



## College ESLG

Pursuant to the statute of the PHEP » College ESLG «, the Governing Board of ESLG College on 20.08.2019 issues the following:

### **REGULATION ON ENROLLMENT AND TRANSFER OF MASTER STUDIES**

#### **1. General Provisions**

##### **Article 1**

This regulation regulates enrollment and transfer in the first and second year of full time and part-time studies at the master's level.

##### **Article 2**

The student is eligible to be enrolled three times during the master studies: 1) in the first year (first and second semesters), 2) in the second year (third and fourth semesters) and as an undergraduate (12 months).

#### **2. Conditions of enrollment in the first year**

##### **Article 3**

##### **General conditions**

(1) In the first academic year on the program of Law and Real Estate Management and Infrastructure (MA) which is held in English language, may be enrolled a student who fulfills the following conditions :

- o Student who has successfully completed basic studies at bachelor level or equivalent at bachelor level;
- o Student who has successfully completed bachelor's exams with an average grade above 7.5;
- o Student who has completed the GRE institutional test with scores of 450 or more;
- o Student who has relevant experience in the real estate field.

(2) In the first academic year of studies on Law and Real Estate Management and Infrastructure (MA) held in Albanian language may be enrolled a student who fulfills the following conditions;

- o Student who has successfully completed basic studies at bachelor level or equivalent at bachelor level;
- o Student who has successfully completed bachelor's degree exams with an average grade above 7.5;
- o Student who has experience in the relevant real estate field.

#### **Article 4**

In the case of a limited number of student's enrollments at College ESLG, the criteria mentioned above shall have the following weight in the student enrollment decision.

(1) For students of Law and Real Estate Management and Infrastructure program (MA) held in English:

- o Diploma 25%;
- o Average grade during basic studies 30%;
- o Results achieved in the GRE English language test 15% ,
- o Relevant experience 30%

(2) For students of Law and Real Estate Management and Infrastructure program (MA) held in Albanian:

- o Diploma 25%;
- o Average grade during the basic studies 50%;
- o Relevant experience 25%.
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#### **Article 5 (Application)**

1. The student who fulfills the enrollment requirements in the first year provided for in section 4 of this regulation shall submit the following documents:
2. The signed application form;
3. Original or certified copy of bachelor's degree;
4. Original or certified copy of bachelor's degree certificate;
5. In the case if the student is transferred from any university or college accredited in Kosovo or abroad must also submit a grade certificate;
6. Birth extract;
7. CV on his/ her professional experience;

### **3. Enrollment Conditions in the higher year**

#### **Article 6**

##### **(General Conditions)**

(1) The student shall be enrolled in the second academic year of studies if he/she has previously fulfilled all obligations to College ESLG, and if he/she has successfully passed the first year exams which comprises 40 ECTS credits.

(2) The student shall be enrolled in the higher academic year of studies within the deadline specified for the enrollment of the academic year which is September 30. This provision also applies to students who repeat the year.

#### **Article 7**

The student may be conditionally enrolled in the second academic year of studies if he/she misses an exam to meet the registration requirement:

- o If he/she has already completed the first year exams;
- o If he/she passes the relevant exam at the latest by the end of the first semester of the second academic year.

#### **Article 8**

(1) The enrollment requirements in the higher academic year is also possible without fulfilling the conditions set forth in the above articles, if the student provides based evidence.

(2) As based evidence may be considered such as maternity leave or illness that lasted for more than two months during the exam period, or if the student during the exam period participated in any professional, cultural and sports activities, for which the institution thinks that raise the image of College ESLG.

(3) The Committee on Studies decides whether a student may be enrolled in the higher year, even without fulfilling the above conditions as in the previous articles.

#### **Article 9**

##### **Transition from Full-time to Part-time Studies**

(1) The student who has been studying as part time in the previous academic year may be enrolled in the higher academic year as full-time studies, if he/she has fulfilled the eligibility requirements for the higher year, and if the number of enrollment as a full-time student is not limited.

(2) The priority shall be given to those candidates who have achieved a higher average grade during the previous academic year.

(3) The student who has been enrolled as a full-time student in the previous academic year may be enrolled in the higher academic year as a part-time student, if he/she has fulfilled the eligibility requirements for the higher academic year.

(4) The student must make the request of transfer from full-time studies to part-time studies and vice versa not beyond 30 September of the relevant year.

#### **4. Conditions of repeating the academic year**

##### **Article 10**

(1) The student who has not fulfilled all the enrollment requirements in the higher year may repeat the year only once.

(2) An exception to this rule are students who provide basic reasons such as maternity leave and illness that has lasted more than two months during the duration of taking of exams, or if the student has participated in professional, sports and cultural activities that ESLG College considers that can raise the image of College ESLG due to the extracurricular student activities.

(3) The students who give birth to children are entitled to postpone the completion of studies for one year for each child born.

#### **5. Continuation of post-termination studies**

##### **Article 11**

A student who terminates his/her studies for less than two years is eligible to continue studies with the same curriculum as was in force at the time of his/her enrollment.

#### **6. Duration of the status as absolvent**

##### **Article 12**

(1) After completing the last three semester, the student has time of 12 months to complete his/her studies.

(2) The duration of the absolvent of 12 months may be extended for another year, if the student offers sustained reasons such as: maternity, illness or participation in professional, sports and cultural activities, which the ESLG considers to enhance its image due to extracurricular student activities.

#### **Conditions of enrollment as a transfer student from other higher education institutions accredited in Kosovo and abroad**

##### **Article 13**

(1) The student may be transferred to College ESLG on the program of Law and Real Estate Management and Infrastructure (MA) from any accredited program in Kosovo and abroad,

(2) The student shall be transferred directly to the second year of studies if he/she has completed the first year at another accredited institution of higher education and has passed examinations that comprise at least 40 ECTS credits recognized by the ESLG- as passed exams.

(3) The student is obliged to pass all exams as foreseen with the accredited curriculum of the College program on Law and Real Estate Management and Infrastructure (MA) and which were not part of the study program curriculum in other accredited institution in Kosovo and abroad.

(4) The student may be directly enrolled in the second year of studies if he/she has completed studies under the old system and holds the title of graduated lawyer, graduated economist or graduated engineer;

(5) The students who have completed university studies and hold a law, economist or engineer degree equivalent to bachelor studies shall be eligible to enroll in the first year of studies.

(6) The students who, after equivalence of the courses given under the pre-Bologna system, results that they have completed more than 180 ECTS credits in one of these study programs a) administrative and business sciences; b) Law; c) Economy; and d) Architecture and Construction e) Social Sciences, shall be recognized these ECTS credits in the form of elective subject and up to a maximum of 18 ECTS credits. The Study Committee is responsible for the recognition of 180 ECTS credits in the form of electives subjects.

(7) The students who hold a master's degree in one of the areas of a) Law; 2) Economics, 3) Architecture and Construction and 4) Political and Social Science may be directly enrolled in the second year of studies and shall be recognized 60 ECTS credits to them.

#### **Article 14**

(1) The students may be enrolled as transfer students in the program on Real Estate and Infrastructure Management (MA) only from any study program from a) administrative and business sciences; b) Law; c) Economy; and d) Architecture and Construction e) Social Sciences.

(2) The decision of the recognition of exams shall be taken by the Committee on Studies after having reviewed the syllabus of the programs in question by the universities, colleges or higher education institutions accredited in Kosovo or abroad.

Prishtina, 20.08. 2019

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