for less than two years may continue in the same study program that was applicable at the time of enrollment.

6. Absolvent (undergraduate) internship

Article 12

- (1) The student, after completing the last semester is entitled to 12 months of absolvent period.
- (2) The student may for justifiable reasons extend the absolvent internship for at least one year if the student provides the justifiable reasons such as: maternity leave, illness, participation in high professional, cultural and sports activities, which ESLG considers that boost the image of ESLG because of extracurricular activities of the student.
- (3) (1) The student who has lost the student status after completing an undergraduate internship may continue to complete the remaining academic obligations (exams, seminar works, diploma thesis), after fulfilling the financial obligations calculated under remained ECTS credits, respectively, according to the pricelist of tuition fees for the academic year which are in force for the academic year.

Conditions for enrollment as transfer students from other institutions of higher education accredited in Kosovo or abroad

Article 13

(Transfer in Law program)

- (1) Student may be transferred to Law program from every Law program accredited in Kosovo or abroad.
- (2) The student may be transferred to the second year of the Law program LLB if in the other accredited program he has completed at least 30 ECTS of passed examinations that are recognized as transferred credits by the Study Commission.
- (3) The student may be transferred to the third year of the Law program LLB if in the other accredited program the student has completed the first year and at least 30 ECTS credits of the second year of passed examinations that are recognized as transferred credits by the Study Commission.
- (4) The student is obliged to pass all the exams that foreseen by the curriculum of accredited program of ESLG and which were not part of the curriculum of the Law program in the other higher education institution accredited in Kosovo or abroad.

Article 14

(Transfer in the program Law and Management of Real Estate and Infrastructure)

Because the study program Law and Management of Real Estate and Infrastructure BA is a unique and interdisciplinary program the conditions for admission and enrollment from other study programs accredited in Kosovo or abroad are laid down below:

- (1) In the second year of studies can be enrolled all the candidates who have met the following requirements:
 - a. Have completed the High Professional School in the old higher education system applicable in Kosovo and SFRY in the following branches: 1) administrative and business sciences, 2) legal sciences, 3) mathematics, 4) architecture and civil engineering and geography. Students in question in the meantime must pass the following bridging exams: 1) Architecture, 2) Introduction to Spatial Planning, and 3) Real Estate Valuation;
 - b. Have completed university studies in another branch that is related to the main competencies of the interdisciplinary program such as 1) administrative and business sciences, 2) legal sciences, 3) mathematics, 4) architecture and civil engineering. Students in question in the meantime must pass the following bridging exams: 1) Property Law 2) Architecture, 3) Introduction to Spatial Planning, and 4) Real Estate Valuation;
- (2) In the third year of studies, the students who meet the following requirements may enroll:
 - a. Have completed the university studies in the following branches: : 1) administrative and business sciences, 2) legal sciences, 3) mathematics, 4) architecture and civil engineering. Students in question in the meantime must pass the following bridging exams: 1) Property Law, 2) Introduction to Spatial Planning, and 3) Introduction to Management;

Article 15

- (1) Students may enroll as transfer students to Program Law LLB only from study programs of the Law Faculty of a university, college or higher education institution accredited in Kosovo or abroad.
- (2) The decision for enrollment shall be brought by the Study Commission after having reviewed the curriculum of the law program of the other institution.
- (3) Students may transfer as transfer students to the study program Law and Management of Real Estate and Infrastructure (BA) only from study programs in a) administrative and business sciences, b) law; c) economy, d) architecture and civil engineering of a university, college, of higher education institution accredited in Kosovo or abroad.
- (4) The decision for recognition of exams shall be made by the Study Commission after having reviewed the study program of respective universities, colleges, and other higher education institutions accredited in Kosovo or abroad.

Prishtina, më 20.08.2019

Prof. Dr. Edmond Hajrizi
President of Management Board
