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### Article 1 Principles

- **1.1** This regulation governs the activities of the Faculties and Departments of the Western Balkans University concerning first-cycle university study programs and integrated second-cycle study programs, including exams and assessments.
- 1.2 The Regulation of First-Cycle Study Programs and Integrated Second-Cycle Study Programs defines the rules governing the functioning of these programs and the relationships established among the participating subjects in the activities of these programs. It specifies the internal structure related to the pursuit and implementation of first-cycle study programs and integrated second-cycle study programs, their functioning, rights and obligations of governing bodies, academic and administrative staff, students, their relationships, rules for student admission, teaching, research, practice, assessment, graduation, and provides sanctions in case of violations.

### Article 2 Legal Basis

**2.1** This regulation is based on Law 80/2015, "On Higher Education and Scientific Research in Higher Education Institutions in the Republic of Albania" and the Statute of the Western Balkans University, approved by Order no. 69, dated 16.02.2022, of the Minister of Education and Sports "On the approval of the statute of the non-public higher education institution "Western Balkans."

# Article 3 Scope of Application

**3.2** This regulation applies to all first-cycle university study programs and integrated second-cycle study programs offered by Western Balkans University. The study programs at the Western Balkans University are conducted in Albanian and + English languages.

## Article 4 Student Matters

**4.1** The Dean's Office of each faculty is responsible for determining students' requests for study transfers, after the respective department's decision, as well as matters related to education and exams.

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- **4.2** In these cases, the student has the right to appeal the decision to the Faculty Dean within 15 days of being informed by the respective decision.
- **4.3** For disciplinary matters, the Code of Ethics is applied for students of the Western Balkans University.

#### **Article 5**

### **Admission and Student Registration**

- **5.1** Students may register for study programs offered by the Western Balkans University after meeting the respective admission criteria and follow the registration procedure. Admission to first-cycle study programs and integrated second-cycle study programs is possible for any candidate who has successfully completed secondary education or its equivalence and meets the minimum GPA criteria determined annually by the Council of Ministers.
- **5.2** The admission criteria for students are approved by the Academic Senate within the period specified by the ministry responsible for education and are sent to MAS, QSHA, and RASH institutions. The criteria are published on the U-Albania portal accessible by institutions. Other admission criteria are determined annually by the decision of the Academic Senate.
- **5.3** For study programs offered in English, students are required to have a Certificate of English language proficiency at B1 level according to the CEFR, in one of the following exams:
  - a. Cambridge
  - b. IELTS
  - c. TOEFL Internet-based Test (iBT)
  - d. TOEFL Paper-based Test (ITP)
  - e. TOEIC
  - f. GESE
  - g. APTIS

In the absence of the above certificate of proficiency in English, the student is subjected to an English proficiency assessment exam. In cases where the student has completed studies in a high school where instruction is entirely in English, they are exempt from presenting this document. Admission to an integrated second-cycle study program "Master of Science" requires the candidate's recognition of one of the five foreign languages of the European Union: English, French, German, Italian, Spanish. If an individual has obtained a diploma from a study program in

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one of these languages, the diploma serves as evidence of meeting this criterion. The level of proficiency in the foreign language is determined by the sub-legal act of the relevant ministry responsible for higher education.

**5.4** Students are announced as winners on the U-Albania portal and officially enrolled at the Western Balkans University. After this moment, the student has the right to enter into an educational contract with Western Balkans University. When the student signs the education contract, they commit to abide by the regulations, guidelines of the Western Balkans University, and the relevant legislation of the Republic of Albania in the field of education throughout the study period.

The registration period for first-year students, the list of required documents, and information on the registration procedure are determined and announced by the Rectorate of the Western Balkans University. By completing the registration procedures, the candidate becomes a student of Western Balkans University and enjoys all the rights of students.

- **5.5** Students who do not complete the final registration procedure at the University within the specified period are considered withdrawn and cannot claim any rights.
- **5.6** To register for one of the study programs, the student must personally submit or through an authorized representative the required documents specified by legal acts and sub-legal acts in force. The submission of incomplete or false documentation results in the interruption of the relationship between the student and the University.

### Article 6 Academic Advisor

**6.1** The respective department appoints a full-time academic staff member as an academic advisor for each student. The role of the academic advisor is to support the student throughout their entire period of education at the University. The student, together with the academic advisor, is responsible for completing the subject registration for each semester. Each semester, the student signs the subject registration form after obtaining the approval of the academic advisor.

# Article 7 Subject Registration

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- **7.1** Students pursuing studies at the Western Balkans University are required to electronically register for the subjects they will attend each semester. Registration is done within the deadlines specified in the academic calendar.
- **7.2** If students have not paid the tuition fee according to the conditions set by the University, they cannot perform the semester registration. Students who have not completed the registration cannot participate in the instructional process or take exams. The semester for which the tuition fee has not been paid is calculated within the study period. In first-cycle programs and integrated second-cycle study programs, the relationship with the student is terminated if registration is not renewed for four consecutive semesters. If the student does not pay on time, they are obligated to pay a late fee according to the service contract.

## Article 8 Student Card

**8.1** Students are provided with a student card with a photograph, valid for no more than one year, if they have completed the registration at the Western Balkans University.

# Article 9 Study Transfers

- **9.1** The Western Balkans University offers opportunities for student transfers between programs of all cycles within the Western Balkans University or to/from different higher education institutions.
- **9.2** The Western Balkans University accepts transfers of students in intermediate years from other higher education institutions, domestic or foreign, public or private, and allows the transfer of its students to other institutions.
- **9.3** Transfers to study programs at the Western Balkans University are subject to quotas set by the respective Faculty Dean. After completing at least two semesters, students can apply at the academic secretariat office within the deadlines specified in the academic calendar to transfer to another program within the Western Balkans University.
- **9.4** The relevant commission, established by the base unit, decides on transfers to study programs at the Western Balkans University. This commission carries out all relevant procedures for the equivalence of subjects for the respective study programs. In accordance with this article, students registered at the Faculties of the Western Balkans University.

#### **Article 10**

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#### **Academic Year**

- **10.1** The calendar year is divided into an academic year. The academic year is organized into two regular semesters, each with at least 20 hours of lectures, seminars, and laboratory work per week. According to the relevant regulations, there is also an optional summer semester.
- **10.2** The regular semester includes no fewer than 14 calendar weeks for educational activities and no less than two calendar weeks for final exams.
- **10.3** Transition from one year to the next occurs after the student has fulfilled the obligations of the previous year, in accordance with the Basic Regulation and the regulations of the programs and study cycles of the Western Balkans University.
- 10.4 On official holidays, there are no classes or exams.
- **10.5** The start and end dates, as well as the exam periods for each semester, are announced in the approved academic calendar by the Academic Senate.

## Article 11 ECTS Credits

- **11.1** Higher education credits refers to the ECTS and express the volume of study required to achieve expected learning outcomes.
- 11.2 One credit corresponds to 25 (twenty-five) hours of student instructional work...
- **11.3** The average amount of work done during one academic year in a first-cycle study program, by a full-time student, is 60 credits or 1,500 student study hours, including hours in the classroom and the student's independent study hours.
- **11.4** Independent student study hours account for at least half of the total annual student study hours.
- **11.5** The weekly teaching load in the classroom, for lectures, seminars, exercises, and laboratories, including continuous assessment forms, is up to 25 50-minute teaching hours.
- **11.6** Credits for each formative activity are earned by students only for positive assessments, based on various assessment forms combining continuous and final assessments (which may include exams, among other methods).

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## Article 12

### **Recognition of Credits**

**12.1** The Western Balkans University may recognize credits for higher education programs in a specific bachelor's or integrated second-cycle study program, based on certified knowledge and professional skills in accordance with current legislation, as well as knowledge of post-secondary formative activities that align with the specific objectives of the study program. For the first-cycle program, the maximum number of recognized credits does not exceed 60 ECTS credits and 90 ECTS credits for the integrated second-cycle study program.

#### **Article 13**

### **Duration of Studies, Teaching Activities, and Language of Instruction**

- **13.1** Programs at the Western Balkans University are organized into three consecutive cycles: the first cycle, the second cycle, and the third cycle. Instruction at the University will be in Albanian and English. The Western Balkans University may offer programs in several languages. With the proposal of the Faculty Dean and approval of the Academic Senate, certain subjects may be taught in a language different from the program language.
- **13.2** Study programs may also be offered in another language with the proposal of the Academic Senate and approval from the Ministry responsible for education.
- 13.3 The normal duration for completing a bachelor's degree is six semesters. The maximum period for completion of studies is twice the normal duration. The normal duration for completing integrated second-cycle studies is ten to twelve semesters. The maximum period for completion of studies is twice the normal duration.

The maximum duration of studies in a study program cannot exceed twice the normal duration specified by the program, excluding the period when the student has suspended studies. Students may suspend studies (for reasonable and justified reasons) by the decision of the Dean, according to the provisions of the University's Basic Regulation.

**13.4** A student who cannot complete the studies within the maximum duration of the program has the right to apply to resume studies, either in the same study program or in another program. The student is subject to the criteria and procedures announced for registration in the receiving institution's study program. Credits earned by the student during the previous period of study may be transferred, by the decision of the receiving institution's base unit, according to its regulations.

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- 13.5 The education process consists of lectures, projects, studio work, laboratory work, seminars, thesis work, and other similar activities specified in the curriculum, as well as any other elements specified in the Council of Ministers' Decision on the elements that study programs must contain. Unless otherwise specified, the duration of each subject, applied projects, laboratories, and similar activities is one semester.
- **13.6** The language of instruction at the Western Balkans University is in English and Albanian.

### Article 14

### **Elements of the Study Program**

- **14.1** The elements that make up the structure of study programs offered by the Western Balkans University consist of:
  - a. Credits, according to the European Credit Transfer and Accumulation System (ECTS);
  - b. Knowledge assessment and evaluation tools;
  - c. Formative objectives and professional competencies;
  - d. Formative activities and instructional components of the study program;
  - e. Categories of formative activities characterizing a study program;
  - f. Curriculum;
  - g. Admission quotas and study groups;
  - h. Course outlines (Syllabi);
  - i. Program profile;
  - j. Diploma and supplement.

#### Article 15

### First-cycle Study Programs and Integrated Second-cycle Study Programs

- **15.1** Education in the faculties and departments of the Western Balkans University is conducted in accordance with the requirements of Albanian legislation in the field of higher education, as well as the Bologna Charter. The instructional programs of the departments come into effect only after the Ministry responsible for education has approved the opening of these programs. Elective subjects of instructional programs consist of subjects opened at the beginning of the semester by the department for its students and subjects open for selection by other departments.
- **15.2** A student who, after registration, presents a document from a higher education institution showing that they have successfully completed one or more subjects may request an exemption from taking those subjects. The relevant department council reviews the request and, if it believes

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that the knowledge the student has gained in that subject is sufficient, may exempt the student from the obligation to take the subject. In this case, the Department Council decides which subjects are mandatory for the student to follow.

- 15.3 First-cycle study programs referring to level 6 of the Albanian Qualifications Framework are carried out with 180 credits, and their normal duration is three academic years. At the end of first-cycle study programs, a "Bachelor" diploma is issued in the field of completed education, in accordance with the rules set out in this Statute. Integrated second-cycle study programs, referring to level 7 of the Albanian Qualifications Framework, have a normal duration of five to six academic years, with full-time attendance, and are carried out with 300-360 credits. At the end of integrated second-cycle study programs, a "Master of Science" diploma is issued in the field of completed education.
- **15.4** If a student has been unable to follow the subjects that should normally be followed during the semester, for reasons considered reasonable by the Department Council, then they can take the subjects without prerequisites (subjects not necessarily related to each other) in the following semester. The student continues their studies by initially taking the subjects in which they have not passed or have not taken in previous semesters. Practical work included in the study program is carried out by the relevant units within the framework of specified principles, in accordance with the characteristics of education in each department.

# Article 16 Prerequisites for Courses

16.1 The prerequisites for the pursuit of specific courses are determined by the respective departments and are reflected in the curriculum.

#### Article 17

### Course Registration, Course Withdrawal, and Attendance Obligation

17.1 Every student is obligated to participate in the lectures, applications, laboratories, projects, seminars, thesis work, and similar activities of the semester being pursued, within the limits specified in the Quality Code and the guidance of the Minister responsible for education. In cases of repetition or first-time attendance of lectures, laboratories, projects, and similar activities equivalent to lectures, students must register first for the courses in which they received grades D and F. After selecting these courses, they can then enroll in additional courses, starting with those from previous semesters that were assessed with grades D and F.

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- 17.2 The student, with the approval of the advisor, may withdraw from one or more courses within two weeks from the beginning of each semester, change the courses taken with other courses, or register for new courses.
- **17.3** The student is obligated to attend at least 75% of theoretical courses (lectures) and seminars and at least 80% of laboratories and applications. Students who do not meet these standards are not admitted to the final semester exam.

# Article 18 Course and Group

- **18.1** Instruction is conducted based on the course or group.
- **18.2** Lectures are held based on the course for up to 150 students; seminars in groups of no more than 50 students; laboratory work and professional practices in smaller groups of up to 20 students.

### Article 19 Diploma

**19.1** Students who successfully complete studies at the faculties of the Western Balkans University, in accordance with and in compliance with this regulation, are issued the respective diploma, preregistered in the Diploma and Certificate Register at the Ministry responsible for education.

## Article 20 GRADES, EXAMS, AND PASS RATES Grades, Exams, and Pass Rates Student Evaluation System

### **Grading System**

For each course taken, the student is evaluated by the instructor at the end of the semester with one of the following grades:

Grade (according to			Internal Evaluation of the Western Balkans University	
the Albanian system))	Grade explanation	Points	Grade with letter	American system
10	Excellent	90-100	A	4.00

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9	Very good	85-89	A-	3.50
8	Good	75-84	В	3.00
7	Satisfactory	65-74	B-	2.50
6	*Pass with condition	55-64	С	2.00
5	*Conditional pass	50-54	D	1.00
4	Fail	0-49	F	0.00

<sup>\*</sup>Students who have these grades must have an overall average above 7 to pass the academic year and graduate.

### **Explanations:**

I (Incomplete) - is given by the instructor to a student who, due to illness or other reasonable reasons, has been unable to fulfill the course requirements, even though successful during the semester. If a student receives a grade I in a specific course, they are required to rectify deficiencies within 15 days from the day the grades are submitted to the academic secretary to receive a grade. The grade that will be given in place of the grade I is approved by the Dean's decision. Otherwise, the grade I is converted to the grade F. However, in cases of prolonged illness or similar circumstances, with the proposal of the department head and the approval of the Dean, the extension of the grade I may continue until the beginning of the registration period in the next semester.

S (Satisfactory) - is given to the student in courses in which they have been successful but are not counted in the GPA.

T (Transfer) - is given in cases of horizontal transfer from another higher education institution or when the result of a passed course is accepted, the equivalence of which is accepted based on the decision of the Department. The T grade is considered in the GPA calculation.

U (Unsatisfactory) is given to the student in courses in which they have been unsuccessful but are not counted in the GPA.

P (Continued) - is given to the student in courses that continue but are not counted in the GPA.

EX (Excluded) - is given to the student who is exempt from taking a course following an exam organized by the department in those courses specified by the Senate. The credits for the course are not recognized for the student in question. The EX grade is not included in the GPA but is reflected in the grade list.

NI (Not Included) - is given for the description of courses in which the student is registered but not counted in the GPA. This grade is presented on the student's grade list along with the letter grade they received in that course. The load of courses that have this status is included in the group of courses specified in Article 13 and is not used in the procedures for calculating the credits of

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the program or programs in which the student is registered. The course in which the student received the grade (NI) cannot be repeated.

NA (Not Attended) is given by the respective course instructor to students who, due to not following the rules regarding course attendance or not meeting the conditions regarding practices or course application, have been unsuccessful. In calculating the GPA, the NA grade is considered as (F).

#### **Article 21**

#### Criteria for Advancement to the Next Year

- **21.1** The student advances from the first year to the second year when they have secured at least 30 credits from the first year.
- **21.2** The student advances from the second year to the third year when they have secured at least 60 credits from the first and second years. This rule also applies to integrated second-cycle study programs.
- **21.3** The final-year student who, at the end of the year's exams, has 30 unfulfilled credits, provided they have fulfilled the course attendance obligation, has the right to complete them in a period specified by the dean's office before the graduation season. Otherwise, the student is required to retake these courses the following year.
- **21.4** The student who clears all academic obligations has the right to enter the diploma defense. Otherwise, the right to clear them arises in the following semester, and graduation occurs after clearing all academic obligations.

#### Article 22

#### Improvement of the Overall GPA

**22.1** A student who wishes to improve the overall GPA may retake the courses studied in previous years. The GPA calculation will consider the final grade the student received in that course.

#### Article 23

### **Passing Grade**

23.1 The passing grade in a course is determined by the relevant assessments carried out during that semester, as specified tools for assessing knowledge (semester exams, mid-term exams, quizzes, assignments, projects, workshops, seminars, participation in workgroups, laboratory work, etc.), together with the grade received in the final exam. Within the first week of each

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semester, instructors must publish the assessment system for the respective courses. Results achieved in each course are submitted to the administrative bodies of the department within the specified deadline in the academic calendar, and the results are published on the students' personal pages.

#### **Article 24**

#### **Examination Season**

**24.1** The examination season takes place after the completion of each semester. If an exam cannot be held within the respective season for reasons deemed acceptable by the Faculty's Dean, then the latter proposes to the Senate the extension of the examination season. After the Senate's approval, the examination season may be extended for as long as exams are not completed within the normal deadline. The graduation exam/defense of the thesis is held after the examination season.

## Article 25

#### Right to Take an Exam

- **25.1** The student gains the right to enter the exam for a course when they have cleared the obligations related to that course, as stipulated for clearance in the respective syllabus. The right to enter the exam is denied to the student in case of financial obligations.
- **25.2** The assessment of the course is made according to the modalities specified for the course in its syllabus.

### **Article 26**

### Exam Calendar, Venue, and Exam Deadlines

- **26.1** The calendar for mid-term and final semester exams is determined by the council of the respective department and must be published at least two weeks before the start of the examination season by the faculty administrator. Exams are held at the University's premises, on the day, place, and time specified in the calendar. Exams for courses held by a single instructor are evaluated only by that instructor, while when a course is conducted by multiple instructors, all of them are members of the assessment committee.
- **26.2** Exams and retakes are conducted according to the deadlines set in the structure of the academic year, approved by the Senate, and the academic activity calendar announced at the beginning of the academic year. After the completion of the final exam season, a retake season is

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foreseen, according to the structure approved by the decision of the Academic Senate. Possible changes to the academic calendar are made at least one month before the start of the examination season. The deadlines set for exams and retakes are mandatory for both instructors and students.

**26.3** A student is not allowed to enter an exam for a course a second time within a season. The student has the right to take an exam in the same day in different courses, if the exam schedule allows, provided they are registered in advance.

### Article 27 Exam Form

- **27.1** Exams are usually written. The course instructor may decide to conduct the exam orally, in the form of a project, or as a coursework assignment.
- **27.2** The exam is prepared and supervised by the respective course instructor. If the responsible instructor is not available at the Western Balkans University premises on the exam day, the Department Head determines who will conduct the exam. All instructors and assistants may be assigned duty to ensure the proper conduct of exams.

Students must present themselves at the exam with identification documents or their student ID card.

**27.3** Entry to the exam is prohibited for external individuals, except for the department head and university authorities.

# Article 28 Appeal against Exam Results

**28.1** If a student has objections to the final result of a semester exam, they have the right to submit a written appeal to the Office of Academic Affairs within one week from the publication of the results. The appeal is reviewed for clerical errors by a commission appointed by the respective Department Council, consisting of three members. The course instructor cannot be part of this commission. The decision is communicated to the student no later than 15 days from the submission date.

# Article 29 Education during the Summer Semester

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**29.1** The educational process during the summer semester will be conducted in accordance with the "Summer Semester Regulation."

#### Article 30

#### Assessment

**30.1** The assessment of learning, application, laboratory work, projects, seminars, and final papers from an academic perspective is based on the unit of lecture hours. The credit value of a course is composed of the full theoretical hours per week and half of the hours for application, laboratory, and project work.

#### **Article 31**

### **Weighted Average Grade**

**31.1** Upon completing the study program, students are awarded a weighted average grade, taking into account the respective credits for each discipline or other formative activity. The calculation of the weighted average grade, according to the guidance dated April 4, 2008, from the Ministry of Education and Science, "On the organization of studies in public institutions of higher education," is obtained by multiplying the final grade for each subject by the respective credit number; the result of the sum of the obtained products is divided by the total sum of credits.

#### **Article 32**

### **Conclusion of Studies and Diploma**

- **32.1** A student who has successfully passed all the courses presented in the faculty's curriculum, has no grades marked as (D or F), and has completed all the tasks outlined in this regulation is awarded the corresponding diploma of the study program.
- **32.2** Students on the verge of graduation with no more than three grades (D or F) are given the right to use the exam retake option only once for up to three courses in which they received (D or F) at the end of that semester. In this case, the grade obtained in the retake exam replaces the previously received grade.
- **32.3** Students to whom the right to graduation is granted, in order to withdraw their diploma, must submit documents to the competent units demonstrating that they have no obligations to the institution.

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## Article 33

### **Suspension of Studies**

**33.1** The maximum duration of studies in a study program cannot exceed twice the normal study duration specified by the program, excluding the period of time when the student suspended their studies.

A student may suspend their studies for a maximum period of 4 semesters (for reasonable and justified reasons) with the Dean's decision. The request for a suspension of studies must be made within 30 days from the beginning of the semester. The period when the student suspended their studies is not calculated in the maximum study duration specified by this regulation, which is respectively 6 years to complete undergraduate studies and 10-12 years to complete integrated second-cycle studies. In any case, the student is obliged to notify the institution of the suspension and resumption of studies.

**33.2** The Dean's Office is the competent body for accepting or rejecting the request. The decision on the suspension of studies regulates the financial effects of the interruption as well as determines a possible resumption deadline for studies. The decision is conveyed to the respective department where the student is studying, the Office of Academic Affairs for implementation, and the Finance Office. The student is required to pay the fee set by the Administration Board for each semester of suspended studies. The student does not lose the right to a discount on the study fee previously obtained.

#### Article 34

### **Resumption of Studies**

- **34.1** The student resumes their studies where they left off, but always at the beginning of the semester or the academic year, according to the study program of the academic year they return to. The request for the resumption of studies is addressed to the Office of Academic Affairs, which forwards it to the respective department and then the department forwards it for approval to the Dean's Office of the Faculty. The Faculty Dean determines the student's academic obligations for knowledge update.
- **34.2** A student who fails to complete the studies within the maximum duration of the program has the right to apply for the resumption of studies, in the same study program or another program.

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They are subject to the criteria and procedures announced for registration in the respective study program. The credits accumulated by the student during the previous study period can be transferred, with the decision of the base unit accepting the student, according to the criteria set in its regulation.

#### **Article 35**

#### Withdrawal from the "Western Balkans" University

35.1 Students who wish to withdraw from the "Western Balkans" University must address the Office of Academic Affairs, which will follow the procedures for the interruption of studies. The registration of these students is deleted only if they submit documents from the respective units proving that they have no obligations to the University. The student whose registration has been deleted, based on their request, must be provided with documents that provide information about the education pursued by them until that moment, the diplomas submitted at the beginning of the studies, and other documents. The student is obliged to settle their obligations for the entire semester in which they are located.

#### Article 36

### Students Sent Abroad within Collaborations with Foreign Universities

**36.1** The Western Balkans University, in accordance with agreements that may be made with foreign universities within student exchange programs, may send its students for one or two semesters to foreign universities with which it has student exchange agreements. The registration of the student at the Western Balkans University continues during this period, which is counted in the study duration.

## Article 37

#### **Students with Disabilities**

**37.1** The Western Balkans University offers opportunities for the education of students with disabilities and ensures that the education of persons with disabilities is an integral part of its educational system. Non-discrimination against students with disabilities and ensuring respect for the principle of equality is one of the important principles of the Western Balkans University. The University has provided all the necessary infrastructure and support services designed in accordance with the needs of persons with disabilities for the respective students.

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## Article 38

### **Students Receiving Fee Reduction**

- **38.1** To ensure that the scholarship received by the student continues in the coming years, they must fulfill the following conditions:
- a) Must not receive any disciplinary measures;
- b) Must graduate within the normal study duration;
- c) The overall annual Grade Point Average (CGPA) of students who have received excellence scholarships must not fall below 8.5/10 (3.25/4), while for students who have received institutional fee reduction, the overall annual Grade Point Average (CGPA) must not fall below 7/10 (2.50/4.00).

Otherwise, the study scholarship is interrupted at the end of the academic year the student is in.

#### Article 39

### Issuance of Diplomas. Diploma Supplement

- **39.1** A student who has fulfilled all the obligations of a study program is awarded the corresponding diploma, which is an official document.
- **39.2** The content, form of the diploma, and the diploma supplement are approved by the Academic Senate, in accordance with the instructions of the Ministry responsible for Education, and are registered in the National Register of Diplomas and Certificates.

#### Article 40

### **Diploma Withdrawal**

- **40.1** The withdrawal of the diploma and the diploma supplement is made personally by the diploma holder, against their signature, and is recorded in the respective register.
- **40.2** If the presence of the graduate is objectively impossible, the withdrawal of the diploma and the diploma supplement can be done by one of the family members, equipped with a special power of attorney, by presenting their passport.

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### Article 41 Effective Date

**41.1** This Regulation enters into force after approval by the Academic Senate.

### **Article 42**

### **Implementation**

**42.1** The implementation of this regulation is guaranteed by the Rector of Western Balkans University.

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