



UNIVERSITY OF PRISHTINA
“HASAN PRISHTINA”

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Pursuant to article 48, paragraph 1.9. article 109 of paragraph 3, article 145, paragraph 3 of the Statute of the University of Prishtina “Hasan Prishtina”, the senate of the University of Prishtina at the meeting held on 16.2 2017 approved the following:

REGULATION ON STUDENTS’ ELECTRONIC MANAGEMENT SYSTEM (SEMS)¹

Article 1

Purpose of regulation

The purpose of this regulation is to determine standards of using students’ electronic management system - SEMS in the university of Prishtina “Hasan Prishtina”.

Article 2

Scope

This regulation shall be applicable to all academic and administrative units, unless differently determined via high legal framework.

Article 3

Modules of the system

SEMS consists of these modules:

- The application module on students’ registration;
- The grading module;
- Students’ payments module;
- Staff and students’ ID cards module;
- The diplomas module;
- The quality assurance and evaluation module;
- The competences module and teaching content ;
- The library module, and
- Other modules, which can be complemented by special decisions.

Article 4

Language of Usage

SEMS functions in Albanian and English languages

Article 5

Publication of vacancy on students’ admission

¹ It's a system for managing student's data

Three days before the announcement of students' admission vacancy of Bachelor, Master and Doctorate levels, the IT's office needs to be provided with the draft vacancy for technical preparations.

Article 6
Application Form

The application form needs to be filled online from the applicants through SEMS platform.

Article 7
Reading of Results

The reading of results from the students' admission exams' shall be completed through optical readers, wherever that is applicable.

Article 8
Results of admission exam

Results from the admission exam shall be announced by the evaluation commission from each relevant academic unit.

Article 9
Registration-form

Registration- form needs to be filled online from the applicant's side through the SEMS platform.

Article 10
The Conditions of Application

Conditions of online application defined on the SEMS, shall be based on the announced vacancy by the Senate.

Article 11
Failure to registration

- a. The respective admitted student, who fails the given registration deadline, loses the right of registration.
- b. The student who lost the right of registration, has the right to compete in the next vacancy term.

Article 12
Confirmation of students' payments

Confirmation of the students' payments in SEMS, shall be completed through a stated receipt from the Central Bank of Kosovo (CBK).

Article 13
Registration of the semester

Regarding the semester's registration deadlines and other relevant academic issues, students shall be informed through an SEMS' email.

Article 14
Payment - forms

- a. The payment forms, generated from SEMS, shall have the respective submission deadlines.
- b. Upon the deadline expiration, the payment form will be invalid

Article 15

Content, shape and equipment with ID cards

- a. Students' ID card has the shape of a rectangle with standard dimensions 5.53mm x 8.58 mm.
- b. The ID cards consist of the following information:
 - Name and logo of the University;
 - Student's name and surname;
 - Date of birth;
 - Place of birth;
 - ID number;
 - The code in the given form: CODE 128, TEXT;
 - Field and the program of studies;
 - Registration of the academic year;
 - Contacting number and email of the University of Pristina "Hasan Prishtina";
 - Card's validity.
- c. Upon registration of the student, he/she is equipped with the ID card.
- d. Every lost or damaged ID card needs to be reprinted, with a fee of five € (5).
- e. The payment form shall be generated from SEMS.

Article 16

Students' Reimbursement

- a. The request of students' refunds must be displayed at each students' profile.
- b. The students can request the reimbursement through SEMS .

Article 17

Verification of students' payments

The finance officer in the academic unit must do verification of students' payments and respective reporting.

Article 18

Confirmation of students' payments

After the submission, confirmation of students' payments must be done in a deadline of no longer than three (3) working days.

Article 19

Dependence between courses

For subjects conditioned with each other, the vice dean for teaching at the academic unit makes the relevant conditioning for the courses registered according to the curriculum.

Article 20

Distribution of students to courses with more than one carrier

- a) The determination of groups in courses with more than one holder is prepared by the vice dean for teaching in cooperation with the course holders.
- b) SEMS automatically distributes students into groups
- c) Students take the exam at the holder where they took the course.

Article 21

Evaluation of students by commission

The evaluation of students after entering the exam for more than three (3) times, will be done through a commission.

Article 22

Deadline for placing the grades

The placement of grades in SEMS should be done no later than 10 calendar days from the day of the exam.

Article 23

Grades placement rights

Only the course holder should write down the grades in SEMS, otherwise the responsibility lies with the course holder.

Article 24

Submission of physical application forms

The course holder, submits physical copies to the student service, not later than 20 days from the date of the exam.

Article 25

Placement of grade in the transcript

- a) The grade is placed in the transcript, after 72 hours from the moment of placement in SEMS.
- b) Within this period, the student must have the right to reject the grade.

Article 26

Publication of exam results

The publication of the exam results is automatically done by SEMS, through the relevant email services, on the websites of academic units and in information terminals.

Article 27

Verification of physical application form

- a) Upon closing the student file, in case there is an absence of a physical transcript form, the Dean of the academic unit should establish a commission to review the case.
- b) In case of ascertainment that the student has successfully passed the exam, the members of the commission signs the physical transcript.

Article 28

Change of the course holder

In case when a course holder, for any reason does not continue to hold the relevant course, students are transferred to another holder. The latter is authorized by the council of the academic unit (on the occasion when one is appointed a teacher within the academic unit), respectively by the UP senate (in the case when the authorized holder is selected through competition procedures).

Article 29

Diploma

The diploma document is generated automatically by SEMS through a senior or authorized students' service officer.

Article 30

Duration of studies

The SEMS ensures that duration of studies does not exceed replication of the allowed period of studies according to the Statute of UP.

Article 31

Cease of the right to continue the studies

The student who does not complete the studies in the time provided by the statute of UP, loses the right to continue his/her studies and consequently the account in SEMS ends.

Article 32

Semester registration and deadlines

- a) Students who do not register the planned semester for continuing their studies repeat the year from the beginning and fulfill the current financial obligations and the previous semesters.
- b) Winter semester registration begins in the last week of September and ends in the first week of October.
- c) Summer semester registration begins in the first week of February and ends in the second week of February.
- d) The student, who graduates before the start of the following semester, is reimbursed for the funds paid.

Article 33

Registration of semester courses

Registration of semester courses (active and passive) in SEMS is done before the beginning of the academic year by the vice dean for teaching in cooperation with the student service officer.

Article 34

Conditions for submitting exams

The vice dean for teaching of the respective academic unit sets conditions for the exams based on the study curriculum and the decision of the Senate.

Article 35

Cancellation of students' enrollment

- a) Cancellation of registration of students is done through SEMS from the student service office in the Central Administration in the Rectorate.
- b) Unregistered students are not allowed to access SEMS services.

Article 36

Student transfer

The transfer of students to SEMS is done by the student service office in the Central Administration based on the decisions of the Council of the Academic Unit in accordance with the conditions set by the Senate.

Article 37

Approval of grades of transferred students

Approval of grades in SEMS, for transferred students is done by the vice dean for teaching issues in the academic unit.

Article 38

Creating approaches

- a) The information technology officer in the Academic Unit, in cooperation with the Information Technology Office in the Central Administration, provides access to the academic and administrative staff of the respective unit to perform needed services in SEMS.
- b) The authorized official as in paragraph a., of this article is legally responsible for any action related to his/her authorization.

Article 39

Unification of services

- a) For students, SEMS provides the following services:
- access via ID card code,
 - the mode of exam presentation,
 - the mode of receiving exam results,
 - the mode of issuing payment slips,
 - transcript of grades,
 - diploma application form, and
 - record card of all payments.
- b) For academic staff, SEMS provides the following services:
- access via ID card code,
 - generating the exam submission list,
 - form for placing grades
 - exam passing records, and
 - statistical reports.
- c) For student service staff, SEMS provides the following services:
- access via ID card code,
 - transcript of grades, and
 - electronic grade book.

Article 40

Unification code of courses

SEMS enables a unique password and login for each course.

Article 41

Unification of payment code

SEMS enables unification of payments with UNIREF in agreement with the treasury, central bank, The Post Office of Kosovo and all commercial banks.

Article 42

Opening of exams term

The opening of the exams regular schedule, respectively of the extraordinary terms is done in agreement with the senior from the central administration.

Article 43

Transcripts and reports

Student grades records are stored in SEMS, while the professor of the course hands in the grades and the statistic reports of the graded students to the senior finance official in the academic unit.

Article 44

Publishing diploma papers

- a. Masters and doctorate diploma must be published, through SEMS in the web page of University of Prishtia.
- b. The IT official within the academic unit. prepares and publishes them

Article 45

Evaluation of academic staff

Evaluation of the academic staff is done through the SEMS module at the end of every semester.

Article 46

Publishing the material

The academic staff is obliged to publish the content of the course and the proper material through the competence and content module in SEMS

Article 47

Access to literature

Access of the literature in the library is recorded and managed by the library module within SEMS.

Article 48

Limitation of enrolment to more than one faculty or study program simultaneously

- a. On the occasion of application for admission to the University of Prishtina, candidates cannot compete to more than one faculty, department, course or study program.
- b. A student who has registered one study program at any of the levels of studies of University of Prishtina is not eligible to compete in any other study program in UP without completing the studies in the current program or without being enrolled by the current program of studies.

Article 49

Security and continuous copying of data

- a. SEMS keeps track of any intervention by authorized persons and service users.
- b. The administrator of the database in the office of information technology makes a backup copy of the basis of the data every working day, in respect of the Law on Protection of Personal Data.

Article 50

International students

- a. Foreign relations office enrolls international students under agreements between partner universities.
- b. Professors of the subject through their authorization in the SEMS grad students.
- c. Every academic unit is obliged to register all courses in English according to the accredited programme plan.
- d. International students have the right to choose courses at different levels and different fields of studies.
- e. The validation and certificate of grades is allowed by the service of students in the central administration.

Article 51

Responsibility for implementation

Responsibility of implementation this regulation has been granted to all persons authorized for access to the database as well as users of services.

Article 52
Entry into force

This regulation enters into force on the day of approval by the Senate of the University of Pristina.

References

1. Law on Higher Education in the Republic of Kosovo (Law no. 04 / L-037, no 14/9 September 2011 ..);
2. Statute of the University of Prishtina "Hasan Prishtina";
3. Internal regulations of the Academic Units for Bachelor / Master / Doctorate
4. Guidelines for Adaptation Higher Education Area (the EHEA - University of Girona 12 documents);
5. Strategy for Research and Scientific / Artistic and Development Activities (2013-2016)
6. Strategic plan of UPHP (2013-2015);
7. Technical Assistance to the office of Rector (USAID-It, final report - 183 pages)
8. EC Recommendations for Institutional Accreditation 1 (Evaluation Review report of UPHP May 2014);
9. Decisions issued by the UP Senate;
10. Regulations approved by the Steering Council of UP;
11. Administrative Instruction 17/2014: Application of student fees at the university;
12. Visits to some universities abroad;
13. Law no. 03 / L-172 on Personal Data Protection.