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SEMS PROGRAM MANAGEMENT REGULATIONS

Prishtina 2021

In support of Article X of the Statute of Alma Mater Europaea Campus College "Rezonanca", Prishtina, the Senate approved:

REGULATION ON SEMS PROGRAM MANAGEMENT

Article 1

PURPOSE

The purpose of this regulation is to establish the standards for the use of the Electronic System for Student Management (hereinafter referred to as SEMS) at Alma Mater Europaea Campus College "Rezonanca."

Article 2

Modules of the System

1. SEMS consists of the following modules:
 - a. application module for student registration,
 - b. grading module,
 - c. student payment module,
 - d. student and staff card module,
 - e. diploma module,
 - f. quality assurance and evaluation module,
 - g. educational competencies and content module,
 - h. library module, and
 - i. other modules, which may be added by special decisions.

Article 3

Language of Use

SEMS operates in both Albanian and English languages.

Article 4

Viewing the results

Viewing the results of the admission tests for candidate students, where applicable, must be done through optical scanners.

Article 5

Admission Exam Results

1. The preliminary results of the admission exam must be announced by the Evaluation Committee of the relevant Academic Unit (hereinafter referred to as AU) no later than 2 days after the exam is held.
2. The final results must be announced by the Evaluation Committee of the Academic Unit no later than 5 working days from the date of the admission exam.

Article 6

Confirmation of Student Payments

1. The confirmation of student payments in SEMS must be done through reporting and reconciliation by the bank with which the College has an agreement.
2. The confirmation of payments for exam registration is done automatically by the system based on the bank's report.

Article 7

Registration Deadline for the Academic Year

1. Students will be informed about the registration deadline for the academic year and other relevant administrative matters via email in SEMS.
2. The registration deadline for the academic year is determined by the study program, respectively by a decision of the College Senate.
3. All students are required to register for the academic year (winter and summer semesters).
4. An exception to paragraph 2 of this article is made for students at all levels of study who have completed the lectures.

Article 8

Payment form

1. The payment forms generated by SEMS will have a submission deadline.
2. After the deadline, the payment slip will no longer be valid.

Article 9

Content, Form, and Issuance of the Student ID Card

1. The student ID card has a rectangular shape with standard dimensions of 5.53 cm x 8.58 cm.
2. The student ID card contains the following information:
 - a. The logo and name of the College;
 - b. The first and last name of the student;
 - c. Date of birth;
 - d. Place of birth;
 - e. The ID card number;
 - f. The faculty and study program;
 - g. The academic year of enrollment.
3. Upon registration at the College, the student is issued a student ID card.
4. Upon registration, the student is provided with an official email address.
5. Any lost or damaged student ID card can be reprinted upon payment of a fee of 3 Euros.
6. Upon graduation, the student ID card and the student's account are deactivated.

Article 10

Verification of Student Payments

The verification of student payments and reporting will be done in an automated form based on the reports from the Bank, and it will be reported by the finance officer.

Article 11

Dependency Between Courses

For courses that are conditional on each other, the vice-Dean for teaching within the Academic Unit will set the appropriate prerequisites in SEMS for the courses registered according to the curriculum.

Article 12

Distribution of Students to Courses with more than one Professor

When taking the exam, for courses taught by more than one professor, the distribution of students will be done automatically, ensuring the criterion of an equal number of students.

Article 13

Student Assessment by a Committee

The assessment of students after taking the exam more than three (3) times will be conducted by a committee, with an additional fee as determined.

Article 14

Deadline for Entering Grades

1. Grades must be entered into SEMS no later than 7 calendar days from the day of the respective exam.
2. Academic staff who do not respect this deadline will be subject to disciplinary measures according to the relevant regulations.

Article 15

Rights for Entering Grades

Grades must be entered into SEMS by the course holder. In exceptional cases, the course holder may authorize in writing (in SEMS) another member of the academic staff to enter the grades into SEMS, in which case the course holder remains responsible.

Article 16

Submission of Physical Grade Transcripts

The grade transcripts must be submitted by the course holder to the student services no later than 10 days from the date of the exam.

Article 17

Entering the Grade in the Transcript

1. The grade is entered into the transcript after approval by the student or after 48 hours from the moment it is entered in SEMS.
2. Within this period, the student has the right to reject the grade.
3. The grade for the thesis exam is entered into the transcript after it is entered in SEMS by the mentor.
4. Exceptionally, paragraph 2 does not apply to the grade for the thesis exam.

Article 18

Publication of Exam Results

1. The publication of exam results is done automatically by SEMS, through the relevant services via email, on the websites of the academic units, and on info-terminals.

2. The presentation of the results should be according to the student ID card number.

Article 19

Verification of the Physical Grade Report

1. Upon the closing of the student's file, in the absence of the physical grade report, a commission must be formed by the Dean of the Academic Unit to review the case.
2. In the event that it is determined the student has passed the exam successfully, the physical grade report is signed by the members of the commission.

Article 20

Change of Course Holder

1. In the cases where the course holder, for any reason, no longer teaches the respective course, the students are transferred to another authorized course holder.

Article 21

Duration of Studies

Through SEMS, it is ensured that the duration of studies does not exceed twice the allowed period of studies as determined by the College's Statute, except if otherwise decided by the Senate.

Article 22

Loss of the Right to Continue Studies

A student who does not complete their studies within the time frame set by the College Statute, or according to the decisions of the Senate, loses the right to continue his/her studies, and as a result, their account in SEMS is closed.

Article 23

Registration of the Year and Deadlines

Students who do not register for the academic year within the designated deadline for continuation of studies, must repeat the year and fulfill the current financial obligations and those of the previous semesters.

1. The deadline for registering the academic year is from September 21st to September 30th.
2. An exception to paragraph 2 of this article is made for students who have attended the lectures and who may graduate during the winter semester. This category of students may register according to the semesters.

3. The student must select elective courses before registering the academic year.

Article 24

Registration of Semester Courses

1. The registration of semester courses and teachers in SEMS is done before the start of the academic year by the Coordinator Quality and the Student Services Officer, under the supervision of the vice-Dean for teaching in the Academic Unit.
2. The registration of elective courses must be proportional to the number of students for the number of courses and course holders. Elective courses are selected in SEMS by students for the academic year, no later than September 30th, according to the following examples:
 - a) $x = \text{total number of students} / \text{number of courses}$, and
 - b) $x / \text{course holders} = \text{group}$.

Article 25

Deregistration of Students

1. Deregistration of students is done through SEMS by the Student Services Office in the Administration.
2. The student completes the form for the reasons for their deregistration.
3. Deregistered students are not allowed to access SEMS services.

Article 26

Students Transfer

The transfer of students in SEMS is done by the Student Services Office in the Administration based on the decisions of the Academic Unit Council, in accordance with the conditions set by the Senate.

Article 27

Approval of Grades of Transferred Students

The approval of grades in SEMS for transferred students is done by the vice-Dean for academic affairs in the Academic Unit.

Article 28

Provision of Access

1. The Officer of the Computer Center in the Academic Unit, in collaboration with the Administration, provides access for performing services in SEMS for the academic and administrative staff of the respective unit.
2. The authorized Officer, as described in paragraph 1 of this article, holds legal responsibility for any actions related to their authorization.

Article 29

Standardization of Services

1. SEMS provides the following services for students:
 - a. Access through the student ID card code,
 - b. method for exam registration,
 - c. method for receiving exam results,
 - d. method for generating payment slips,
 - e. transcript of grades,
 - f. application form for obtaining a diploma, and
 - g. record card for all payments.
2. For academic staff, SEMS provides the following services:
 - a. access through the ID card code,
 - b. generation of the exam registration list,
 - c. method for entering grades,
 - d. reports on exam pass rates, and
 - e. statistical reports.
3. SEMS provides the following services for student services staff:
 - a. access through the ID card code,
 - b. generation of the transcript of grades, and
 - c. the electronic grades transcript.
4. The content and generation of official documents in SEMS must be available in both languages (Albanian and English).

Article 30

Standardization of Course Codes

1. SEMS provides a unique code and registration for each course.

Article 31

Opening and Closing of Exam Terms

1. The opening and closing of the regular exam deadlines are done automatically according to the schedule:

- 1.1. Registration for the January exam term starts on January 2nd to 12th, while the exams take place from January 16th to February 15th.
- 1.2. Registration for the June exam term starts on May 13th to 23rd, while the exams take place from June 1st to 30th.
- 1.3. Registration for the September exam period starts on August 9th to 19th, while the exams take place from August 25th to September 20th.
2. The opening and closing of extraordinary exam term for registration, according to the Senate's decision, is done by the respective officer in the Administration.

Article 31

Exam Registration Forms and Reports

The exam registration forms of students are stored in SEMS, while the course holder submits the grade report with the list of graded students and the physical transcript, along with the statistical report, to the respective student services officer in the Academic Unit.

Article 32

Evaluation of Academic Staff

The evaluation of academic staff is done through the quality module within SEMS at the end of each semester.

Article 33

Publication of Materials

Academic staff are required to publish the course content and related materials through the competencies and content module in SEMS, or any other authorized system for managing course content.

Article 34

Use of Literature

The use of literature in the Libraries of the Academic Units is recorded and managed by the library module within SEMS.

Article 35

Data Security and Continuous Backup

The administrator of the College's Computer Center makes a daily backup of the database, strictly adhering to the law on the protection of personal data.

Article 36

Implementation of the Regulation

1. This regulation is implemented by all academic and administrative units of the College, unless otherwise specified by higher legal acts.
2. The responsibility for the implementation of this regulation lies with all authorized individuals who have access to the database, as well as the users of the services.

Article 37

Entry into Force

This regulation enters into force on the day of its approval by the Senate of the College.



RECTOR
Acad.Prof.Dr.Arian R.IDRIZAJ MD.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, positioned below the printed name of the Rector.