



BPA_rL UNIVERSITETI AAB
AAB UNIVERSITY

Magjistralja Prishtinë - Fushe Kosovë
10000 Prishtinë, Kosovë
Tel&fax: +381 (0)38 601 019
+381 (0)38 601 020
e-mail: info@universitetiaab.com
web: www.universitetiaab.com

REGULATION ON THE RIGHTS AND OBLIGATIONS OF STUDENTS AND TEACHERS

Prishtinë, 2006



Based on the Statute of AAB University the Board of the University approved the following Regulation.

I. GENERAL PROVISIONS

Article 1

The Regulation on the rights and obligations of the students and teachers is based on the Statute of AAB University.

Article 2

This Regulation is attached to the Statute of the University whereby all academic units and students of this University proceed.

Article 3

The aim of this Regulation is as follows:

- a) To determine the way of working in the field of education, science and art;
- b) To determine the way of assessing the students;
- c) To determine the conditions which have to be met by the students to present themselves for an exam;
- d) To determine the conditions of registration;
- e) To fix the conditions in case of repeating an exam;
- f) And to determine other rules concerning the students.

Article 4

The main forms of the educational activity at the University are: lectures, special individual and team courses, seminars, trainings, tests, professional training, exercises, and final examinations.

The Faculties, in accordance with Rector's Office and the Office for Quality Assurance, can practice also other working methods apart from the obligatory procedure.

Article 5

The lectures are obligatory and must amount to 75% of the whole learning process with exception of some specific subjects where the participation is regulated on a facultative basis.



The participation at seminars, practical work, trainings and other assessment forms, according to the respective dean, is obligatory for at least 75% of the educative lectures.

Article 6

a) A student who attends less than 75 % of the obligatory lectures during an academic year is not allowed to take part at the examinations of that subject.

b) This regulation is true for all students; it does not make difference if the student repeats the respective academic year or if he will attend the respective subject in the following academic year.

Article 7

a) Fixed dates – there are altogether three fixed dates for the exams: in June, in September and in January.

b) Based on the proposal of the dean and approval by the Rector, there can be two more dates, one in April and one in November.

c) The students who exercise this right stated in Paragraph b) of this Article can present themselves only for three exams.

d) It is also possible for the graduates, by a special permission, to organize examinations dates every month.

Article 8

a) The marking scale for the learning matter based on the curricula is : 5 (five) to 10 (ten);

b) Mark 10 (ten) and mark 9 (nine) shows excellent success, mark 8 (eight) very good, mark 7 (seven) good, mark 6 (six) fair/pass and are noted in the index and any other respective documents;

c) Mark 5 (five) shows fail success and it is noted in a special document;

d) For the evaluation of written tests the point system is used, and the results are converted to marks.

Article 9

a) The students present themselves for an exam at least 8 days before the examinations start at the Student's Service, that date can be changed in special cases.

b) The list of the candidates is published three days before the examination takes place.

c) For the students who do not take part at the respective examination and students who do not accept the mark – the teacher notes in his list “abstention”.

d) The refusal of the mark can be done within 24 hours after the mark is published, after this period of time the mark cannot be refused.



- e) The student is obliged to refuse the mark with the respective teacher or assistant within the fixed deadline in the above mentioned Paragraph.
- f) The mark noted in the final report which is presented to the administration cannot be refused and shows the final mark.

Article 10

Both, teacher and student must be present when deciding on marks.

The teacher cannot note the mark of the student in his index without his presence.

Article 11

- a) The student who is dissatisfied with the respective mark can file a written complaint with the dean of the respective faculty through the Student's Service. The complaint must be justified.
- b) The respective dean nominates a chief and two other members of the commission within 24 hours after receipt of the complaint if he considers the complaint to be justified.
- c) One of the members of the commission must be a teacher of a similar subject and the teacher who gave the mark cannot be the chairman of the commission and it is not obligatory to be a member of the commission.
- d) The dean determines the examination date within three days after receipt of the student's request.
- e) The commission takes decision by majority of votes.
- f) The decision of the commission is final and no legal action will be countenanced.

Article 12

The student who does not appear when marking is done loses the right mentioned above but the reached mark of the examination he will get later on a fixed date determined by the respective teacher.

Article 13



The teacher is obliged to deliver the original signed report to the administration and keep a copy of it.

Article 14

a) An exam of the same subject can be repeated at most three (3) times. If the student does not pass the exam for the third time then he has to pass the examination for the fourth time with a commission set up by the dean of the respective faculty.

b) If the student does not pass the exam even for the fourth time then he loses the academic year.

c) If the student does not pass the exam as stipulated in Paragraph b) of this Article, he loses the right to study at the University.

Article 15

The student gets the right to register the following study year if he has gained the maximum of 16 (ECTS) points by passing the necessary exams.

At least one exam out of the basic subject should be passed in the last examination date.

The student obtains the right to present himself for an exam in the following academic year if he has reached 16 (ECTS) point in the last year and attended all lectures of the respective subject.

But this right does not apply to the subjects which are multidisciplinary and must be attended continuously.

Article 16

a) The knowledge assessment test of the professional subjects (exam or terminal assessment) is done in a special way.

b) The knowledge assessment (examination) can be done:

- In written form;
- Verbally;
- or in a combination of written and verbal form;

c) The way of knowledge assessment is determined by the respective department based on the curricula.



d) The thesis is compiled by the teacher of the respective subject in cooperation with the assistant (if present) and must be approved and signed by the head of the department or section.

II. KNOWLEDGE ASSESSMENT

Article 17

a) The student is allowed to take part at an examination when he has met all obligations concerning the respective subject according to the curricula.

b) The names of the students who got the right to take part at the respective examination are written in the exam evidence. This evidence is signed by the dean or another responsible person, the secretary and stamped by the faculty. At the end of the examination it is presented to the secretary.

c) The exam evidence must not have any corrections or further names.

d) Its receipt is confirmed by a signature.

Article 18

The examination and any repetition must be executed within the fixed date by the dean of the respective faculty. The dates are proposed by the faculty – department and are published not later than two weeks before the beginning of the examination date.

Article 19

The examinations are public and the student has the right to ask the public to be present during the examination.

Article 20

a) The examinations take place at the fixed time and date. In case the examination cannot take place at the fixed time, the dean writes a cancellation and determines a new date about which the students will be informed.

b) The entry to the locations where the exams take place is forbidden for unauthorized persons, may it be somebody from the staff or out of the University, except for the head of the respective department or the persons with special authorization by the dean or Rector.



Article 21

The student whether he is a regular or a distance student, is not allowed to repeat an examination within one exam period.

The student cannot take part at two examinations of different subjects in one day.

The student presents himself for an exam by presenting his identity card with photo (index or any identity card issued by AAB University).

Article 22

a) A student who is in the last study year and has only three last examinations has the right to finish them in a certain period of time determined by the dean before having the final examination.

b) At the end of every exam period the dean advertises the repeaters and disqualified students.

Article 23

The students, who take part at projects abroad in the framework of AAB University resulting from international memorandums of cooperation, do not have to prove their participation at the learning process. If the students have passed examinations in other universities abroad in the same subjects they do not have to repeat these exams at AAB University.

III. GRADUATION

Article 24

At the end of studies the student gets the respective professional title in the subject he studied.

The candidate who could not graduate in the first turn has the right to pass the final examination in the coming exam date.

The student who has met all obligations and passed the final examination gets a respective diploma.

The diploma is colored and contains all necessary information and is signed by the head of the exam commission, the Rector and the dean. It contains the name, grade and scientific title. The signatures of the respective persons are confirmed by the stamp of AAB University.



Article 25

The diploma is handed over the candidate in person and registered in the respective evidence.

If it is no possible for the graduate to take the diploma in person then a family member can take it by showing an identity card or a written authorization.

Article 26

If there is any mistake in the diploma the candidate should refuse it and ask for an appropriate one. If the candidate takes the faulty one and it gets lost or is unusable the University does not hand over any duplicate. Only the list of the marks and a verification document with photo is handed over which is the equivalent of the diploma after being signed by the Rector, dean, secretary of the faculty and stamped by the AAB University.

Article 27

The diplomas are bestowed to the students in a solemn ceremony to which the authorities of the University and respective faculty take part.

IV. THE RIGHTS AND OBLIGATIONS OF THE STUDENTS AND TEACHER

Article 28

The student has the right to:

- a) take part at lectures, seminars and other educative activities;
- b) use all facilities of the University according to the respective regulation in order to realize the educative and artistic programs;
- c) use the library – language, criminological laboratory and other artistic and sportive facilities of the University;
- d) be represented at the Senate of the University in accordance with the Statute and respective regulations;
- e) join different apolitical organizations conform to the respective regulations;
- f) apply his right of complaint with regard to the academic process and localities where the lectures take place.

Article 29

At the end of all exams the student has the right to improve his grade point average of at most two marks.



The student must apply to improve the mark with the dean of the respective faculty and the demand must be reasonable.

After approval of the demand the student can pass the examination of the respective subject within the next exam date.

The student has the right to try it just once and gets the mark which was achieved finally.

Article 30

The student which has an average mark of 8.5 and higher is allowed to take part at further examination without taking part at the lectures.

The student who wants to make use of Paragraph 1 of this Article must apply for that with the dean of the respective faculty and attach the certification of marks as a proof of passed examinations and desired average mark.

Article 31

The student has the right to complain for hurting the regulations during examination. The complaint must be presented to the respective dean within 24 hours after the termination of the exam.

The dean of the faculty verifies the complaint by means of the department and exam commission to take further measures.

If the complaint is justified the dean decides to cancel the examination and asks for a repetition on a certain date, not later than three days before the end of the examination period. The decision is published within five days after receipt of the complaint.

Article 32

The student is obliged to:

- a) be aware of the rules of the University – faculty and act according them otherwise the University does not guarantee for any consequences as a result of not knowing them;
- b) know and follow exactly the educative rules and his obligations;
- c) meet all obligations determined by the curricula and other educative programs;
- d) respect the rights of the staff of the University and other students;
- e) save the prestige and dignity of the University.

Article 33



a) All acts done by the students which harm the personality of the academic and administrative staff, the ethical code, like: fudge on examinations, falsifications of documents, unmoral acts, theft etc. are considered as breach of the rules of the University as long as they are not considered to be penalties.

b) The student who breaches the rules has to count on a disciplinary procedure according to the respective regulation.

c) The slightest measure is a reminder whereas the severest one is the expulsion from the University.

Article 34

The rights and obligations of the teachers are regulated by the work code as well as by the collective and individual employment agreement.

Article 35

a) The longest deadline to finish studies is the double of the regular period of time.

b) The students who cannot graduate within this period of time lose the right to continue studies.

c) The students who repeat the same academic year two times loses also the right to continue studies.

d) The deadline to do the final examination is three years after finishing the studies.

V. TRANSITIONAL PROVISIONS

Article 36

If the provisions of this Regulation do not conform to the provisions of the Statute of the University, the provisions of the Statute have priority.

Article 37

The Regulation of the University can be changed according to the procedure of its approval.

Article 38



BPArL UNIVERSITETI AAB
AAB UNIVERSITY

Magjistralla Prishtinë - Fushe Kosovë
10000 Prishtinë, Kosovë
Tel&fax: +381 (0)38 601 019
+381 (0)38 601 020
e-mail: info@universitetiaab.com
web: www.universitetiaab.com

This Regulation comes into force by its approval by the Board of the AAB University.

Prishtinë, 2006

Chairman of the Board of the
University