



British College of Technology

The Academic Council of the British College of Technology, based on the Law on Higher Education of the Republic of Kosovo No. 04/L-037, in the meeting held on....., approves:

STATUTE of BRITISH COLLEGE OF TECHNOLOGY

PART I Article 1 Establishment

1. The British College of Technology (hereinafter referred to as the College) is a private Higher Education institution established and operating in accordance with Law No. 04/L-037 on Higher Education in the Republic of Kosovo, as well as the applicable legislation. It is licensed by the Ministry of Education, Science, and Technology and accredited by the Kosovo Accreditation Agency (KAA).
2. The College was founded through the following steps and processes:
 - 2.1 The founders of the College, as a private institution, are the shareholders: Muzafer Shala, Jon Kajtazi, and Shqipran Kabashi.
 - 2.2 These shareholders established the "British Gymnasium of Technology" (BGT) in 2021, a vocational high school focused on professional education in information technology.
 - 2.3 In 2023, BGT, as a co-shareholder, founded the software development company "Code Invention."
 - 2.4 The shareholders, driven by a reform in technology education and after discussions with industry and the successes of BGT and Code Invention, founded the College.
3. The founders, specifically the shareholders, in relation to the institution, in accordance with applicable laws, have the following rights:
 - 3.1 The right to dividends;
 - 3.2 The right to manage shares in accordance with applicable legislation;
 - 3.3 The right to distribute the institution's assets;
 - 3.4 The right to vote as shareholders in accordance with the percentage of shares;

- 3.5 The right to participate in and govern the institution in accordance with the laws and this Statute;
- 3.6 The right to be informed about institutional processes;
- 3.7 Other rights as determined by law and this Statute.

Article 2

Name, Headquarters, Seal, and Symbols

1. The name of the College is "British College of Technology" with the acronym BCT.
2. The College also uses the English name "British College of Technology" with the acronym BCT.
3. The name is regulated according to the applicable legislation and is registered as such with the Ministry of Education, Science, and Technology, the Kosovo Business Registration Agency (ARBK), and the Kosovo Accreditation Agency (KAA).
4. The headquarters of the College is in Pristina.
5. By special decision, after licensing and accreditation procedures, the College may establish its branches.
6. The College has a seal, a dry seal, a flag, and robes for the dean and vice-deans.
7. The College's seal and symbols are designated by the Governing Council.

Article 3

Purpose of the College

1. The College's primary purposes are:
 - 1.1 Development of Teaching and Applied Scientific Research: To develop teaching, scientific research, and contribute to the advancement of the community through innovative projects and initiatives.
 - 1.2 Equality and Meritocracy: To be open to all, guaranteeing equality and meritocracy without discrimination in admissions and services.
 - 1.3 Leading Role in Development: To play a leading role in the educational, scientific, cultural, social, and economic development of the Republic of Kosovo.
 - 1.4 European and International Orientation: To develop its activities with a European and international orientation, promoting cooperation and exchange with other institutions.
 - 1.5 Advancement of Civic Democracy: To contribute to promoting and supporting civic democracy through education and student engagement.
 - 1.6 High Standards in Teaching and Research: To aim for and support the highest standards in teaching and scientific research, ensuring quality education.

- 1.7 National and International Cooperation: To fully cooperate and participate in all higher education activities at national, regional, and international levels, adhering to European standards.

Article 4

Mission

1. The mission of the British College of Technology is to provide integrated education tailored to industry needs that encourages sustainable learning, critical thinking, and professional excellence. The College is committed to:
 - 1.1 Offering a curriculum that combines theory and practice to foster advanced knowledge in technology.
 - 1.2 Promoting collaboration with the private sector to provide practical experience for students.
 - 1.3 Encouraging the development of interpersonal and professional communication skills.
 - 1.4 Promoting innovation and applied research as part of the learning process.
 - 1.5 Preparing students to be responsible leaders in an ever-changing world.

Article 5

Vision

The vision of the British College of Technology is to become a leader in educating and training technology professionals, recognized for their academic excellence and practical preparation. We aim to be a recognized center for innovation and continuous improvement, contributing to the sustainable development of society and the digital economy.

Article 6

Rights and Duties of the College

1. Selection of Authorities: The College has the right to elect its governing and managing authorities, determining their mandate.
2. Regulation of Structures and Activities: The College regulates its structures and activities through internal rules, in accordance with the Law on Higher Education and other sub-legal acts.
3. Selection of Personnel: The College has the right to select its teaching and other staff and to determine the conditions for student admission, teaching methods, and assessments approved by the Kosovo Accreditation Agency.

4. Development and Implementation of Curricula: The College has the autonomy to develop and implement curricula, scientific research, and artistic projects as needed.
5. Selection of Fields of Study: The College has the right to select the fields of study it will offer.
6. Awarding of Titles: The College has the right to award titles to academic staff and other staff in accordance with the Law on Higher Education and relevant labor laws, as well as schemes approved by the Kosovo Accreditation Agency.

Article 7

Legal Status and Responsibilities

1. The British College of Technology, as a legal entity, has full legal capacity in accordance with applicable legislation, including:
 - 1.1 The Right to be a Party in Proceedings: The College has the right to be represented in legal proceedings.
 - 1.2 Regulation of Internal Organization: The College has the autonomy to regulate its internal structure and organization.
 - 1.3 Restriction of Title Use: The College restricts the use of its title only to individuals or organizations authorized by the Governing Council.
 - 1.4 Ownership and Management of Assets: The College owns and manages land, buildings, and other capital assets.
 - 1.5 Acceptance of Funds: The College has the right to accept and manage funds from any lawful source.
 - 1.6 Proposal of Fees and Charges: The College proposes fees and charges for approval by the Ministry of Education, Science, and Technology.
 - 1.7 Appointment and Termination of Employment: The College has the right to appoint and terminate employment for academic and non-academic staff, acting as an employer according to applicable legislation.
 - 1.8 Signing Contracts: The College has the authority to sign contracts for goods, services, and capital projects.
 - 1.9 Approval of Academic Programs: The College approves the content and structure of its academic and scientific programs.
 - 1.10 Creation of Legal Relationships with Students: The College creates legal relationships with students and defines the conditions for their admission.
 - 1.11 Teaching Methodologies: The College determines the appropriate methodologies for teaching and learning.
 - 1.12 Evaluation and Quality Assurance: The College applies appropriate measures for evaluation and quality assurance in education.
 - 1.13 Awarding of Titles: The College has the right to award and revoke titles, diplomas, ranks, and academic degrees, as well as honorary titles.

- 1.14 Establishment of Enterprises: The College has the authority to create commercial and non-commercial enterprises for educational, scientific, and artistic purposes.
- 1.15 Signing Agreements: The College signs agreements with local and international institutions.
- 1.16 Approval of Symbols: The College approves the content and form of the emblem, seal, flag, and other symbols.
- 1.17 Other Competencies: The College has other necessary competencies for performing its functions according to the law.

PART II

Article 8 Governance

1. The College operates a single professional program at the bachelor's level and also serves as an academic unit.
2. The College has only one main campus.
3. The establishment and organization of branches and new programs will be in accordance with current legislation and this statute.

Article 9 Organizational Structure of the College

1. The College is governed and composed of the following bodies:
 - 1.1. Governing Council;
 - 1.2. Academic Council;
 - 1.3. Dean of the College;
 - 1.4. Vice-Deans;
 - 1.4.1. Vice-Dean for Teaching and Research;
 - 1.4.2. Vice-Dean for International Cooperation and Quality Assurance;
 - 1.5. General Secretary;
 - 1.5.1. Administrative Officers;
 - 1.6. Quality Assurance Office;
 - 1.7. Financial Affairs Office;
 - 1.8. International Cooperation Office;
 - 1.9. Student Services and Diplomas Office;
 - 1.10. Academic Staff;
 - 1.11. Committees such as:
 - 1.11.1. Quality Assurance Committee;
 - 1.11.2. Studies Committee.

2. The College's library and its librarian;
3. The Dean may also appoint:
 - 3.1 Program Leader;
 - 3.2 Coordinator for various aspects.
4. College branches will follow the organizational structure as outlined in statutory amendments by the Governing Council.
5. The competences, rights, duties, and responsibilities of each body of the College are determined by this statute and other internal acts governing their function.

Article 10
Governing Bodies

1. The governing bodies of the College are the Governing Council, Academic Council, and the College Dean.
2. The governing bodies of the College exercise their competencies according to this Statute and their respective regulations.

Article 11
Governing Council

1. The Governing Council is the primary governing body of the College.
2. The Governing Council has overall strategic responsibility for the effective and sustainable operation of the College.
3. The Governing Council is responsible for all decisions related to financial matters (budget, personnel, infrastructure) to ensure appropriate conditions for the College's activities in line with its obligations.
4. The Governing Council reports to and is accountable to the Ministry of Finance for the proper and effective use of funds allocated to the College by the Ministry or other public sources.
5. The Governing Council has the right to form temporary committees to advise on specific aspects of its work.

Article 12
Composition of the Governing Council

1. The Governing Council consists of seven (7) voting members: 1.1. Three (3) members elected by the founders/shareholders or their representatives; 1.2. Two (2) members elected by the College's Academic Council, which may include members of the academic

- staff or citizens of the Republic of Kosovo, or a combination of both; 1.3. One (1) student proposed by the Student Council, with voting rights only on student-related matters.
2. The College Dean and the Secretary are ex officio members without voting rights.
 3. A member of the Academic Council, if elected to the Governing Council, must resign from their position in the Academic Council.
 4. Other staff members and students cannot simultaneously be members of other College committees or bodies.
 5. The Dean, Vice-Deans, Secretary, and members of the Academic Council cannot be elected as members of the Governing Council.

Article 13

Mandate and Voting

1. Members of the Governing Council from the academic staff or citizens of Kosovo have a three (3) year mandate, with the possibility of re-election for one additional term.
2. The founders/shareholders are permanent members of the Governing Council.
3. The student representative has a two-year mandate without the possibility of re-election.
4. The mandate may terminate in the case of death, resignation, or dismissal.
5. The Chairperson and Deputy Chairperson of the Governing Council are elected by a majority vote from its members.
6. The Chairperson of the Governing Council is always one of the founders/shareholders or their representative.
7. Decisions in the Governing Council are made by a majority vote of all members, unless otherwise specified in this statute.
8. Governing Council meetings cannot be held unless the majority of its members are present, unless otherwise specified in this statute.
9. In the event of a tie in voting, the Chairperson's vote is decisive.
10. A member of the Governing Council may abstain from voting on any decision or issue they deem to present a conflict of interest.
11. The Governing Council adopts its work regulations regarding meeting procedures, agendas, and other procedural aspects.

Article 14
Competencies of the Governing Council

1. The competencies of the Governing Council include:
 - 1.1. Developing a strategic plan to be reviewed every two years, aligned with national higher education strategies.
 - 1.2. Monitoring the effective and efficient use of College resources and assets.
 - 1.3. Developing strategies to secure funding from various sources, including promoting the creation of commercial ventures and institutes to leverage academic results.
 - 1.4. Discussing and approving the annual budget plan.
 - 1.5. Defining principles for the employment, leveling, promotion, and working conditions of academic and administrative staff.
 - 1.6. Deciding on the recruitment of staff for new positions.
 - 1.7. Approving regulations for the performance evaluation of academic staff.
 - 1.8. Deciding on the establishment, modification, and closure of academic units and College branches, following approval by the Academic Council.
 - 1.9. Proposing the approval of the College's Statute to the Academic Council.
 - 1.10. Issuing regulations for the governance and management of the College, ensuring alignment with the Statute.
 - 1.11. Organizing financial control in accordance with the Higher Education Law.
 - 1.12. Issuing disciplinary regulations for academic staff and students, as well as procedures for complaints.
 - 1.13. Proposing tuition fees for students and fees for other services.
 - 1.14. Setting rules for calculating costs for College services provided to third parties.
 - 1.15. Electing the Dean and Vice-Deans based on proposals from the professional commission appointed by the Dean.
 - 1.16. Ensuring the practical application of the general provisions of the Statute.
 - 1.17. Deciding on the form and content of the College's emblem, seal, and other institutional symbols, and proposing diploma formats.
 - 1.18. Deciding on the announcement of student admissions.
 - 1.19. Deciding on the allocation of scholarships for outstanding students.
 - 1.20. Establishing research institutes, research centers, and training centers.
 - 1.21. Other duties defined by law, this Statute, or other internal acts.
2. The Governing Council prepares an annual work report to fulfill its responsibilities.

Article 15
Academic Council

1. The Academic Council is the highest academic body of the College.

2. Until the establishment of a branch or a new academic unit, the Academic Council consists of:
 - 2.1 The Dean;
 - 2.2 Vice-Deans;
 - 2.3 Three (3) representatives from the academic staff;
 - 2.4 Three (3) student representatives;
 - 2.5 One (1) representative from the administration.
3. The Dean chairs the Academic Council.
4. The Secretary General is an ex officio member without voting rights.
5. Academic staff representatives are elected according to the regulations for the election of internal bodies.
6. Student representatives are elected according to the regulations for the election of internal bodies.
7. The administration representative is elected according to the regulations for the election of internal bodies.

Article 16 Term and Voting

1. The Dean, Vice-Deans, and the College Secretary serve on the Academic Council as long as they hold their respective positions.
2. Members of the Academic Council from the academic staff serve a three (3) year term.
3. The member of the Academic Council from the administration serves a two (2) year term.
4. Members of the Academic Council from the student body serve a two (2) year term.
5. Meetings of the Academic Council are valid when at least half of its members are present.
6. Decisions in the Academic Council are made by majority vote.
7. Students vote on all issues, except they do not have voting rights on the selection, re-selection, and promotion of academic staff.
8. The Academic Council issues internal operating regulations.

Article 17 Competencies of the Academic Council

1. In addition to the powers held by the Governing Council and the Dean, the Academic Council is responsible for:
 - 1.1 Developing and approving strategic issues related to research, studies, and teaching;

- 1.2 Setting student admission criteria in accordance with the standards set by the College's Governing Council;
- 1.3 Approving the College Statute, ensuring compliance with laws and higher education standards;
- 1.4 Approving curricula for various levels of study;
- 1.5 Approving College regulations, except for those under the jurisdiction of the Governing Council;
- 1.6 Approving the educational process, including the research center programs and scientific research;
- 1.7 Approving the regulation for BA studies;
- 1.8 Approving the Code of Ethics for academic staff and students;
- 1.9 Establishing procedures for internal quality assurance, including the appointment of relevant commissions;
- 1.10 Deciding on the Dean's proposals for commission and council members;
- 1.11 Approving the operating regulations of the Academic Council, defining its procedures and powers;
- 1.12 Reviewing academic standards and assessing the quality of courses;
- 1.13 Approving course syllabi;
- 1.14 Monitoring student progress and scientific and artistic research at the College;
- 1.15 Providing recommendations on issues requested by the Governing Council or the Dean;
- 1.16 Addressing other issues as outlined by the Statute or upon request from the Governing Council, the Dean, or the Student Council;
- 1.17 Handling other issues specified in this Statute or requested by the Governing Council.

Article 18
Academic Council Committees

1. The Academic Council establishes two types of committees:
 - 1.1 Permanent committees;
 - 1.2 Temporary committees.
2. Permanent committees of the Academic Council are:
 - 2.1 The Studies Commission;
 - 2.2 The Council for Quality Assurance.
3. Temporary committees may be established at the Dean's proposal to address specific issues for the Academic Council and may be either time-limited or ad hoc.

Article 19
Studies Commission

1. The Studies Commission is a permanent commission established by the Academic Council and serves as an advisory/recommendation body.
2. Until a faculty, program, or other branch is established, the Studies Commission consists of three (3) members, including the Vice-Dean for Teaching and Science (ex officio, with voting rights), one (1) academic staff member, and one (1) student representative.
3. The Dean proposes the members of the commission, and they are approved by the Academic Council.
4. The Chair of the Commission is the Vice-Dean for Teaching and Science.
5. The responsibilities of the Studies Commission include, but are not limited to:
 - 5.1 Approving new study programs and proposing their approval to the Academic Council;
 - 5.2 Providing advice on academic matters and recommending policies to improve quality;
 - 5.3 Acting as the second level for reviewing student academic grievances;
 - 5.4 Monitoring and developing procedures for quality assurance in teaching and study programs;
 - 5.5 Conducting regular evaluations of programs and recommending improvements;
 - 5.6 Involving students in decision-making processes and supporting their representation in academic matters.
6. The term of the Studies Commission coincides with the term of the Academic Council, except for the student member, who serves a two (2) year term.
7. The Studies Commission drafts its internal work regulations, which are approved by the Academic Council.
8. The Studies Commission is accountable to the Academic Council.

Article 20
Council for Quality Assurance

1. The Council for Quality Assurance is a permanent commission established by the Academic Council, serving as an advisory/recommendation body.
2. Until a faculty, program, or other branch is established, the Council for Quality Assurance consists of five (5) members, including the Vice-Dean for International Cooperation and Quality Assurance (ex officio, with voting rights), two (2) academic staff members, and two (2) student representatives.
3. The Dean proposes the members of the Council, and they are approved by the Academic Council.

4. The Chair of the Council is the Vice-Dean for International Cooperation and Quality Assurance.
5. The Quality Assurance Officer is an ex officio member of the Council without voting rights.
6. The responsibilities of the Council for Quality Assurance include:
 - 6.1 Drafting, implementing, and monitoring the quality assurance policy;
 - 6.2 Developing Key Performance Indicators (KPIs);
 - 6.3 Drafting the Quality Assurance Regulation, which is approved by the Academic Council;
 - 6.4 Creating a package of qualitative and quantitative instruments to measure quality;
 - 6.5 Developing a calendar for internal and external quality assurance;
 - 6.6 Drafting the Quality Assurance and ECTS Guidelines;
 - 6.7 Other duties as defined by internal acts.
7. The Council for Quality Assurance is accountable to the Academic Council.

Article 21
The Dean of the College

1. The Dean is the chief administrative officer of the College and is responsible for leading and organizing its academic and administrative activities.
2. The Dean is responsible for the effective and regular operation of the College, ensuring that all academic activities are conducted according to the policies set by the Governing Council. The Dean has the necessary authority to carry out their duties.
3. The Dean's duties, responsibilities, privileges, and compensation are specified in this Statute, internal acts, the employment contract, and the appointment decision.

Article 22
Election and Term

1. The Dean of the College is elected by the Governing Council through a competitive process from among internal or external academic personnel.
2. The Governing Council announces the call for applications for the position of Dean, which is published on the institutional website and is open for 15 working days.
3. After the closure of the competition, the Governing Council establishes a temporary professional committee to verify the candidates and manage the procedure.
4. The temporary professional committee consists of three (3) members from the academic staff represented on the Academic Council.
5. The committee presents a list of up to three (3) candidates to the Governing Council.
6. Candidates for Dean present their vision for the College to the Governing Council.
7. The Dean is elected by an absolute majority of votes in the Governing Council.

8. The Dean wears the College gown and distinctive chain.
9. The term of the Dean is five (5) years, with the right to re-election without limitation.
10. The Dean's term may end prematurely in the case of:
 - 10.1 Resignation;
 - 10.2 Dismissal;
 - 10.3 Retirement;
 - 10.4 Health reasons;
 - 10.5 Conviction of a criminal offense;
 - 10.6 Death.
11. The Dean may be dismissed by the Governing Council by an absolute majority of votes, for violation or failure to fulfill duties, based on the initiative of 1/3 of the members of the Governing Council or 1/3 of the members of the Academic Council.

Article 23
Competencies of the Dean

1. The Dean of the College has the following powers, which are not limited to:
 - 1.1 Acting on behalf of the College and representing it before the public and other entities;
 - 1.2 Planning, organizing, leading, and supervising institutional processes and development;
 - 1.3 Chairing the Academic Council of the College;
 - 1.4 Presenting to the Governing Council the proposals, recommendations, and opinions of the Academic Council;
 - 1.5 Ensuring the effective implementation of the internal quality assurance system in the College;
 - 1.6 Directing and developing all educational, academic, and artistic activities;
 - 1.7 Ensuring the efficient, economical, and effective use of resources allocated to the College;
 - 1.8 Proposing scholarship strategies to the Governing Council and helping implement the Council's decisions;
 - 1.9 Proposing candidates for Vice-Dean positions to the Governing Council;
 - 1.10 Appointing leading personnel to certain positions and announcing the winners of admission competitions;
 - 1.11 Awarding prizes and recognitions for academic achievements and contributions;
 - 1.12 Initiating the issuance, amendment, and revision of institutional regulations and statutes;
 - 1.13 Holding regular meetings with the managerial staff to coordinate activities;
 - 1.14 Signing the diplomas of graduates of all levels, as well as contracts and agreements with third parties;
 - 1.15 Forming ad hoc committees for specific issues requiring review;

- 1.16 Conducting regular evaluations of staff under supervision and supporting their development through training;
- 1.17 Delegating tasks, promoting, or suspending staff in accordance with legal acts and internal regulations;
- 1.18 Performing all other duties as determined by the Statute and other applicable regulations.

Article 24 **Vice-Deans**

1. The Vice-Deans of the College are academic personnel responsible for ensuring the implementation of College policies and acts in areas such as teaching, student affairs, budgeting, finance, infrastructure, international cooperation and projects, research, academic development, and quality assurance.
2. Until a branch or another faculty is established, the College has two Vice-Deans:
 - 2.1. Vice-Dean for Teaching and Science;
 - 2.2. Vice-Dean for International Cooperation and Quality Assurance.
3. The Vice-Deans of the College are elected by the Governing Council with a majority vote following a proposal by the Dean.
4. The term of the Vice-Deans is tied to the term of the Dean. Exceptionally, the term may end prematurely in cases of:
 - 4.1 Resignation;
 - 4.2 Dismissal;
 - 4.3 Retirement;
 - 4.4 Health reasons;
 - 4.5 Criminal conviction;
 - 4.6 Death.
5. The initiation for the dismissal of a Vice-Dean due to non-fulfillment of responsibilities is taken by the Dean, 1/3 of the Academic Council, or 1/3 of the Governing Council.
6. Vice-Deans report to the Dean, but may also be called to report to the Governing Council in specific cases.
7. Their rights, responsibilities, and privileges are defined by the Statute, internal acts, employment contract, and the appointment decision.
8. The Dean assigns and distributes their tasks.

Article 25 **Secretary General**

1. The Secretary is the highest administrative officer of the College.

2. The Secretary is elected by the Governing Council through a competitive process, with the call for applications announced for 15 days.
3. The Governing Council forms a professional committee to evaluate the candidates, and the Secretary is selected by a majority vote based on the committee's assessment.
4. The term of the Secretary General is three (3) years, with the possibility of unlimited re-election. The term of the Secretary may end prematurely in cases of:
 - 4.1 Resignation;
 - 4.2 Dismissal;
 - 4.3 Retirement;
 - 4.4 Health reasons;
 - 4.5 Criminal conviction;
 - 4.6 Death.
5. The Secretary may be dismissed by the Governing Council with a majority vote for failure to fulfill duties. The Dean or 1/3 of the members of the Governing Council have the right to initiate dismissal.
6. The Secretary reports to the Dean of the College.
7. The Secretary General is responsible for the functioning of the College's administrative offices. Until another branch or faculty is established, the administrative offices include:
 - 7.1 The Office for International Cooperation;
 - 7.2 The Finance Office;
 - 7.3 The Office for Student Services and Diplomas;
 - 7.4 The Archive;
 - 7.5 The Library Officer.
8. The Secretary General also oversees the Quality Assurance Office administratively, while the Quality Assurance Office operates independently as outlined by the Statute and quality regulations.
9. The recruitment methods, competencies, and responsibilities of the offices mentioned in paragraph 7 are determined by specific regulations for their operation.

Article 26

Competencies

1. The Secretary is responsible for the legal and administrative work of the institution.
2. Represents the institution in legal disputes and other legal matters and contributes to their resolution;
3. Prepares and signs employment contracts with administrative and academic personnel;

4. Ensures proper implementation and compliance with applicable laws, rules, policies, guidelines, and handbooks issued by the institution;
5. Participates in drafting contracts with third parties;
6. Is responsible for initiating and preparing the institution's legal acts and interpreting them as needed by the sectors;
7. Keeps regular records for employment candidates, contracted personnel, property documentation, etc., in collaboration with the relevant offices;
8. Works on harmonizing procedures aimed at increasing efficiency in the sectors;
9. Ensures smooth recruitment procedures, prepares competitions, appointment acts, employment contracts, and maintains personnel files;
10. Oversees the implementation of competition procedures for the promotion of academic staff;
11. Prepares the meetings of the Academic Council and the Governing Council;
12. Leads the work of the Personnel Office;
13. Ensures compliance with legislation related to human resources management and development;
14. Supports the work of the Appeals Commission and the Disciplinary Commission;
15. Other competencies specified in this Statute, internal acts, or by the Dean.

Article 27

Quality Assurance Office

1. The Quality Assurance Office is an independent office that reports only to the Dean of the College.
2. The Quality Assurance Office is responsible for implementing and monitoring internal and external quality assurance policies and instruments.
3. Quality Assurance Office staff are elected and recruited by the Governing Council and are external to the academic staff.
4. The Academic Council approves the Quality Assurance Regulation, which defines the rights, duties, and responsibilities of the Quality Assurance Office.
5. The Quality Assurance Office's primary role, but not limited to, includes:
 - 5.1 Providing professional and administrative support and leadership for quality assurance at all levels of the institution and assisting in the organization of institutional and program accreditation;
 - 5.2 Developing strategies, policies, mechanisms, procedures, and practices to ensure and enhance academic quality;
 - 5.3 Encouraging the creation of a culture of quality within the institution;
 - 5.4 Advising on the approval and development of study modules and programs;

- 5.5 Drafting strategies and assisting in improving teaching and learning practices;
- 5.6 Coordinating activities with quality coordinators at the study field level;
- 5.7 Preparing all necessary documents for accreditation or re-accreditation, including internal evaluation reports in collaboration with academic staff, and coordinating visits by foreign accreditation experts.

Article 28

Academic Staff

- 1. The academic staff conducts the teaching, scientific, artistic, and professional activities of the College.
- 2. The qualifications of the academic staff are determined by election to scientific-academic titles and associate titles.
- 3. The academic personnel, in accordance with the Law on Higher Education in the Republic of Kosovo, consists of:
 - 3.1 Full Professors – Prof. Dr.
 - 3.2 Associate Professors – Prof. Asoc. Dr.
 - 3.3 Assistant Professors – Prof. Ass. Dr.
 - 3.4 Lecturers;
 - 3.5 Assistants – Ass.
- 4. The College grants only the title of Lecturer, which is recognized by decision and employment contract.
- 5. Academic titles, as specified in paragraph 3 of this article, are only recognized and transferred to academic staff if they have been obtained outside of the College.
- 6. The College does not grant academic titles.
- 7. Academic staff positions are based on full-time and part-time contracts.
- 8. Academic staff is subject to regular performance evaluations, as specified in a special regulation issued by the Senate.
- 9. The employment relationship with academic staff may be terminated early in the event of:
 - 9.1 Conviction for a criminal offense that discredits the institution;
 - 9.2 Serious violation of the Code of Ethics, according to the procedures stipulated by the Code;
 - 9.3 Inability to perform duties due to physical or mental incapacity, confirmed by a medical report;
 - 9.4 Breach of order, authority, and dignity of the College;
 - 9.5 Poor performance evaluation, according to the criteria set in a special regulation;
 - 9.6 Resignation;
 - 9.7 Retirement;

9.8 Death.

10. The College undertakes necessary actions to ensure the continuous academic and professional development of the academic staff.

Article 29

Responsibilities and Duties of the Staff

1. The rights of the academic staff include:

1.1 Freedom of expression, free thought, debatable opinions, and new ideas;

1.2 Freedom of scientific research, as well as the presentation and publication of scientific work results, in accordance with relevant regulations governing intellectual property rights;

1.3 Freedom of organization and assembly;

1.4 The right to file complaints and be treated fairly and equally in the appeal process;

1.5 Protection from any form of discrimination, as defined in the relevant applicable legislation.

2. During the teaching process, the academic staff is obliged to:

2.1 Prepare lectures, seminars, exercises, laboratory work, practical work, and other forms of teaching processes;

2.2 Supervise student work and provide fair and accurate assessments;

2.3 Conduct continuous evaluations and organize exams for students;

2.4 Prepare textbooks and appropriate literature for the subjects they teach;

2.5 Contribute to meetings of the Academic Council and other bodies where they are appointed as members.

3. The academic staff is obliged to respect the following values and principles:

3.1 Humanism;

3.2 The autonomy of the College;

3.3 Freedom of scientific and artistic creativity;

3.4 Legal acts and decisions based on them;

3.5 Principles of professional and scientific honesty;

3.6 The Code of Ethics;

3.7 The reputation of the College and the promotion of this reputation.

4. The rights, duties, responsibilities, allocation of teaching hours, student groups, and other academic aspects for the academic staff are stipulated in a specific regulation and the employment contract.

Article 30
Academic Titles

1. The College does not conduct procedures for awarding academic titles when employing academic staff.
2. In cases where a candidate for an academic staff position has earned an academic title at a university or a university college, either in Kosovo or abroad, the College recognizes that title according to the applicable legislation.
3. A separate act defines the salary adjustment for academic staff holding an academic title recognized by the College.

Article 31
College Library

1. The Central Library of the College is an organizational unit within the College.
2. The College Library provides a physical and/or electronic collection of the latest literature covering all fields of study.
3. The library is managed by its chief officer and other library officers.
4. Library officers are recruited by the Governing Council through a public competition.
5. The rules for recruitment, the use of space, and the physical and electronic literature of the College Library are determined by the internal library regulations.

Article 32
Student Council

1. The College has a Student Council.
2. This is the authority that represents all students of the College.
3. The number of members and the procedure for their election are determined by regulations issued by the Governing Council, in accordance with this Statute and in consultation with the Student Council.
4. The mandate of the members of the Student Council is limited to two (2) years, without the possibility of re-election.

PART III
Article 33
Levels of Study

1. The studies at the British College of Technology can be organized at the following levels:
 - 1.1 Undergraduate studies – bachelor, such as:
 - 1.1.1 Professional Bachelor;
 - 1.1.2 Scientific Bachelor;
 - 1.1.3 Bachelor of Arts.
 - 1.2 Master studies, such as:
 - 1.2.1 Professional Master;
 - 1.2.2 Scientific Master;
 - 1.2.3 Master of Arts.
2. The studies at the College are full-time.
3. The three-year bachelor program with 180 ECTS lasts up to six years, while the four-year bachelor program with 240 ECTS lasts up to eight years.
4. The one-year master program with 60 ECTS lasts a minimum of two semesters, while the two-year master program with 120 ECTS lasts four or six semesters.
5. Each academic year can be repeated only once.

Article 34
Study Program

1. The study program at the British College of Technology is a group of courses structured into a study plan, the completion of which leads to the acquisition of a qualification, such as a diploma or certificate.
2. The study program is organized and designed in accordance with the principles of the European Higher Education Area and the Bologna process.
3. The study program includes the name and type of qualification, as well as the level and field of study.
4. The program is based on learning outcomes, in line with the descriptors of Qualification Requirements (KKK), and is subject to regular internal quality assurance evaluation.
5. The study program is also subject to external quality assessment according to approved accreditation standards and is certified by the relevant decision.
6. Some of the programs are accredited by the English authority, specifically by PEARSON.
7. According to paragraph 6 of this article, the program "BA Professional in Applied Computing" is accredited by the English authority, specifically by PEARSON.

Article 35
Types of Study Programs

1. The College organizes the following types of programs:
 - 1.1 Basic Study Programs;
 - 1.2 Interdisciplinary Study Programs;
 - 1.3 Joint Study Programs;
 - 1.4 Dual Degree Programs;
 - 1.5 Distance/Online Study Programs;
 - 1.6 Franchise Study Programs.
2. Basic Study Programs include first-level studies that provide fundamental knowledge and skills in a particular field. These typically last three to four years and conclude with a bachelor's degree.
3. Interdisciplinary Study Programs combine elements from two or more academic disciplines, offering a broader approach to a specific topic. Students gain knowledge and skills from various fields, fostering a holistic perspective.
4. Joint Study Programs are designed in collaboration with other academic institutions, allowing students to study at two or more institutions. This enables them to benefit from expertise across different academic environments.
5. Dual Degree Programs allow students to earn two degrees from two different institutions, typically after completing a specified study plan. This enhances job market prospects by broadening employment opportunities.
6. Distance/Online Study Programs enable students to take courses and complete assignments through online platforms. This is ideal for individuals with other commitments, such as work or family obligations, offering high flexibility in organizing their studies.
7. Franchise Study Programs are offered in collaboration with other institutions, where a local institution provides specific courses under the name and standards of a more recognized institution, ensuring quality education while maintaining local access for students.

Article 36
Study Plans

1. The study program includes compulsory and elective courses.
2. Each course consists of a combination of knowledge, skills, and competencies, expressed in the form of learning outcomes and linked to evaluation criteria.
3. Each course has a credit value, determined based on its workload and content.

4. During one semester, a student must accumulate at least 30 ECTS credits, while the minimum for each academic year is 60 ECTS credits.
5. The study program includes a study plan that contains at least:
 - 5.1 The purpose and mission of the study program;
 - 5.2 The didactic and research concept;
 - 5.3 Learning outcomes at the program level, which include the knowledge, skills, and competencies that the student must achieve upon completion of the program;
 - 5.4 The number of courses distributed according to the study period;
 - 5.5 The number of credits (ECTS) for each course, for the semester, and for the academic year;
 - 5.6 The workload, including lectures, exercises, practical work, and laboratory work;
 - 5.7 A full description of each course in the form of a syllabus, including the course's objectives, learning outcomes, teaching units, assessment methods, academic policies, and mandatory and elective literature;
 - 5.8 Conditions for student enrollment;
 - 5.9 The form and method of graduation, which certifies the student's achievements.

Article 37
Designing the Study Program

1. A study program can be proposed by any member of the academic staff, the College management, the Industrial Board, employers, or other relevant actors.
2. The proposal for a new study program is based on a labor market analysis, the capacities of the academic and research staff, infrastructural conditions, and the financial plan.
3. After approval of the proposal for the new program by the College's Academic Council, a working group is established to continue with the procedures for drafting the study plan.
4. Before approval by the Academic Council, the study plan is sent to the Study Commission for review.
5. The Study Commission, after reviewing the program proposal and considering recommendations from the Quality Office, recommends its approval to the Academic Council.
6. If the program proposal is rejected, the Study Commission may return it for further amendments or changes.
7. After approval of the new program by the Academic Council, the Quality Office is authorized to proceed with the external evaluation process.

Article 38
Review and Quality Assessment of Study Programs

1. Every study program is subject to regular quality review.
2. The review process is conducted annually and involves the internal academic community and external stakeholders, including but not limited to student evaluations, academic staff, graduates, and employers.
3. Revisions to the study program occur continuously by integrating new knowledge and research findings from the academic staff.
4. Revisions are allowed as long as the core competencies, according to the learning outcomes and program content, do not change by more than 30%.
5. Revisions and additions of up to 30% to the study program content are approved by the Academic Council.
6. Every study program undergoes internal quality assessment.
7. The internal quality assessment process is cyclical and depends on the time of the program's accreditation.
8. The internal quality assessment process begins with the Quality Office, according to the timelines approved by the Quality Council.
9. Procedures and criteria for internal evaluation are determined by the Quality Assurance Regulation and the Quality Assurance Guide.
10. The final report of the internal quality assessment is approved by the Quality Council and published in a summarized form on the institution's official website.

Article 39
Teaching Organization

1. The primary mode of organizing teaching at the College is full-time.
2. Exceptionally, other teaching modes may be allowed and defined by special acts.
3. New teaching modes are introduced after undergoing accreditation processes and reviewing the College's policies.
4. In exceptional or extraordinary cases, or for other objective and subjective reasons, teaching may be organized online or in a combined format.

Article 40
Academic Year

1. The academic year begins on September 1st and ends on August 30th of the following year.
2. The active study period (lectures, exercises, seminars, colloquia) is divided into two semesters: the fall semester, starting on September 1st and ending on December 19th, and the Spring semester, starting on January 12th and ending on May 1st.

3. A course can be taught weekly (15 weeks per semester), during one or two semesters, or in the form of block lectures in one semester.
4. The Academic Council approves the study calendar for each year, no later than July 30 of each year.

PART III
Article 41
Language of Study

1. The College organizes studies in the Albanian language and other official languages of Kosovo.
2. With the decision of the Academic Council, lectures can also be held in other languages.
3. With the decision of the Academic Council, study programs that will be offered exclusively in a foreign language may be organized.

Article 42
Bachelor Studies

1. Bachelor studies last three (3) years, requiring one hundred and eighty (180) ECTS, or four (4) years, requiring two hundred and forty (240) ECTS.
2. Upon successful completion of bachelor studies, the degree "Professional Bachelor," "Bachelor of Science," or "Bachelor of Arts" is awarded.
3. All bachelor study programs conclude with a:
 - 3.1. bachelor's thesis;
 - 3.2. final project;
 - 3.3. final exam.
4. The specific way of finishing the study program and graduating is regulated by specific bachelor studies regulations.

Article 43
Master Studies

1. Successful completion of bachelor studies is a prerequisite for enrolling in master studies.
2. Master studies last from one (1) year to two (2) years and require sixty (60) ECTS to one hundred and twenty (120) ECTS.
3. Upon successful completion of master studies, the degree "Master of Science," "Professional Master," or "Master of Arts" is awarded.
4. All master study programs conclude with a master's thesis in accordance with the study program.

5. The procedure for the submission, elaboration, defense, and evaluation of the master's thesis is determined by the Regulation for Master Studies approved by the Academic Council.

Article 44
Credit System

1. Student workload during the study period is determined according to the European Credit Transfer System (ECTS).
2. Students are allowed to transfer credits from the College to other institutions within and outside the country, and vice versa.
3. Students are recognized for the credits earned in courses accredited by the relevant ministries.
4. Students may choose an elective course from another program; however, the total number of elective courses chosen compared to the basic study program should not exceed two courses during the study period.

Article 45
Admission to Bachelor Studies

1. Any candidate who passes the Matura exam has the right to apply for studies at the British College of Technology, in accordance with the applicable legislation.
2. The conditions for admission to undergraduate studies (bachelor) are:
 - 2.1 Successful completion of high school in Kosovo, certified by a diploma;
 - 2.2 Successful completion of primary and secondary school with at least twelve (12) years of schooling, certified by a corresponding diploma;
 - 2.3 Successful completion of primary and secondary school with at least twelve (12) years of schooling, certified by a corresponding diploma obtained in a foreign country, if the diploma is equivalent to the Matura diploma. The decision on the recognition and equivalence of the diploma is made by MASHT.
 - 2.4 Passing the entrance exam.
3. The Academic Council drafts rules that detail the conditions and criteria, competition, and procedure for registration in bachelor studies.

Article 46
Admission to Master Studies

1. Students who wish to enroll in master studies are admitted based on competition, relying on the results of their previous studies and their equivalence, as determined by the Law on Higher Education.
2. Students who have completed previous studies have the right to equally compete for admission to master or doctoral studies from all higher education institutions in Kosovo.
3. Specific criteria for admission to master studies are determined by the Academic Council, in accordance with the provisions of this Statute.
4. For joint study programs, the criteria for admission are determined by the senates of the partner higher education institutions, in accordance with the provisions of their statutes.

PART IV
Article 47
Students and Their Rights

1. A student is an individual enrolled in studies, who fulfills their academic and financial obligations in accordance with the law and the internal acts of the institution.
2. The status of a student is confirmed through a student ID issued by the College.
3. Students admitted to the British College have the right:
 - 3.1 To attend lectures, seminars, and other activities organized according to the study plan;
 - 3.2 To express their opinions freely and engage in debates, both inside and outside the learning process;
 - 3.3 To use library facilities, the internet, and other student services;
 - 3.4 To be represented in the institution's decision-making and political processes;
 - 3.5 To participate in the internal quality evaluation processes;
 - 3.6 To be informed fairly and promptly about issues that concern their studies;
 - 3.7 To participate in elections for student positions in the institution's bodies;
 - 3.8 To organize themselves in student organizations and hold free and independent elections;
 - 3.9 To submit complaints about academic issues, such as lectures, evaluations, and administrative matters, and to be treated fairly and without discrimination in case of an appeal procedure;
 - 3.10 To be protected from any form of discrimination, as provided in this Statute and the applicable law;
 - 3.11 To receive a grade certificate, student status confirmation, diploma certificate, and other necessary documents;

3.12 To receive a diploma and diploma supplement upon successful completion of their studies.

4. The obligations of students include:

4.1 To be informed about and comply with the regulations approved by the institution;

4.2 To respect the free opinions of other students;

4.3 To respect academic and non-academic staff;

4.4 To fulfill their obligations as specified by the study plan, including lectures, evaluations, and practical work;

4.5 To behave appropriately inside and outside the institution's premises to avoid discrediting it;

4.6 To avoid damaging the institution's inventory.

4.7 The Governing Council issues specific regulations for disciplinary violations by students and the procedures for imposing measures.

Article 48

Registration of the Academic Year

1. The successful completion of the academic year, according to the study program, is a mandatory condition for registration in the following year.
2. If a student fails to complete the year successfully, they must re-register in the same year of studies.
3. The maximum number of years a student can re-register is equal to the standard number of years of the corresponding study program.

Article 49

Loss of Student Status

1. A regular student loses their status for various reasons, including:
 - 1.1 A decision to abandon studies;
 - 1.2 Successful completion of studies;
 - 1.3 Failure to register for the academic year;
 - 1.4 Failure to complete studies within twice the designated period;
 - 1.5 Reaching the maximum number of re-registered years without completing the studies;
 - 1.6 Expulsion, based on a decision after a disciplinary procedure.

2. The student has the right to request an extension of the study period for one (1) or two (2) years. The decision is made by the Council of the academic unit. If approved, the student's status as a regular student is restored.
3. The Academic Council applies special rules for maintaining regular student status in special cases:
 - 3.1 For outstanding achievements in sports, verified with amateur or professional status at a regional or higher level;
 - 3.2 For outstanding achievements as a recognized artistic creator, verified by the media and confirmed by the Academic Council;
 - 3.3 For individuals with physical or mental disabilities, verified with a medical certificate.
4. The decision for re-registration is made annually by the Academic Council.
5. A student may request a temporary suspension of their status in cases such as:
 - 5.1 Serious illness;
 - 5.2 Care for a child under three years old;
 - 5.3 Pregnancy and maternity leave;
 - 5.4 Other justified cases.
6. The final decision is made by the Dean of the College.

Article 50
Re-registration for Studies

1. Students can re-register as regular students without any obstacles after a period of temporary suspension of status, in accordance with this Statute. The suspension period is not counted toward the duration of the studies.
2. If the study program valid at the time of the student's first registration is not offered in the year following the re-registration after suspension, the Academic Unit's Study Committee will decide on differential exams or other obligations as a condition for continuing studies.

Article 51
Exclusion of Students

1. The Academic Council may exclude students from the College temporarily or permanently in cases of serious rule violations. Students accused of violations have the right to be heard by the Disciplinary Committee, which gives recommendations to the Academic Council. Excluded students have the right to appeal to the Appeals Committee at the level of the academic unit as the second instance.

2. The regulations for these procedures are issued by the Governing Council after consultation with the Student Council.

Article 52
Right to Legal Remedies

1. Students have the right to appeal decisions of the College's bodies that affect their rights, obligations, and responsibilities.
2. Appeals must be submitted to the academic unit's study committee within fifteen (15) working days after the decision has been announced.
3. The study committee is obligated to submit a report on the decision taken to the Academic Council within thirty (30) working days after receiving the appeal.
4. The appeal regarding a second-instance decision is reviewed by the Governing Council.
5. Students have the right to challenge the decision of the Governing Council in the competent court.

Article 53
Change of Study Program

1. A student may change their study program by deregistering from the current program and starting studies in another program within the same College.
2. The change of program can be made up to the third semester.
3. The decision to change the program is made by the Dean of the college where the student continues their studies.

Article 54
Recognition of Studies

1. The College accepts titles, diplomas, and exams from accredited institutions, both local and international, in accordance with the Bologna principles and the relevant administrative guidelines of the ministry.
2. In accordance with the study program, a student may register for courses from other College programs if the selected course is not offered in the program they are enrolled in.
3. Course registration is done only with the permission of the Head of the program in which the student is enrolled.
4. Students may transfer credits and/or grades from other accredited faculties or institutions, including summer schools and other forms of learning.

5. The decision on accepting credits or grades is made by the Head of the program.

Article 55
Transfer of Studies

1. A student may transfer from one program to another, either within the College or from other higher education institutions.
2. Transfer is allowed only when the programs have at least 70% similarity.
3. The transfer can be made twice a year before the start of semesters and is allowed from the second semester up to the penultimate semester.
4. Transfer in the first and last semester is not allowed.
5. After completing the transfer procedure, the student cannot transfer grades and/or ECTS credits from the previous program.
6. Procedures for transfer and recognition of grades and ECTS are regulated by the Regulation on Studies.

Article 56
International Mobility

1. Every enrolled student has the right to attend a semester or a course at an accredited higher education institution abroad.
2. International student mobility is based on a learning agreement, which is signed between the student, the College, and the receiving institution abroad.
3. Only courses that are part of the learning agreement can be recognized by the College and/or the receiving institution.
4. The procedures and conditions for international mobility are determined by a special regulation.

Article 57
Determination of Academic Success

1. Academic success is determined through the following evaluation methods:
 - Exam
 - Mid-exam
 - Seminar paper
 - Professional practice
 - Practical test during exercises
 - Interpretation and presentation of other works.

Article 58
Grading

1. The College programs will use the following grades to evaluate exam success:
 - o 10 and 9 (Excellent)
 - o 8 (Very Good)
 - o 7 (Good)
 - o 6 (Sufficient)
 - o 5 (Insufficient)
2. Exams are passed with grades ranging from 6 to 10.
3. The Academic Council will issue regulations detailing the grading criteria.

Article 59
Method of Holding Exams

1. Exams serve as the main method for knowledge evaluation.
2. They are organized for each course or as combined exams in accordance with the study program.
3. The methods of holding exams, at the discretion of the teachers, include:
 - o Written exam
 - o Oral exam
 - o Combined exam (written and oral)
 - o Practical work
4. The time between combined exams must not exceed 7 days.
5. Evaluation is carried out by an examiner or a commission.
6. Exams may be held by a commission in case of appeal or according to the study program.
7. The procedures for holding exams are determined by the study program.
8. The method of evaluation and administration of exams is defined in the syllabus.

Article 60
Exam Deadlines

1. Exams for bachelor's and master's studies are held at designated periods.
2. The deadlines include fall (December), spring (May), and summer (August), with the exact dates specified in the regulation for bachelor studies and academic calendar approved by the Academic Council.
3. Exam schedules are announced at the beginning of the academic year.
4. Students should not have more than one exam per day.
5. Schedules are mandatory for everyone.

Article 61
Registration and Exam Schedule

1. The registration period for exams is from 4 to 8 days before the exam date.
2. In case of absence or withdrawal from the exam, the student receives a grade of 5, except in justified cases.
3. The Dean or the Head of the program may allow the student to take the exam earlier or later in special cases.

Article 62
Right to Appeal

1. Students have the right to appeal the grade received within two days after the results are announced.
2. Appeals can be made for written, oral, or combined exams.
3. The Dean forms a commission within 5 days of receiving the appeal to review it.
4. No appeal can be made against the commission's evaluation.
5. Tests are retained for at least 15 days after the results are announced.

Article 63
Re-examination

1. The student has the right to retake exams in courses they did not pass.
2. Students may retake the exam up to three times.
3. After a justified appeal, the Head of the program may allow a fourth attempt, which will be conducted in front of a commission.
4. Failing four exams during the repeated year results in the loss of regular student status.
5. The student's status may be reinstated in a new study program by a decision determined by the College.

Article 64
Degree Certificate

1. Successful completion of studies, in accordance with the study program, is certified by the College through a diploma, which is an official document.
2. The form, content of the diploma, diploma supplement, and issuance procedure will be prescribed by administrative instructions issued by the Ministry of Education, Science, Technology, and Innovation (MASHT) and the internal acts of the college.

3. The diploma is signed by the Dean of the College and the Head of the Program where the study was completed.

Article 65
Student Organization

1. Students have the right to form student organizations, in which all students can become members.
2. The interests of the students are represented by:
 - o The Student President, and
 - o The Student Council.
3. Student organizations have the right to propose members for the Student Council based on elections held every two years.
4. Student organizations operate in accordance with this Statute and their internal rules, which are drafted and approved by the organizations themselves.
5. Elections for student organizations are organized independently.
6. Students are represented through the Student Council in every decision-making and academic body of the institution.
7. The College will draft specific regulations for student elections and the manner of student representation in its bodies.

PART V
Article 66
Funds and Financing

1. The College, in accordance with current legislation and the provisions of this Statute, has the right to secure funds from the following sources:
 - 1.1 Tuition fees and other payments from students;
 - 1.2 Payments for commercial services and other services;
 - 1.3 Donations, gifts, and aid;
 - 1.4 Contracts with local, international, public, and private entities for teaching, scientific research, artistic activities, and consultancy services.
 - 1.5 Funds from the Kosovo Budget Ministry for teaching and scientific-artistic research of general interest.
2. The Governing Council will issue an annual financial plan based on budgetary procedures in accordance with this Statute and applicable laws.
3. The Governing Council will draft the College's financial control plan and the schedule for internal and external audits.

Article 67
Quality Assurance System

1. The College develops its own quality assurance system to maintain quality and achieve its objectives.
2. The internal quality assurance system is led by the Quality Assurance Office and the Quality Council.
3. All stakeholders of the College participate in the quality assurance system.
4. The Academic Council drafts specific regulations detailing the duties and responsibilities of each body and mechanism for quality assurance.
5. The College is also subject to external quality evaluation by the Kosovo Accreditation Agency (KAA) and PEARSON.

Article 68
Scientific Research

1. The College provides a suitable environment for scientific, artistic, and professional research, with the aim of developing a knowledge-based society.
2. The development of research includes:
 - Thematic applied research work of programs, including the organization of scientific conferences;
 - Applied research activities in collaboration with other partners;
 - Applied research activities in collaboration with students;
 - Individual research work by the academic staff.
3. Each study program within the College sets research objectives as part of the study program plan.

Article 69
Ethics

1. Academic staff, non-academic staff, and students, in accordance with the Law on Higher Education and internal acts, must act according to general ethical principles, such as integrity, honesty, truth, transparency, respect for others, equality, and objectivity.
2. The implementation of these ethical principles is realized through the Code of Ethics, which applies to all academic and non-academic personnel and students, and is approved by the Governing Council.
3. All ethical violations defined in the Code of Ethics are handled by the Ethics Commission, which is composed of at least three members appointed by the Academic Council.

Article 70
Document Retention

1. The Secretary-General is responsible for maintaining accurate records for the administrative offices.
2. Sustainable records must be created for the following data:
 - 2.1 Applicants for admission;
 - 2.2 Students enrolled in all study programs and scientific research;
 - 2.3 Graduates;
 - 2.4 Contract staff;
 - 2.5 Property;
 - 2.6 Financial accounts;
 - 2.7 Research, creative, and consultancy projects;
 - 2.8 Commercial contracts;
 - 2.9 Reports on academic work;
 - 2.10 Evaluations, including:
 - 2.10.1 Self-assessment reports;
 - 2.10.2 External and internal evaluations.
3. Other matters as requested by the Governing Council, the Dean, or the Academic Council.

Article 71
Data Confidentiality

All data related to personnel and students are kept respecting their private nature and can only be disclosed for specific purposes, in accordance with the applicable law and the provisions of this Statute.

Article 72
Use of the College Name

1. No member of the College may use the name, seal, emblem, property, or any other asset of the College, beyond what is permitted by College rules and the employment contract, for personal gain.
2. The Governing Council specifies the permissions and prohibitions for the use of the name in the Code of Ethics and other relevant regulations.

Article 73
Final Provisions

1. In accordance with the applicable legislation and this Statute, the internal regulations and other internal acts will be reviewed and harmonized.
2. The College Statute may be amended following the same procedure as its approval.

Article 74
Entry into Force

This Statute enters into force upon the College's accreditation and approval by the Academic Council.

Dean of BCT

