

VI-1 REGULATIONS FOR FIRST CYCLE DEGREES

General provisions

1. The University offers these degrees of the first cycle:

Bachelor of Arts
Bachelor of Science

2. The University can offer programmes that lead to special professional diploma/certificate, which are administered by the Faculty Councils on behalf of the Senate.

Admission and registration

3. Students are admitted to programmes of study on the basis of a competition approved by the Senate. Different entrance requirements may be specified.

4. Registration is subject to payment of the required tuition fee approved by or on behalf of the University Board and production of original documents as required by the Registry Office.

5. Subsequent to first registration, but before registering for the second year of study, students may transfer from one Faculty to another, with the permission of the Deans of Faculties concerned if they satisfy the original entrance requirements for the new Faculty.

Structure of programme

6. The programmes leading to the award of diploma/certificate are modular, expressed in terms of the accumulation of credits according to the European Credit Transfer System (ECTS): a Degree requires 240/ or 180 ECTS credits, depending on the programme registered at the beginning of studies and for certificate number of required credits is determined by respective faculty council, approved by University Senate. The nature of the credits, and the order in which they may be accumulated, depends upon the published curriculum. It is a minimum requirement for all qualifications at or below first cycle degree level that one-third of the total credit is acquired by study at the University.

7. The basic module of study is the semester-course with ECTS credit points attached as in the University's approved curriculum. The appropriate number of credits is obtained when a semester-course is successfully completed as described in this Rule. Admission to a particular semester-course forming part of the degree programme may require a prerequisite pass at a defined level in one or more other such course or courses. The prerequisite will not be counted in this way after the expiry of two calendar years. Academic-Scientific Council of the faculty can determine other length for the

prerequisite pass. Withdrawal from a course is permitted up until the date of submission of the last piece of assessed work or before the examinations, whichever is the later.

Transfers

8. The right to transfer from another institution to SEEU will be given to all students that have completed at least one year of studies in their respective university and have a grade average over 7.00 (equivalent to evaluation procedures of SEEU).

9. The maximum number of ECTS credits which may be granted on transfer by the Faculty towards a degree of the first cycle is 120 ECTS for the four year study system and 90 ECTS for three year study system.

Status

10. Students will be designated as full-time or part-time.

11. Full-time students are normally expected to complete a first cycle degree in four years or three years. Periods of study may be reduced if, on admission, credit is awarded for previous study.

12. Students wishing to transfer between full and part-time status must apply to the appropriate dean of faculty or to the director of part-time studies. The University Council will foresee the transfer criteria.

13. The conditions on which a student may be permitted to register for up to 6 additional credits per semester (meaning 36 credits per semester) are:

- (i) the availability of staffing and other resources;
- (ii) a running GPA of at least 9.00;
- (iii) payment of any prescribed fees.

14. The University may at its discretion assess additional tuition fees for students registered at any one time for courses leading to more than 30 ECTS credits on successful completion. The fees will be set by the University Council according to the marginal cost of tuition, equipment and other resources, and may vary between subjects.

Assessment and student grading

15. Grading

15.1 Grades are to be determined by the instructor based on his or her assessment of a student's classroom performance (participation in class discussion, presentations etc.) and performance on take-home assignments, exams and other graded work. Although some form of final examination is required, the student's final grade for a given class is based on his or her accumulated work during the semester and shall not be determined by one

final test. Students will earn points for work performed for various graded activities throughout a class.

The instructor in order to ensure systematic evaluation of knowledge at least three times during one semester shall evaluate students' knowledge, through: final exam, mid-term exam and other form of evaluation, depending on nature of the course (seminars, presentation, quizzes, etc.).

The instructor shall establish the weight given to various assignments and report these results in electronic and spreadsheet format, printed to the Registry Office within ten days after the completion of the final examination.

One ideal example is listed in the table below:

(weight) Student	Home-work#1 (10 pts)	Midterm Exam (20 pts)	Home-work#2 (10 pts)	Research Paper (20 pts)	Attendance (10 pts)	Final Exam (30pts)	Total Points (100 pts)	Final Grade
Adrian	8	19	8	18	9	28	90	10
Bekim	7	15	4	14	7	23	70	8
Emilija	9	17	8	16	9	0	59	IN
Teuta	10	18	10	18	10	19	85	9

15.2 Grades at SEE University are issued on a grade-point basis. Additionally, a Grade Point Average (GPA) will be calculated and displayed on the transcript in accordance with the grade system detailed below.

Grade Scale	Grade Description	Grade Points	Letters
95% - 100%	Magnificant	10.0	A
86% - 94%	Excellent	9.0	A-
77% - 85%	Very Good	8.0	B
68% - 76%	Good	7.0	C
60% - 67%	Satisfactory	6.0	D
59% - below	Failing	5.0	F
	Incomplete (IN)	0.0	
	No Record (NR)	0.0	

Incomplete (IN)

An incomplete grade may be assigned if a student has not finished all course requirements by the end of the semester, but has completed a substantial amount of the work. It is the student's responsibility to bring pertinent information to the teacher and to reach an agreement on the means by which the remaining course requirements will be satisfied. If requirements are not completed within one year, a failing grade is automatically assigned.

Withdraw (W)

If a student decides to withdraw from a course, it is essential that he or she completes and files a 'drop form.' Drop forms can be obtained from the administrative assistant in the student's Faculty office. Leaving a course without authorisation will result in the student receiving a failing mark or grade (5) for that class. A student may withdraw (drop) from all classes during the first four weeks without academic penalty if a drop form is filed at the Registrars Office by the end of the fourth week of teaching as defined in the Academic calendar. Withdrawal during the fifth to tenth week of semester is permitted only for a serious reason and requires the approval of the teacher and the Dean of faculty. Drops and withdrawals posted during the fifth to tenth week of teaching will result in a "W" posted to the student's grade report. This mark does not indicate performance, nor is it used in calculating grade point average. Beginning with the eleventh week of teaching a student may only withdraw in case of accident or serious illness clearly beyond his/her control and only when an 'incomplete' is not practicable. Usually, withdrawals of this type mean withdrawal from all courses, although incompletes may be assigned where sufficient work has been completed. The teacher and the Pro-Dean of the Faculty should sign requests for withdrawal in these circumstances. If the request is approved, the "W" symbol will be assigned for all courses in which the student was not eligible for an incomplete.

No Record of Grade Being Issued (NR)

This designation will be added to a student's transcript in cases when a student has registered for a class and no grade is assigned by the teacher. This has no effect on the student's overall grade point average and may be changed to a letter grade when the teacher submits a formal grade.

16. Publishing Grading and Evaluation Requirements

Teachers are required to provide students with a syllabus at the beginning of the semester that offers a brief description of the course, objectives and learning outcomes, and includes the method of evaluation and grading. The syllabus must also contain a description of activities that will take place during the class to include dates when the midterm and final examinations will be given.

17. Preparatory Year Satisfactory-Unsatisfactory (S-U) Grades:

- 17.1 Preparatory year students receive grades of S (Satisfactory) or U (Unsatisfactory) which carry no ECTS points and are not computed in the grade point average.
- 17.2 Such grades are included in a student's permanent academic record and are reflected on the transcript.

Examinations

The following regulations are the rules promulgated to ensure a smooth and just organization of the examinations at the University.

Their starting point is that the task of the examiner is to evaluate the capability a student has acquired in a specific educational unit. Therefore, it is necessary that every examination be organised in such a way that the student has every opportunity to prove this capability. Hence, all examiners must exercise a constant concern to ensure that the most appropriate form of evaluation is provided for each part of the curriculum.

18. Final Examinations Administration

18.1 Final examination deadlines

At university level there will be three regular sessions for final exams and that will be one week after the official ending of the respective semester winter or summer, while the third session will be organized on the third week of August, in this session deadline will be offered subjects from all academic of University study programmes.

Exam deadline can not exceed two weeks.

At university level will be organized one additional exam session per each respective semester. For the winter (odd) semester the additional exam session can be organized during April, while for summer (even) semester additional exam session can be organized during November. The maximum grade that can be taken in this session is 8(eight)

Students that have fulfilled retention criteria, set on article 26 of this Rule, the right to enter on the above mentioned exam session for the remained exams from the previous year of studies, can realize only by paying 25% from the value of the remained ECTS, needed for one academic year. Students that have not fulfil retention criteria set on article 26 of this Rule, where it is set the manner of re-registration of the same year of studies; shall pay only 50% from the value of the remained ECTS, needed for one academic year. Students that have obligation for additional payment from item four of article 18.1. for additional service that they will get from the University for all remained ECTS (based on the value of ECTS for the respective study program) this obligation they should realize until September 15th for entire ongoing academic year and for all remained credits (Each September is repeated cumulatively the obligation for the remained credits).

Students that will not realize this obligation will not have access to ongoing academic schedule (to retake the remained courses) and will not have the right to enter to any exam of ongoing exam sessions in order to gain the remained ECTS. For realization of this obligation responsible will be the Bursar Office and the Academic Planning Office in cooperation with respective dean where the student realizes the right of additional services.

After expire of the deadline are imposed same additional sanctions of services for regular exam sessions.

Students that have completed the lectures but have remaining credits until graduation (*absolvents*) will have right to enter in all remaining exams, in all above mentioned sessions, regular or additional, by paying only 50% from the value of the remained ECTS needed for the award of diploma, worth only for one academic year.

18.2 *Final Exam Requirements*

The final examination should not to exceed three hours and is required in all undergraduate courses. The examination is to be given during the examination period scheduled by the Academic Planning Office, unless a variance is granted by the Office of students' services. The authority to administer this requirement and to grant exemptions, is vested in the Pro-rector academic issue. Final examinations should count for no more than 50% of the students overall course grade.

18.3 *Late Requests for Changes*

Once the Draft Schedule of Examinations has been published on the internet, petitions by teaching staff for changes in the time, place, or format of the final examination or other evaluation from what is published therein may be made only under these conditions:

- a. The Dean of Faculty must approve the teacher's petition.
- b. If a change of place or time is requested, it must be cleared with the Academic Planning Office scheduling staff to ascertain that the needed space is available.
- c. The Registry Office must receive the petition before the Final Examination Schedule is due to go online, usually between the fourth and the fifth week of teaching. Except for unusual situations, requests received thereafter will be denied.
- d. For certain types of requested changes (e.g. time, format), the Academic Planning Office needs evidence that the students have all agreed to the proposed change.

18.4 *Conduct of Final Examinations and Monitoring*

It is the responsibility of the teacher to arrange for and to monitor the conduct of the final examination, or its equivalents, in such a manner as to minimise the likelihood that acts of cheating will go undetected. Members of staff are accordingly urged to contribute as fully as possible to making conditions in the examination room conducive to quiet, well order and honourable methods of work. The ratio of one invigilator for twenty students shall be strictly followed. The students are expected to maintain the integrity of their own work. Teachers should, for regularly scheduled examinations, be available in case of need, such as undue noise, illness, late arrival of students or other emergency. Students are expected to be seated in alternate seats during examinations.

18.5 *Absence, Lateness, and Failure*

Whenever possible, teachers are notified in advance when a student is expected to be absent from an examination. Unexpected absences should be immediately reported by teachers to the office of the Registrar. It is important for teachers to observe this

regulation so that, if warranted, arrangements may be made for make- up of work not completed.

A student whose absence is not to be excused receives a 5 on the final examination. The grade for the course as a whole is determined by the teacher.

A student who comes late to a final examination while it is still in session may be allowed, at the discretion of the teacher, to take the examination.

A student taking a scheduled examination after the regular period will be given a new examination.

18. Regulations and Policies Governing General Topics

The basic principles and procedures governing the administration of final examinations apply to the administration of all examinations given at the University. Instructors should exercise care concerning the format of intra-semester examinations and ensure that they are appropriate to the curriculum of the course.

Instructors are also required to present the course requirements at the beginning of each course in a manner that enables students to thoroughly understand what will be demanded of them. The responsibilities and standards outlined in the University Policy on Faculty Conduct should be adhered to here as in all domains where a teacher exercises his or her professional functions.

All testing materials must meet the same standards stipulated in the University Policy for evaluation of academic staff.

18.7 Regulations and Policies Governing the process of grades change:

Grade change policy

Pursuant to existing policies the student has the right to request changing of the grade. This may be because the student believes there was an error in the calculation or assigning of the grade or the student failed officially withdraws in a timely fashion.

18.7.1 Policy on consideration of request for change of the grade after conclusion of the course but before posting of grades on a transcript of record

- These policies apply to undergraduate students only. Any requests by graduate students for change of the grade after the conclusion of a course are subject to the policies of SEEU.

- This policy refers to request for grade change, grade discrepancies or grade disputes following the conclusion of the course but before the recording process (which takes 10 days from the examination date) and not requests for withdrawals after the conclusion of the course.

- The instructor of the course has the full responsibility for the grade assigned. The instructor should announce grades unofficially prior to being recorded in order to give the students the possibility for explanation about the grade assigned.

For the situation where the students believes there was an error in the calculation or assigning of a course grade it is the responsibility of the students to contact the course

instructor to discuss the grade and make his or her case to have the grade changed until the grades have been recorded. If the course instructor declines to support the student's request for a grade change or in a situation where the instructor cannot be contacted, the student may appeal the course grade following the Policy on Consideration of Request for Change of the Grade after Conclusion of the Course and after posting of grades on a transcript of record.

18.7.2 Policy on Consideration of Request for Change of the Grade after Conclusion of the Course and after posting of grades on a transcript of record

- If a student believes that there was an error in calculation or assigning of a course grade he/she should complain within 3 days after the posting of the grades in the transcript of records. The student may attempt to resolve the grievance by written appeal to the faculty council. The instructor of the course involved should provide all proofs from the evaluation of the knowledge (test, seminar works and other).
- If the student thinks he/she is not graded fairly than he or she may appeal by filling out an appeal form to the faculty council, requesting a commission to resolve the case. The faculty council decides on the appointment of a commission consisting of three members.

For both cases the decision of faculty council is final.

Fee Payment

19. The University has established the office of the Bursar, which deals with fee payment issues, including the pursuit of outstanding fees and past-due charges.

20. Tuition fees:

Students pay their tuition fees in the preset amount for the respective study program and for their respective year of studies. The amount is determined from the University organs at the Announcement for student registration.

- the rate for winter semester must be paid the latest until 30th of September of the ongoing academic year.
- the rate for summer semester must be paid the latest until 28th of February of the ongoing academic year.

In all cases where the student does not fulfil his financial obligation he/she will be fined with a 0.2% daily interest for every late day, but not more than 60 days from the deadline expiration.

If the student within 60 days of deadline expiration does not fulfil his financial obligation the "student status" will freeze (blocked). Freezing the status means blocking the grading evidence, certificates, transcripts, diploma etc.

In extraordinary cases, for objective reasons, the students can make an understanding time overdue request to the Committee for implementation of this rule, established by the Rectorate. Difficult financial situation will not be considered objective reason

21. *Dormitory fees*

Students pay a fee for their residence in the University's dormitories. The amount is determined by the university organs and based on the competition of residing in the campus.

Payments will be monthly based until the 5th of every month. In all cases when the student does not fulfil his/her financial obligations will be fined with 1 Euro daily for every late day, but not longer than 30 days from the deadline. 30 days after deadline expiration, the student will lose the status to reside in the dormitory.

In extraordinary cases, for objective reasons, the students can make an understanding time overdue request to the Committee for implementation of this rule, established by the Rectorate. Difficult financial situation will not be considered objective reason

22. *Returning Tuition fees*

In principle the tuition fees for studies at SEEU will not be returned, except in cases of objective reasons (withdrawal, physical obstacles to continue the studies).

In cases when the student asks for a reasonable tuition return, the university follows the procedure:

- if a reasonable return request is made within 15 days from the payment deadline, the student will be reimbursed in the amount of 85% of the payment.
- if a reasonable return request is made within 30 days from the payment deadline, the student will be reimbursed in the amount of 70% of the payment.

30 days passed the deadline of the payment; regardless the reasons, the student will not be returned any of the amounts, as it is considered that the university has made all possible expenses on the services offered to the student.

Returning tuition fees requests will not be approved for students registered at first year of studies.

Students that in reasonable cases want their payment transferred to a close family member (brother, sister) within 30 days the transfer will be done without any of the above fines. 30 days passed the transfer can be made with a fine of 1% of daily interest.

23. *Rule implementation*

Finance service and Students' service are responsible for implementation of this rule. In the contrary case they will be fined three times the amount of the damage cause to the University.

Credit and Grade Point Averaging

24. Credit

The University's curriculum is organised according to the European Transfer Credit System (ETCS). In ETCS, 60 credits represent the workload of one academic year of study; and one credit refers to 30 hours work, including lectures and other forms of instruction (such as exercises and seminars) as well as independent work at home and/or in the library. Individual course credits are determined according to the number of practical and/or theoretical hours required for in-class activity plus private study. Thus, one theoretical hour entails (at least) 3 hours of independent study (in library or at home) and evaluation; consequently, a course of 30 theoretical hours plus 90 (30x3) hours of private study and evaluation results in a study load of 120 hours.

25. Grade Point Averaging

The method used to determine a student's average course grade is called the grade point average (GPA). The GPA is a number that ranges from 5.0 to 10.0. This average is determined in the following manner. Each grade is assigned a grade-point (G.P.) value based on the 6-point system listed above (NR & IN grades are not calculated into the GPA).

Academic Progress

26. In order for a student to go on from one academic year to the next he/she must fulfil these criteria:

- From 1st academic year to 2nd academic year, a student needs to have earned a minimum of 36 credits during their current academic studies;
- From 2nd academic year to 3rd academic year, a student needs to have earned a minimum of 96 credits during their current academic studies;

27. Students who do not fulfil these criteria shall reregister the same year in the coming academic year.

27.1 The re-registration will be done following this procedure:

- a re-registration form request (can be found at students issues office) must be filled and delivered to the secretary office of the respective faculty. Attached to the request must be the transcript as well.
- The request form must be filled by the pro-dean of the faculty, describing conditions of registration: what exams can he/she take from the previous years, the amount of money (deriving from the difference of due credits and actual ones) that needs to be paid, etc.
- The filled request form must be delivered to the office for student issues;

27.2 Students that did not comply with passing conditions have no right to continue their studies in the next year of studies.

Withdrawal from Studies

29. In order for a student to withdraw from studies at SEEU, he/she must:

- Clear their payment account with the Bursar
- Check with the librarian if they have any books taken out
- Fill out a declaration form at the Registry that they are withdrawing
- Collect the documents and return back the ID card

Academic Calendar and Course Offering Preparation

29. Recommended schedule preparation and registration calendar for winter semester

- 1 November Registry sends schedule of what was taught the previous Winter term (days, times, instructors, and enrolments) to faculties
- 15 January Course offerings due back to Registry
- 15 February Course offerings have been assigned classrooms and created in the registration system
- 20 February Faculties proof course offerings
- 25 February Course offerings posted to the Web
- 25 March Registration for Winter term begins

30. Recommended schedule preparation and registration calendar for summer semester

- 1 April Registry sends schedule of what was taught the previous Summer term (days, times, instructors, and enrolments) to faculties
- 1 June Course offerings due back to Registry
- 5 November Course offerings have been assigned classrooms and created in the registration system*
- 10 November Faculties proof course offerings
- *15 November Course offerings posted to the Web*
- 10 December Registration for Summer term begins

31. Academic calendar will be published by the Registry Office two years in advance.

Delegation of authority

32. The Senate may delegate its powers to vary the requirements of this Regulation in exceptional circumstances in any particular case to the University Council or other responsible body.