

Bartësi Privat i Arsimit të Lartë
Private Bearer of Higher Education



ALMA MATER EUROPAEA
CAMPUS COLLEGE REZONANCA



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STUDY REGULATION

Prishtina, 2021

**STUDY REGULATION OF ALMA MATER EUROPAEA CAMPUS
COLLEGE "REZONANCA"**

Pursuant to the Statute of Alma Mater Europaea Campus College "Rezonanca" (hereinafter: the College), and based on it, the Senate of the College approves the following Regulation.

GENERAL PRINCIPLES

Article 1

The Regulation of the College is based on the Law on Higher Education of Kosovo and the Statute of this College.

Article 2

This regulation is attached to the Statute of the College and includes the regulation of issues related to all constituent units and all the staff of this College.

I. STUDENT REGISTRATION

I.1. Criteria for registration of Bachelor studies

Article 3

The right to register in the College have all candidates with a high school diploma in Kosovo, with curricula including Biology, Chemistry and Physics, that have graduated from any vocational high school in Kosovo, of medical professions or pharmacy, that have graduated at any other high school abroad (a certificate and diploma for completing a 12-year education shall be presented).

Candidates who have been promoted to a higher education institution in the field of medical sciences or natural sciences (Biology, Chemistry) are also eligible for registration. Recognition of certificates, respectively foreign diplomas should be done by the Ministry of Education, Science and Technology (hereinafter: MEST).

Article 4

All candidates residing in Kosovo and foreign citizens without Kosovo citizenship living permanently in Kosovo have the right to enroll in the College. Foreign citizens without citizenship of Kosovo and without permanent residence in Kosovo have the right to enroll in the College under the conditions set by the MEST, or on the basis of international agreements or international inter-institutional cooperation agreements.

Article 5

The number of students enrolled for each academic year is proposed by the Medical Education Unit (hereinafter: MEU) and decided by the Faculty Councils (hereinafter: FC) and approved by the Senate, depending on the capacity of the College.

Admission to the College is based on a public competition and a student selection procedure announced by the Senate.

The evaluation criteria are set by the Faculty Council.

Article 6

The Senate of the College, based on the decision for admission of new students, announces the public competition.

The competition for the admission of new students is published in one of the daily newspapers, no later than 30 days before the registration deadline

The competition must contain:

- the number of students it enrolls according to the Faculties;
- conditions of the competition;
- procedure and criteria for selecting students;
- competition deadlines and documents required for submission to the competition, and

- documents required for enrollment of students admitted to the College.

Article 7

The qualifying exam for the admission of new students in the first year of studies is implemented by the Commission for the admission of new students, appointed by the Senate of the College, composed of teachers of the College.

Based on the results of the qualifying exam, the Commission for Admission of New Students compiles the ordinal list and determines the names of students who have gained the right to enroll in the College.

Article 8

Basic academic studies for the first year of studies are organized according to the faculties licensed by MEST and programs accredited by the Kosovo Accreditation Agency (KAA).

Article 9

Student status is acquired by the candidate who completes the registration procedure within the deadlines provided by the competition. The candidate is considered registered only after signing the Contract with the College and makes the payment of the first installment of the study fee.

The candidate who has won the right to register but has not registered within the deadlines provided by the competition loses the right to register.

The right to register, instead of the candidate defined in paragraph 2 of this article, is won by the next candidate from the ranking of unqualified candidates.

Article 10

Unqualified candidates have the right to file a complaint for review of the result of the qualifying test, within 24 hours from the publication of the results of the qualifying exam.

The complaints of these candidates are decided by the Dean, and in his absence by the Vice Dean, no later than two weeks after the submission of the request.

I.2. Criteria for registration of Master studies

Article 11

The right to enroll in master studies belongs to students graduated in the first level (BSc) with 180 ECTS, transferred from other institutions where they have previously studied in integrated programs (with 300 ECTS) of the same or similar like field or who have accumulated at least 180 ECTS, even being not promoted in institution from which they are transferred, provided that during the first year of the transfer they must complete the differential exams and graduate in the first level in the same academic year.

Transferees enroll in the designated year of master studies depending on the number of credits accumulated during prior education.

III. STUDY CURRICULUM

Article 12

Academic studies are organized and developed as:

- basic studies
- postgraduate studies

Article 13

The basic studies for the Integrated Dentistry Program (Dr.Stom., 300 ECTS) last 5 years, while the studies in the programs for the programs: BSc of Community Pharmacy, BSc of Physiotherapy, BSc of Laboratory Biochemistry, BSc of Diagnostic Radiology, BSc of Nursing and the BSc of Midwifery last 3 years (180 ECTS).

Studies are organized only as regular studies.

Upon completion of their studies, students receive the title Bachelor of Science of a certain program.

Article 14

Postgraduate studies are organized as postgraduate studies for masters and postgraduate studies for doctorates in certain fields.

Master studies last 2 years (120 ECTS points), while doctoral studies last 3 years (180 ECTS points).

Upon successful completion of the master studies, the academic title of master of sciences in the field of study program is obtained, while upon completion of the doctoral studies, the academic title of doctor of sciences of the field of study program is obtained.

Article 15

The teaching takes place based on the respective study plan and program accredited by KAA.

Article 16

The curriculum contains:

- description of the call offered
- duration of studies
- names of awarded titles
- courses (compulsory and elective) according to semesters, years and number of hours respectively credits, according to the curriculum

Article 17

For basic studies lasting 5 years (300 ECTS) the number of hours for a school year should be around 1800 hours, respectively 9000 hours throughout the studies.

Contact hours and self-directed teaching hours are counted in the teaching fund. The total number of contact hours should be up to 50% of the total number of hours.

For basic studies with a duration of 3 years (180 ECTS) the number of teaching hours during the studies should be 5400 hours.

Elective courses should include 10% of the curriculum.

Article 18

Courses are organized as compulsory subjects and as elective subjects.

Elective courses should include 10% of the curriculum.

The designation of students for elective courses from the respective semester is done at the beginning of the semester in which they are offered.

Article 19

The course syllabus should include:

- the name of the course coordinator
- year and semester
- number of credits (ECTS)
- is it a compulsory or elective subject
- Preliminary qualification for attending the course
- Complementary courses
- course summary
- goals
- rezultatet learning outcomes
- course content
- the way of learning development
- the optimal number of students according to the teaching forms
- the way of assessing knowledge
- criteria for evaluation of students knowledge and work
- recommended literature
- international comparability of the program

Article 20

The study plan and program is published on the College's website.

IV. STRUCTURING OF STUDIES

Article 21

The academic year begins on October 1 and ends on September 30 of the following year. Tuition in full-time undergraduate studies lasts a full 15 weeks within the semester. The winter semester lasts from October 1 to January 31, while the summer semester lasts from March 1 to June 30.

Article 22

The number of teaching hours during a week can be up to 30 teaching hours, including self-directed teaching.

Article 23

In the College the main forms of teaching and scientific work are: lectures, seminars, exercises, small group teaching, workshops, outpatient visits, clinical visits, clinical examinations, problem-based learning, professional practices, reviews, professional excursions and, with the approval of the Faculty Council, other appropriate forms may be applied to achieve the learning objectives of certain courses

Article 24

Teaching work takes place in individual and group form.

Lectures are held in groups of up to 100 students. The new group of lectures is formed when the number of students is over 120.

Seminars and workshops are held in smaller groups of about 16-20 students, and a new group is created if the number of students per group exceeds 30 students.

Exercises, small group teaching, clinical trials and problem-based learning take place with 8-10 students, while the new group is created if the number of students by groups exceeds 12 students.

Outpatient visits and clinical visits take place in groups of 6 students.

In some cases, for some forms of learning, groups of students may be even smaller.

Article 25

The lesson held is evidenced in the special lists for the identification of participants in the learning process, for each subject separately, where is marked the lesson session, teaching form, number of hours, term, group, classroom, list of participating students verified by signing, teacher name and signature.

Lists of evidence of participation in the learning process are submitted to the administrative service for their computer registration and archiving in special files.

Article 26

The time and interval of the lesson are determined by the schedule announced by the Office for Academic Affairs (OAA).

The teaching schedule is built on pedagogical criteria, on the basis of harmonization of teaching forms and rational distribution of student workload.

Eventual changes in the schedule are made only by the College OAA, allowed by the Dean.

Lectures

Article 27

Lecture is a teaching form in which the teacher introduces students to the theoretical part of the subject, which knowledge, at the same time, serves to introduce other teaching forms. In the form of lectures are held topics for which this form of teaching is most appropriate.

The lectures enable: synthetic review of different chapters of the course, acquaintance with the latest data and deepening of knowledge related to the issues addressed, addressing topics that are not included in the existing literature, and are relevant to basic studies and analysis of materials that are more difficult for students to understand.

The participation of lectures in the total number of teaching hours can not be less than 30%.

Before giving lectures, the teacher should present to the students the concept of the lecture (handout) that contains basic data in accordance with the teaching objectives of the lectures, schemes, etc. Such entries are mandatory for courses that do not have a published university textbook.

During the lectures the teacher uses modern means of concretization.

Lectures are provided by teachers with teaching-scientific or teaching titles.

Course assistants also participate in the lectures. The assistant, under the supervision of the teacher, can give two lectures per semester, as part of the process for their pedagogical education.

Workshop

Article 28

The seminar is a teaching form in which students, under the supervision of the teacher, actively process the teaching material, prepared in advance. The purpose of the seminar is for the student to study in depth certain topics, to get acquainted with the ways of studying and concluding.

During the defense of the seminars, the facilitator asks questions that orient the students' commitment towards drawing conclusions related to the topic and answers to the questions posed by students.

The seminar is evaluated as part of the dynamic assessment of the student and participates in a certain structure in the final grade. The participation of the seminar in the final grade is defined in the course syllabus.

The structure of the seminar is similar to the structure of the research essay.

The seminar has the following parts: introduction, main part, conclusions, appendices (eventual), bibliography.

Exercises

Article 29

Exercises are a teaching form in which students, under the supervision of the teacher, choose practical tasks from the respective field. The purpose of the exercises is for the student to develop practical professional skills from the given field.

For subjects that do not require the development of certain practical skills, the exercises can be organized with practical worksheets, to reinforce the material of the lectures given.

The exercises are held by the teachers and the staff selected with the title of Associates. The exercise leader should actively assist students during the exercises.

Work in small groups (WSK)

Article 30

Small group work is a learning form in which a small group of students, under the supervision of the facilitator, actively discuss various learning topics. The purpose of small group work is for the student to develop group work skills, organizational skills and communication skills.

WSK are held by the teachers and the staff selected with the title of Associates. The WSK leader should actively assist students during the learning activity.

Workshop

Article 31

A workshop is a form of learning in which a group of students, under the supervision of a teacher, actively selects tasks related to various learning topics. The aim of the workshop is for the student to develop group work skills, develop organizational skills and communication skills.

The workshops are held by the subject teachers, where the selected Associate staff also participates. The workshop leader should actively guide the students' learning activity.

Clinical visits (CV)

Article 32

Clinical visits (CVs) are the form of instruction in which the student processes the patient identified by the clinical mentor in the designated ward and then introduces the processed case to the teacher. The purpose of the clinical visit is for the student to develop the skills of taking the anamnesis and physical examination of the patients, as well as to enable the realization of the clinical teaching near the patient's bed.

Clinical visits are maintained by clinical mentors and subject teachers. The clinical mentor should actively assist the student during the learning activity.

The clinical visit is evaluated and recorded in work logs. Fulfillment of the teaching obligations from this part is a condition for the realization of the OSCE and OSLEP examinations.

Clinical examination (CE)

Article 33

Clinical examination (CE) is a form of instruction in which a group of students develops a specific clinical scenario for the purpose of topographic analysis of the anatomical structures included in that scenario.

The clinical review is conducted by the teachers and collaborators of the course. The CE leader should actively assist the student during the learning activity.

Problem-based learning (PBL)

Article 34

Problem-based learning (PBL) is a form of learning in which a group of students develops a specific clinical scenario in order to meet the learning objectives for a particular clinical problem.

PBL is maintained by course teachers and collaborators. The PBL leader should actively assist the student during the learning activity.

Clinical Practice (CP)

Article 35

Clinical practice (CP) is a teaching form which is realized in health institutions of different levels in order to practice clinical and professional skills acquired during clinical visits and exercises.

CP is maintained by designated clinical mentors. The CP leader should actively assist the student during the learning activity.

CP is evaluated and recorded in work logs (logbook). Fulfillment of the teaching obligations from this part is a condition for the realization of the OSCE and OSLEP examinations. Students are obliged to perform professional clinical practice during the summer, for a period of one month according to the defined curriculum.

Professional clinical practice takes place in institutions according to the profile of student preparation under the direction of the respective clinical mentor.

At the College, students submit the completed internship certificate, stamped and signed by the institution where it was conducted.

Students also complete and submit feedback (self-assessment). The student must respect the rules of the institution where he performs this practice.

Consultations

Article 36

Consultations are teaching forms in which the teacher helps students to prepare for seminars, scientific projects, scientific papers, colloquia, lectures and exams.

Consultations are held by teachers and course associates.

Professional excursions

Article 37

Professional excursions can be organized as complementary teaching forms in order to acquaint students with other health institutions, the way of organization and the way of working in those institutions. The professional excursion can also be organized in order to meet the pre-defined learning objectives.

Professional excursions can be organized in the country and abroad. The excursion program is approved by the Faculty Council at the beginning of the school year.

Practical work in the field

Article 38

Practical work in the field can be organized as complementary forms of teaching in order to meet the learning obligations of students that can be realized only through this form of teaching. Practical field work is defined by the course syllabus.

Practical work in the field can be organized in and out of country.

General engagement of students

Article 39

The student is obliged to participate in all teaching forms provided for each subject.

The student, during a semester, may reasonably miss up to 40% of the theoretical teaching hours and 20% of the practical teaching hours (or 30% of the lectures and exercises). Missed teaching hours over 20% should be supplemented with compensatory colloquium.

The student can supplement with a compensatory colloquium over 50% of the missed classes if he/she:

- missed due to maternity leave;
- was hospitalized;
- has special family reasons;
- has participated in high professional sports competitions.

For this the student submits a written request and meritorious documentation. Permission for compensation is given by the Dean, after notifying the case coordinator.

The manner of compensation is determined by the course coordinator or the teaching board of that course. If the College can not organize compensatory colloquia for the assigned subject for students who have missed over 20% and under 50% of classes, the teaching obligations are accepted as fulfilled.

The student who does not make up for lost hours repeats the course in the next year.

V. KNOWLEDGE ASSESSMENT

Article 40

During the academic year the student undergoes continuous dynamic assessment, colloquia, assessment of basic knowledge and assessment of clinical skills.

Continuous dynamic evaluation

Article 41

Continuous dynamic assessment is the assessment of the student throughout the academic year according to the defined assessment criteria for these teaching forms: exercises, small group work, seminars, workshops, problem-based learning and clinical examination.

The participation of these assessments in the final grade is determined in the assessment system in the syllabus of the course.

Colloquia

Article 42

During the colloquia, the student's knowledge of certain parts of the course program is assessed.

Colloquia can be: compensatory colloquia, evaluative colloquia, and final colloquia.

Assessment in colloquia can be done orally, in writing, in practice or in combination.

Colloquia are organized according to the terms set by the lesson schedule.

Article 43

Compensatory colloquia compensate for the learning units lost by the student, according to paragraph 3 of article 38 of this Regulation.

The maximum number of hours that can be compensated during a colloquium is 6 hours. The maximum grade in compensatory colloquia is grade 8 (eight).

Article 44

Assessment colloquia test the student's knowledge of a larger part of the course syllabus. Assessment colloquia can be organized every 5 weeks, which are determined by the teaching

schedule.

If assessment colloquia are organized for a particular subject, this should be noted in the course syllabus, in the section on how to assess the student.

Article 45

Final colloquia assess the student's knowledge of the subjects which in the syllabus are provided for the assessment of this subject to be done only with colloquia.

BASIC KNOWLEDGE ASSESSMENT

Exams

Article 46

The exam is the assessment of basic knowledge for a particular subject.

Exams are organized as: formative exams and summative exams.

Article 47

Formative exams can be organized one week after the end of the lesson from the given subject and aim at the probative evaluation of the students, the self-evaluation and the feedback reflections of the students regarding their knowledge in that subject.

The date of the formative exam is written in the lesson schedule.

Article 48

Summative exams aim the final assessment of students regarding their knowledge in that subject.

The date of the exam is published with the map of the exams for the entire academic year, which is compiled by the Examination Board.

Article 49

The student gains the right to enter the exam of a subject when he has paid the teaching obligations related to that subject, provided by the curriculum, as well as financial obligations to the College.

The student submits the exam electronically to the student data management program, which is certified by the relevant College service at least 8 days before the start of the exams. The list of candidates for the exam is published at least 3 days before the exam. During this period, the student who does not have his name on the list can make a request for the correction of possible errors in the list, if this is proven.

The names of the students who have gained the right to enter the subject exam are presented in the exam minutes. In no case the exam records should be corrected and no one has the right to add names to it.

Article 50

Summative exams can be individual and combined for more subjects, which is determined by the study program.

Summative exams can be held as: written exams, oral exams, oral and written exams, and as practical exams.

The written summative exam is realized through the written test, which must contain at least 80% of the program part of the course.

Different types of questions are used for the exam tests, in the form of short answer questions, multiple choice questions, combination questions, supplementary questions, essays, etc.

Each question must be marked with the number of points for that question.

In interdisciplinary subjects, the test is compiled by the group of subject teachers. The questions of the other teachers are summarized in a joint test by the course coordinator.

Oral exams are public and the student has the right to request that the public be present during the exam.

In combined written and oral exams, the written part of the exam is completed first and then the oral exam is held within the same week.

The practical part of the exam is held separately. The practical exam grade is only valid for one exam period. For clinical subjects, the practical examination can also be organized as a practical examination with patients. The practical exam for non-patient subjects can be organized as an oral exam, a written exam, a laboratory exam, or a combined exam.

The assessment system and the assessment level are defined in detail in the curriculum.

ASSESSMENT OF CLINICAL SKILLS**Article 51**

Clinical skills are assessed through: OSCE exam and OSLER exam.

For pharmacy students, the OSCE exam is organized as an assessment of laboratory skills with structured objectives (OSLER exam).

OSCE exam**Article 52**

Through the structured objectives clinical assessment (OSCE) are assessed the clinical abilities of students acquired during clinical practice. The OSCE exam also applies to the first integrative examination, the summative intermediate examination and the final examination.

The contents of the OSCE examination are published at least 30 days before the examination.

If the norm is not met and certain parts remain for the next academic year, the student takes the OSCE exam after fulfilling the obligations.

OSLER exam**Article 53**

Through the assessment of long cases with structured objectives (OSLER) the clinical abilities of the student for obtaining anamnesis and physical examination of patients for clinical subjects are assessed.

The OSLER exam also applies to the final exam.

If the norm is not met and certain parts remain for the next academic year, the student undergoes the OSLER exam after fulfilling the obligations.

Article 54

The student's success in the exam is expressed in grades from 5 (five) to 10 (ten). The grades are equivalent to the ECTS grading system, according to this table:

Grade	ECTS grade	Definition
10	A	Excellent - excellent knowledge with only a few minor mistakes
9	B	Very good - above the standard average, but with some errors
8	C	Good - generally good result, with some errors noticed
7	D	Satisfactory - good, but with a lot of mistakes
6	E	Enough - the results meet the minimum criteria
5	F	Failed - it takes a lot of work to get credits

Students that are absent in the exam, should be noted in the exam records as "not present in the exam".

Students that abstain when entered the exam, in the exam records are noted as "failed" 5.

OSCE and OSLE exams are evaluated according to the following grade scale:

Grade	Clinical dexterity	Attendance	Initiative and enthusiasm
A:Excellent	Excellent	Participates in all teaching sessions, plus additional clinical work	High
B: Good	Good	Participates in all teaching sessions	Some
C: Conditional pass	Failure in some areas	Missing some sessions	Minimum
D: Failure	Not satisfactory	Missing large numbers of sessions	Absent

Article 55

If the exam is combined, the final grade represents the weighted average grade of the composite grades of the exam.

In combined exams, the completed part of the exam is accepted in the other exam deadlines up to the fourth time, respectively in accordance with paragraph 1 of article 57 of this Regulation.

The final grade in a weighted manner also includes the grades of continuous dynamic assessment and other academic activities foreseen with the syllabus of the course.

Article 56

For each exam, the minutes of the summative exam are kept, which at the end of the exam, after completion, is signed by the course coordinator. The minutes should have all the parts of the evaluation system and the general evaluation, according to the syllabus of the course. The minutes are copied in 4 identical copies, which are signed by the course coordinator, stamped with the seal of the College, one of which remains in the exam file, one remains with the course coordinator, one is submitted to the BE and one is kept outside the College. For each exam the student is issued a report regarding the student assessment, containing data on student attendance in the learning process and marks obtained according to the assessment system. The minutes are signed by the course coordinator and stored in the student file.

Article 57

The exam from the same subject can be repeated at most three (3) times.

The fourth time the exam is organized by a three-member commission, appointed by the Board of Examiners (EU). The subject coordinator can not be the chairman of the commission.

One member of the committee must be a teacher of another related subject

The commission exam is obligatorily organized as an oral assessment. No appeal can be filed on the commission note.

The student who for the fourth time does not pass the exam from the same subject is obliged to re-register that subject next year.

If the student, even after repeated registration of the course, does not complete the exam in the manner specified in paragraphs 1 and 2 of this article, he loses the right to study at the College.

Article 58

Exam deadlines are regular and extraordinary.

The regular exam terms are: January, June, September and October term. Each regular exam period lasts at least 4 weeks.

If the lesson exceeds June 15, the June deadline is extended for as many days as the lesson is extended.

April is the extraordinary term.

In the case of organized turn-based learning, the summative exam organized at the end of the course is considered an extraordinary term.

For graduates as extraordinary terms are April and November.

Exam deadlines are printed on the exam map compiled by the BE and published at the beginning of the academic year.

Article 59

Written exam tests are stored in separate archive files in the archive, in accordance with the law on archives.

Article 60

The exam tests and the minutes of the exam, signed by the course coordinator, are submitted to the administration of the College no later than 1 day after the end of the exam. Consultations with students regarding the results of the written exam are held no later than 24 hours after the summative exam.

The purpose of the consultations is to review the results of the exam, to eliminate possible errors in the evaluation of the student's answers as well as the correct calculation of the points earned. Also, during the consultations, the students are given feedback about the exam and their success shown, identified shortcomings, recommendations, etc.

Article 61

If the exam scheduled for the set date cannot be held, the dean, by written order, cancels it and sets another date, which is made known to the students.

Article 62

Exams from courses completed at other faculties may be accepted in completely or partially, depending on the course plan and syllabus.

Dean makes the decision to accept the grade, proposed by the coordinator of the course or the respective teaching unit.

Article 63

The student dissatisfied with the grade, within 24 hours from the communication of the grade can request in writing the review of the exam, the repetition of the exam or the cancellation of the grade and the permission to take the exam in the next term.

The request must be justified.

Article 64

The written request for cancellation of the grade can be submitted no later than 24 hours after the end of the consultations regarding the result of the exams.

The request is approved by the dean.

Article 65

Requests to retake the exam within the same time limit are reviewed by the BE, no later than 48 hours after the submission of the application.

The BE appoints a 3-member evaluation committee. The approval of the Commission and the decision for his appointment is signed by the dean.

The teacher with whose grade the student is not satisfied, cannot be the chairman of the committee. One member of the committee must be a teacher of some other related subject.

The commission exam is held no later than 3 days after the submission of the application.

Entering the commission exam does not increase the amount of numbers the student enters the exam.

In the written exams, the commission only examines the student's test and based on the established situation, re-evaluates the student in the oral exam.

Student reassessment is also done for oral exams and practical exams. The final grade is determined by a majority of votes.

No appeal can be filed on the commission note.

Partial exams

Article 66

For large exams in content or for exams consisting of more integrated subjects, the exam can also be organized as a partial exam.

Article 67

Partial exams can be held as written, oral, written and oral exams.

If the exam is organized as a written and oral exam, the oral exam is held after the written exam.

If the part of the exam also has a practical exam, it is organized as a separate exam, before the exam for the assessment of theoretical knowledge.

Passing one part of the exam cannot be a condition for entering the other part of the exam.

The grades of the exam parts are not marked in the grade certificate.

The final grade of the exam represents the weighted average grade of the parts of the exam.

The completed parts of the exam are accepted in the other exam terms, until the student takes the exam for the fourth time. The exam for the fourth time from the part of the exam is held with a commission, conform article 57, paragraph 1 and 2.

A "fail" grade (5) after the fourth exam from only one part of the examination may participate as such in the calculation of the final grade, if that part contains no more than 25% of the course syllabus. Otherwise, the case is registered again in the next year.

Article 68

In partial exams, according to the program, a synthetic exam can be provided.

In this exam, are evaluated only the integrative knowledge related to the application of the acquired knowledge as a whole.

The synthetic exam can be organized in written, orally, written and oral exam, with or without a practical exam.

If the synthetic exam is organized, the final grade also includes the grades of the exam parts, the grades of the practical exams and the dynamic assessments.

The condition to enter the synthetic exam is the preliminary completion of all parts of the exam.

Final exam

Article 69

The final exam is organized by the BE at the end of the studies.

The exam aims to integrate knowledge from basic sciences and clinical and professional sciences included in the study programs, as well as the assessment of the degree of competencies acquired of the candidate being promoted, compared to the competencies defined by the curricula and by the Ministry of Health of Kosovo.

Article 70

The right to enter the final exam have the students that:

- have fulfilled all the teaching obligations foreseen by the study program;
- have been a full-time College student for at least the last two semesters of study;
- have completed all exams provided by the study program.

Article 71

OSCE and OSLER exams can also be organized in the parts of final exam. The test grade in the part of the exam remains unchanged if in the OSCE or OSLER exam are evaluated with grade "B - good".

The test grade is reduced by one grade if in the OSCE or OSLER exam it is assessed with a grade of "C - conditional passing".

A student with "sufficient" success (6) in the test and with the grade "C - conditional passage" in the OSCE or OSLER exam is evaluated with the final grade "failure" (5), in that part of the final exam.

If the ratings in the OSCE and OSLER are of different extreme degrees (A / C), the final grade is reduced by one grade.

Grade D "fail" in any of the exams (OSCE or OSLER) means a final evaluation in that part of the exam with grade "fail" (5).

Grade in the OSCE exam	Grade in the OSLER exam	Test grade in that part of the exam
"B"	--	Remains unchanged
--	"B"	Remains unchanged

"C"	--	Decreases for one grade
--	"C"	Decreases for one grade
"C"	--	Grade 6 on the test – is evaluated with a final grade of 5
--	"C"	Grade 6 on the test – is evaluated with a final grade of 5
"A"	"B"	If the number of points in the test is >50%, the grade increases for one, otherwise it decreases for one.
"B"	"A"	If the number of points in the test is >50%, the grade increases for one, otherwise it decreases for one.
"B"	"C"	If the number of points in the test is >50%, the grade increases for one, otherwise it decreases for one.
"C"	"B"	If the number of points in the test is >50%, the grade increases for one, otherwise it decreases for one.
"A"	"C"	Decreases for one grade
"C"	"A"	Decreases for one grade
"D"	--	"Fail" (5)
--	"D"	"Fail" (5)

VI. STUDENT STATUS AND STUDY RULES

Student status

Article 72

The student status is acquired by the person registered in the College according to the criteria defined by the Statute of the College and the Regulation of studies of the College within the deadlines provided by the competition.

If the competition does not specify the deadline for registration, registration is done from 15 to 30 September.

Article 73

The registration of the semester is done within the foreseen deadline, the date is marked in the forms for registration of the semester (form SR).

The certification of the semester shall be done at the end of the semester, the date that has to be entered in the form for semester certification (SC).

The condition for the certification of the semester is the fulfillment of the teaching obligations from all the subjects heard in that semester.

Enrollment in the highest year of studies

Article 74

The student acquires the right to enroll in the highest year of studies if by the end of the enrollment period he has fulfilled all the teaching obligations for the courses taken in the previous year, he has gained at least 30% of the ECTS credits of the previous year and has fulfilled all financial obligations to the College.

Repetition of the year

Article 75

Studenti The student who has not won the right to enroll in the highest year of studies repeats the same year of study, marking on the registration form the semesters he repeats slash the number of repetition times of the same year (ex. V-VI/1).

In the repeated year the student registers the subjects from which he has not fulfilled the teaching obligations and has not completed the exams. These courses are listed on the semester registration form and in the decision.

For this, the students are issued a decision, signed by the dean, which contains all the teaching and financial obligations of the student for the repeated year.

Article 76

The student can re-enroll in the same year of studies at most twice in a row.

Article 77

The student maintains the status of a regular student throughout the study until graduation, ie until the end of the school year in which the student completes 6 years of study for 3-year study, or 10 years for 5-year study, including another year of graduate status.

Article 78

Students' teaching obligations may be suspended for a certain period of time in special cases defined by this regulation.

Learning obligations are suspended in the following justifiable circumstances:

- maternity leave
- long-term hospitalization. If the treatment lasts more than 2 years, he or she must prove that he or she is fit for further studies.
- obligations to state bodies;
- international exchange of students with one year duration;
- strong family reasons, lasting one year.

Suspended years of study under this article are not counted as lost years. The suspension of studies is allowed by the dean, based on the written request of the student and the meritorious documentation.

Article 79

If during the suspended years the study curriculum changes, the student is obliged that during the following academic year to fulfill the teaching obligations according to the changes in the curriculum

Article 80

The student must complete the basic studies within a period not exceeding twice the duration of the studies in the registered program, except in special cases, for which the Faculty Council decides.

Article 81

The status of the graduate lasts one school year, respectively one school year after the confirmation of the last semester of studies.

If the student does not complete the studies within the period provided by Article 80 of this Regulation from the time of registration, the internship of the graduate can be extended for one year.

The extension of the graduate's internship for the second year is done by the Dean, in special cases, based on relevant justifications.

Article 82

Studenti

The student loses the status of a regular student:

- when completing studies
 - when deregistered
- when they voluntarily interrupt their studies, they do not enroll in the highest year or in the same year of studies
 - by decision of the disciplinary procedure

- when he / she does not complete the studies within the deadline determined in accordance with Article 80 of this Regulation
- if they do not reach the condition for enrolling in the highest year of study after two consecutive repetitions of the previous year
- if he / she fails to complete the exam in the same subject according to Article 57, paragraph 6 of this Regulation
- if during the whole period of studies he / she has more than three repetitions of years
- suffers from any disease that renders him / her incapable of medical science studies for physical or mental reasons, evidenced by the doctor's report
- if convicted for a criminal offense.

Article 83

A student who has lost his / her full-time student status can not continue his / her studies at the College later.

Exceptionally, students who have lost the status of full-time student according to point 3, of article 82, are allowed to continue their studies, provided that the interruption of studies has not lasted more than 2 years.

Article 84

The student who loses the status of a full-time student is issued a decision for deregistration by the College.

The deregistration decision number is entered in the student register book. No appeal can be filed regarding the decision for deregistration.

Student transfers

Article 85

The college accepts student transfers from other universities if the study curricula match.

The transfer can be done only if the student is at least enrolled in the first year of studies in the institution from which he is transferred.

Curricula should be consistent enough to enable the student to continue unhindered learning in the subjects of the year in which he is enrolled and to fulfill the teaching obligations for variable subjects, provided that the total fund of compensation hours is not over 40% of the hourly fund of the year it registers.

If the curricula do not match according to paragraph 2 of this article, the student can enroll in a lower year of studies.

Article 86

The opinion on the compatibility of the course as well as the obligations of the student towards the course are determined by the course coordinator or the Learning Unit to which the course belongs and the Study Commission.

Article 87

The number of students that can be transferred is determined based on the capacity of the College.

Article 88

If the number of students who meet the needs for transfer is greater than the number allowed for transfer, the students are selected based on the best overall success in the faculty from which they are transferred.

Article 89

The conditions for transfer, in addition to the compliance of the curricula, also include:

- fulfillment of teaching obligations in the faculty from which he is transferred
- knowledge of the Albanian language
- justification of the transfer

Article 90

The transfer of students is allowed by the Study Commission, based on the opinions and evaluations of the course coordinators, teaching boards, or commissions appointed specifically for this issue.

A transcript of notes is prepared for each student, based on which the transfer is enabled.

The transcript of notes contains data on the study curriculum, the fulfillment of teaching obligations in the College from which it is transferred, as well as data related to the teaching obligations in the College where the transcript of notes is transferred and is an annex for the transfer decision.

The final decision about the transfer is made by the Dean.

Article 91

Transfer applications are submitted from 01 to 30 September, for the winter semester and 15 December to 20 January, for the summer semester.

On request the student, definitely, marks the faculty to which he wants to transfer. The designation can only be made for one faculty.

In addition to the request, the student also submits:

- index (if applicable)
- grade certificate
- proof that he / she is a regular student
- study curriculum
- birth certificate
- as well as other documentation, as needed, which is determined by the Study Commission. If the documentation is in a foreign language, their authorized translation may be required.

Article 92

Students from other institutions of higher education in Kosovo can enroll in certain compulsory or elective courses and complete the exams in those courses. These students can only enroll in courses that they do not have in the main study program, as well as courses for which the fund of classes in the home institution is 50% lower.

Throughout an academic year the maximum number of registered hours can be 100.

The number of such students is limited by the capacity of the College.

These transfers are allowed by the Dean, based on the proposal of the Faculty Council. The student pays the costs according to the cost of the course.

After completing the teaching obligations and passing the exams from the registered subjects, the College issues the transcript of the notes.

Article 93

The student has the right to transfer from one faculty to another faculty within the College, according to the conditions set out in Article 85, paragraphs 2 and 3, of this Regulation.

Graduation

Article 94

At the end of the full course of study, students are eligible to graduate to be awarded with the respective title.

Graduation is done by passing the final exam and public defense of the diploma thesis.

The diploma is signed by the dean and the rector and certified with a dry seal.

The promotion of the graduates is done with a ceremony organized by the authorities of the College, in which case the diplomas are handed over.

Promovimin e studentëve e bën rektori, ose dekani, me aktin solemn të promovimit.

Students' rights and duties

Article 95

Students have the right to:

- participate in various teaching sessions;
- use all the equipment of the College to complete their teaching and scientific work according to the respective programs;
- use the library and reading rooms;
 - participate in the elections for student positions in the bodies established on the basis of the Statute of the College and other relevant acts;
 - complain about the quality of the teaching process, or about the premises where the teaching is held.

Article 96

Students have the following obligations:

- to implement all obligations deriving from the curriculum;
- to follow the rules set by the College;
- to respect the rights of staff and other students;
- to preserve the prestige and dignity of the College.

Article 97

In case of violation of the student's obligations, disciplinary proceedings may be initiated against him in accordance with the special regulation of the College.

Disciplinary measures are:

- public remarks
- pre-expulsion dhe
- permanent expulsion from the College.

VI. STUDENTS' REPRESENTATION

Article 98

Students participate in the College structures through student representatives, selected by their organization.

Students are represented in the following structures of the College:

- In College Board, with one student;
- EU with a student;
- Faculty Councils
- Senate
- Examination board
- Ethics Committee
- Education boards, with one student

Their mandate lasts one year, with the possibility of extension for another term.

Article 99

Students can be involved in the teaching process by being selected as demonstrators. Demonstrators are chosen by very good students, who also have pedagogical and scientific skills.

Demonstrators participate in the lesson with a minimum of 2 hours and a maximum of 6 hours per week.

The request for the selection of demonstrators is made by the course coordinator or the Learning Unit, who also propose the number of teaching hours for them.

The decision on the election of demonstrators and the number of teaching hours is taken by the Dean on the proposal of the Faculty Council.

Demonstrators are compensated for the work done in the amount determined by the Board of Directors of the College.

Article 100

The work of the demonstrator is subject to evaluation by the subject teacher and the students.

Article 101

During their studies, students can participate in scientific and professional research work.

Teaching units at the beginning of the school year submit the list of topics for scientific-research and professional work in which students can be included, as well as the names of mentors of these topics. The Faculty publishes this list after it has been approved by the Faculty Council.

Students submit a written request for involvement in scientific and professional research work.

The selection of students is made by the Learning Unit.

Mentors of the works can be the teachers and collaborators of the College, or the external collaborators of the College.

Scientific-research and professional work of students, after evaluation by the mentor, can result in participation in congresses or be published.

The engagement of students in this activity is done outside the hours of regular teaching obligations.

In order to promote the scientific-research and professional work of students, at the end of the academic year, the Faculty Council selects the best work.

VIII. EVALUATION OF TEACHING AND ASSESSMENT

Article 102

The evaluation of teaching and teachers by students is done at the end of each semester.

This evaluation is done by students and teaching boards.

Students do the evaluation through a survey, in which case they evaluate the content and organization of the lesson, the way of evaluation and the work of each teacher.

Each Faculty, during June, evaluates the performance of the staff with the Form for evaluation of the performance of the academic staff, prepared by the Committee for Quality Assurance. The evaluation includes: the evaluation of the academic activity, the evaluation of the scientific-research activity, the evaluation of the administrative activity and the evaluation of the services in the community.

The evaluation is done under the supervision of the Quality Control Office.

Evaluation of exams

Article 103

Evaluation of the validity of written exams is done at three levels:

- after submitting the question bank
- after the exam, and
- ongoing analysis of the validity of particular questions.

Article 104

During the formulation of the question bank, each question is checked at least twice by the course coordinator, in order to verify the accuracy of the wording, the correct answers and the compatibility of the questions with the defined learning outcomes.

In case of a student's complaint about the difficulty of the written test, the course coordinator analyzes the validity of the test and, according to Nedelsky's method, determines the minimum passing threshold (MPTH).

Article 105

After the completion of the tests, the BE receives the report from the Office for Academic Affairs regarding the success of the students, the passing rate as well as the average grade of the students according to the subjects.

The BE can also determine the difficulty index of specific questions, determine the discriminatory index of specific questions and repeatability the test.

IX. TRANSITIONAL AND FINAL PROVISIONS

Article 106

With the date of approval of this Regulation, the Study Regulation of 2007 ceases to be valid.

Article 107

The regulation of studies can be changed according to the procedure of its approval.

Approved by decision of the Senate of the College, at the meeting held on 31.03.2021. AD-1493 / 21-2, dt31.03.2021.

Rector
Prof. Dr. sc. Ibrahim Behluli