STUDENT'S MANUAL

Prishtina, 2024

Contents

1. Introduction

The British College of Technology (BCT) is committed to fostering an academic environment that emphasizes rigor and innovation, ensuring a thriving scholarly community. This manual serves as a comprehensive reference, outlining the institution's guiding values, operational systems, policies, and regulations. The primary objective is to equip students with the requisite tools and information to navigate their academic journey effectively at BCT.

2. College Mission, Vision, and Core Values

Mission Statement:

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:

- Offering a curriculum that combines theory and practice to foster advanced knowledge in technology.

- Promoting collaboration with the private sector to provide practical experience for students.

- Encouraging the development of interpersonal and professional communication skills.

- Promoting innovation and applied research as part of the learning process.

- Preparing students to be responsible leaders in an ever-changing world.

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.

Core Values:

- **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.

- **Equality and Meritocracy:** To be open to all, guaranteeing equality and meritocracy without discrimination in admissions and services.

- **Leading Role in Development:** To play a leading role in the educational, scientific, cultural, social, and economic development of the Republic of Kosovo.

- **European and International Orientation:** To develop its activities with a European and international orientation, promoting cooperation and exchange with other institutions.

- **Advancement of Civic Democracy:** To contribute to promoting and supporting civic democracy through education and student engagement.

- **High Standards in Teaching and Research:** To aim for and support the highest standards in teaching and scientific research, ensuring quality education.

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

3. EduPage Learning Management System

EduPage functions as BCT's central Learning Management System (LMS), modernizing administrative and academic management processes while enhancing student engagement.

Key Features:

1. Timetable Scheduling & Automation

- **Overview**: EduPage's scheduling tool automates timetable creation, accommodating higher education complexities by considering faculty availability, classroom resources, and departmental needs.
- **Steps to Use**:
    1. **Input Availability**: Faculty members enter their available teaching hours.
    2. **Optimize Schedule**: EduPage processes the inputs and generates an optimal schedule.
    3. **Adjustments**: For last-minute changes, such as faculty substitutions or special events, admins can update schedules in real-time.
- **Notifications**: Instant notifications are sent to all relevant users, keeping everyone informed about any adjustments.

2. Attendance Management

- **Overview**: EduPage simplifies attendance tracking by allowing digital, real-time attendance logging and report generation.
- **Steps to Use**:
    1. **Record Attendance**: Faculty mark attendance directly during classes through the platform.
    2. **Monitor Absences**: The system provides detailed attendance reports, including excused and unexcused absences.
- **Automated Notifications**: Students and guardians receive automatic alerts for unexcused absences, ensuring prompt communication and transparency.

3. Grading System and Student Evaluation

- **Overview**: EduPage supports various grading methods to meet academic requirements, including weighted, percentage, and rubric-based grading.
- **Steps to Use**:
    1. **Manage Assignments**: Faculty can upload assignments and manage submissions digitally.
    2. **Enter Grades**: Grades are inputted into the system, applying different grading criteria as required.
- **Access**: Both faculty and students can view grades through the platform or the EduPage app, promoting transparency and quick feedback.

4. Digital Classrooms and E-Learning Integration

- **Overview**: EduPage supports both synchronous (live) and asynchronous (self-paced) learning options, suitable for blended learning environments.
- **Steps to Use**:
    1. **Set Up Classes**: Faculty can set up virtual classes, add assignments, and prepare multimedia lesson plans.
    2. **Engage Students**: Use tools like real-time polls and quizzes to keep students engaged during live sessions.
- **Assignment Management**: Faculty can distribute assignments and receive student submissions, keeping coursework organized.

5. Communication Tools and Collaboration

- **Overview**: EduPage provides direct messaging, group announcements, and certificate generation, facilitating communication within the institution.
- **Steps to Use**:
    1. **Send Messages**: Faculty and students can communicate one-on-one or through group chats.

2. **Create Announcements**: Faculty and admins can post announcements, keeping students informed of deadlines or updates.

3. **Digital Certificates**: Generate certificates for student achievements, adding a personalized recognition feature.

6. Content and Course Management

- **Overview**: EduPage's content management system centralizes all course materials, multimedia resources, and lesson plans.
- **Steps to Use**:
    1. **Upload Materials**: Faculty can store lesson plans, presentations, and quizzes in a digital repository.
    2. **Organize Resources**: Materials are easily accessible to students, supporting self-study and review.
- **Access**: Students have continuous access to study resources, making the platform a reliable academic archive.

7. Reports and Analytics

- **Overview**: EduPage provides analytics tools that track academic performance, attendance, and engagement.
- **Steps to Use**:
    1. **Generate Reports**: Faculty can create detailed reports on attendance, grades, and student progress.
    2. **Analyze Data**: Data insights enable identification of students who may need additional support.
- **Benefits**: These reports support early intervention and contribute to enhancing overall academic performance.

8. Payment and Fee Management

- **Overview**: EduPage includes secure payment management for handling tuition and other fees.

- **Steps to Use**:
    1. **View Balance**: Students can check their balances directly through the platform.
    2. **Complete Payments**: Secure online payment options streamline the fee process, with records automatically updated.
- **Transparency**: Simplifies financial management, reducing administrative tasks and enhancing transparency.

9. Mobile Access

- **Overview**: EduPage's mobile app offers access to platform features on-the-go, supporting flexible learning and task management.
- **Features**:
    o **Notifications**: Receive real-time notifications on deadlines and important announcements.
    o **Remote Access**: Manage schedules, track assignments, and view grades from any location.
- **Benefits**: Keeps students and faculty connected, improving engagement and time management.

4. Academic Regulations

Bachelor Studies

- **Admission Criteria:**

    Admission to the bachelor's program at the British College of Technology requires:
    o Successful completion of secondary education, verified by a diploma.
    o A passing score on the National Matura Test.
    o Completion of the entrance examination, the content of which is determined by the Academic Council. This process is conducted through a public competition to maintain transparency and fairness.
    o *Additional Requirements:* Applicants must also provide a personal statement and two letters of recommendation to further support their application.

- **Program Structure:**

  The academic year spans from **September 1** to **August 30** of the following year and is divided into two primary semesters, each lasting **15 weeks**:

  - **Fall Semester (September 1 – December 19):**

    The fall semester includes introductory and foundational coursework, focusing on establishing theoretical knowledge in key areas such as **Programming Fundamentals** and **Database Systems**. These courses are designed to prepare students for more advanced studies in the program.

  - **Winter Break (December 29 – January 9):**

    The college observes a break period that allows students time to rest and regroup before the spring semester.

  - **Spring Semester (January 12 – May 1):**

    The spring semester continues with more specialized coursework that includes laboratory exercises and access to **industry-recognized certifications**, like **Microsoft Azure Fundamentals**. This semester emphasizes practical skills development to ensure students gain hands-on experience relevant to their fields.

  - **Examination Periods:**

    Examinations take place following each semester. The regular examination schedule includes:

    - **Fall term exams**: December 22 – 27
    - **Spring term exams**: May 4 – 8
    - **Summer term exams**: August 17 – 21

      Additional examination periods are offered in **March** and **October** for students who require further opportunities to complete their assessments.

- **Student Rights and Resources:**

  The British College of Technology emphasizes a supportive learning environment, providing students with access to library resources, academic advising, and EduPage, the electronic system for tracking assignments, accessing academic materials, and managing their course-related responsibilities.

- **Continuous Review and Improvement:**

  All study programs undergo regular reviews by the Academic Council to ensure they

meet quality standards and align with industry requirements. This includes assessment methods and ECTS allocations, which are adjusted as needed to reflect academic and professional expectations.

Transfer of Studies

Eligibility Criteria for Transfer:
Students may transfer to the British College of Technology (BCT) if at least **70% of their current coursework is comparable** to the program offered by BCT. Transfers are typically processed before the start of each academic semester, specifically in **September** and **January**, ensuring alignment with the semester schedule. Transfer is allowed from the second semester up to the penultimate semester, but not in the first or final semesters.

Required Documentation:
To initiate a transfer, students must submit a comprehensive set of documents to the General Secretary's Office:

- **Transfer Request Form**
- **Birth Certificate** and **Copy of ID Card**
- **Academic Transcripts** showing completed credits (ECTS) from the current institution.
- **Diploma and Transcript of Secondary Education** completion.
- **Detailed Study Program** from the previous institution, including course descriptions and learning outcomes.
- **Certification of Student Status** (not older than one month) from the current institution.
- **Proof of Accreditation** for the study program from the current institution.
- **Verification from the Ministry**, if necessary, ensuring the student's inclusion in the Ministry's electronic student register.

Evaluation Process by the Study Commission:
After submission, the General Secretary forwards the application to the Study Commission, which carefully assesses the compatibility and equivalency of the programs. The evaluation includes a thorough review of courses, credit transfer, and overall program structure:

- **Course Equivalency**: The Study Commission evaluates each course to determine compatibility with BCT's curriculum. In cases where a course partially fulfills BCT

requirements, students may be required to take additional exams to complete the remaining ECTS credits.

- **Instructor Input**: For specific courses, the Study Commission may consult the course instructor, who will assess the similarity of content and recommend recognition or non-recognition.
- **Decision Documentation**: The final decision from the Study Commission includes detailed information on recognized and remaining credits, equivalent courses, and any additional requirements. Accepted courses are recorded in BCT's electronic system by the Student Services Officer.

Completion of Transfer Process:

Upon a positive transfer decision:

- The student will receive instructions for tuition payment, which must be completed within **7 days** to confirm acceptance.
- After completing payment, the student signs a study contract, receives an account in BCT's electronic system, and is issued a student ID card, officially obtaining full student status.
- **Financial Responsibility**: Students begin fulfilling their financial obligations from the semester in which they are registered at BCT.

Right to Appeal:

If a student's transfer application is declined or they disagree with the decision, they may file an appeal with the Dean's Office within **three working days**. The Dean's Office will review the appeal and issue a final decision within **five working days**.

Internationalization and Mobility

Overview of Student Mobility at BCT

The British College of Technology (BCT) supports student participation in international exchange programs to enhance global competence and intercultural skills. The institution maintains partnerships with international universities to provide students with academic and cultural experiences abroad.

1. Eligibility and Selection Criteria

- **Eligibility**: Students must have completed at least **one year of Bachelor's studies** in IT and Programming at BCT.
- **Academic Requirements**: Students should have a satisfactory academic record and meet specific language proficiency standards required for study abroad.
- **Selection Criteria**:
    - Academic performance accounts for **50%** of the selection score.
    - Language proficiency is weighted at **30%**.
    - Motivation and personal statement contribute **20%**.
- **Application Period**: Eligible students may apply for mobility opportunities during designated application windows. Details are provided by the Mobility Coordinator.

2. Duration and Program Types

- **Exchange Duration**: Mobility programs can last from **one semester** to a full academic year.
- **Partner Institutions**: BCT maintains exchange agreements with partner universities, allowing students to take courses, participate in joint research, and engage in collaborative programs.

3. Learning Agreement and Credit Transfer

- **Learning Agreement**: Before departure, students complete a Learning Agreement that specifies the courses to be taken abroad, along with anticipated credits.
- **Credit Recognition**: BCT ensures full recognition of credits earned abroad according to ECTS guidelines, allowing students to continue their academic progress without delay upon return.

4. Pre-Departure and Ongoing Support

- **Pre-Departure Orientation**: BCT provides an orientation session to prepare students for cultural and academic expectations in the host country.
- **Support Services**: Throughout their mobility period, students have access to academic advising and logistical support, including online resources and regular check-ins to track progress and address any challenges.

5. Post-Mobility Procedures

- **Credit Transfer Confirmation**: Upon return, the Student Services Office facilitates the credit transfer process according to the Learning Agreement.
- **Experience Report**: Students are encouraged to submit a report or participate in a debriefing session to share their experiences and feedback, which helps improve future mobility programs.

6. Funding and Scholarships

- **Financial Assistance**: BCT supports mobility through funding from programs like ERASMUS+ and international scholarships. Coverage may include travel, accommodation, and other expenses as outlined by the specific program.
- **Application for Financial Aid**: Students may apply for available financial assistance by contacting the Mobility Coordinator during the application process.

Quality Assurance

Overview of the Quality Assurance Council

The Quality Assurance (QA) Council at the British College of Technology (BCT) is responsible for developing, implementing, and monitoring policies that ensure academic standards align with both internal and external accreditation requirements. Through systematic assessments, the QA Council fosters a culture of quality across all institutional activities.

1. Role and Responsibilities of the Quality Assurance Council

- **Standards Compliance**: Ensures academic and operational standards meet BCT's internal guidelines and external accreditation criteria, such as the European Standards and Guidelines for Quality Assurance.

- **Policy Development**: Drafts and approves quality assurance policies and regulations in consultation with the Academic Council.

- **Continuous Monitoring**: Establishes a framework for both internal and external evaluations to regularly monitor and enhance academic quality.

2. Assessment Methods for Quality Assurance

- **Surveys and Questionnaires**: Conducts student evaluations on course content, faculty performance, infrastructure, and student services at the end of each semester. Other assessments, like staff self-evaluations and graduate feedback, are collected annually.

- **Peer Evaluations**: Faculty members participate in peer reviews that assess teaching effectiveness, curriculum quality, and adherence to institutional standards.

- **External Audits**: Coordinates with accredited agencies for external reviews during mandatory accreditation periods, ensuring transparency and compliance with national and international standards.

3. Continuous Improvement and Feedback Mechanisms

- **Data-Driven Enhancements**: Insights from surveys, peer evaluations, and audit reports inform curriculum revisions and improvements in teaching methodologies.

- **Quality Culture Promotion**: Through regular feedback loops with students, faculty, and staff, the QA Council integrates stakeholder perspectives, fostering an environment focused on ongoing quality enhancement.

- **Annual Review of Programs**: The QA Council oversees the regular review of all study programs, incorporating input from alumni, employers, and industry partners to ensure relevance to market needs and alignment with BCT's strategic goals.

5. ECTS Credit System

The **European Credit Transfer and Accumulation System (ECTS)** represents a standardized framework for quantifying student workload and academic achievement across diverse higher education programs. This system facilitates the seamless recognition of qualifications both nationally and internationally, thereby ensuring transparency and comparability of higher education credentials.

Credit Requirements

Three-Year Program

This academic pathway requires the accumulation of **180 ECTS credits**, distributed evenly at **60 ECTS per year** through a combination of mandatory and elective courses.

BTEC Higher National Diploma Structure

The curriculum is structured over three distinct years, with detailed credit distribution as follows:

First Year (Level 4 Units)

- **Core Units (Mandatory)**:
  - **1: Programming** - 7.5 ECTS
  - **2: Networking** - 7.5 ECTS
  - **3: Professional Practice** - 7.5 ECTS
  - **4: Database Design & Development** - 7.5 ECTS
  - **5: Security** - 7.5 ECTS
  - **6: Planning a Computing Project (Pearson-set)** - 7.5 ECTS
- **Specialist Unit (Mandatory)**:
  - **7: Software Development Lifecycles** - 7.5 ECTS
- **Elective Unit (One 15-Credit Unit from the Level 4 Optional Unit Bank)**:
  - *Strategic Information Systems* - 7.5 ECTS
  - *Management in the Digital Economy* - 7.5 ECTS
  - *Website Design & Development* - 7.5 ECTS

- o *Maths for Computing* - 7.5 ECTS
- o *Fundamentals of Artificial Intelligence (AI) & Intelligent Systems* - 7.5 ECTS

Second Year (Level 5 Units)

- **Core Units (Mandatory)**:
  - o **16: Computing Research Project (Pearson-set)** - 15 ECTS
  - o **17: Business Process Support** - 7.5 ECTS
- **Specialist Units (Mandatory)**:
  - o **18: Discrete Mathematics** - 7.5 ECTS
  - o **19: Data Structures & Algorithms** - 7.5 ECTS
  - o **20: Applied Programming and Design Principles** - 7.5 ECTS
- **Elective Units (30 Credits from TWO Level 5 Units)**:
  - o The elective combination must not replicate any specific specialist pathway to avoid certification ineligibility due to redundancy.
  - o **Level 5 Optional Units**:
    - ▪ **33: Applied Analytical Models** - 7.5 ECTS
    - ▪ **34: Analytical Methods** - 7.5 ECTS
    - ▪ **35: Systems Analysis & Design** - 7.5 ECTS
    - ▪ **36: User Experience & Interface Design** - 7.5 ECTS
    - ▪ **37: Architecture** - 7.5 ECTS
    - ▪ **38: Analytic Architecture Design** - 7.5 ECTS
    - ▪ **39: Network Management** - 7.5 ECTS
    - ▪ **40: Client/Server Computing Systems** - 7.5 ECTS
    - ▪ **41: Database Management Systems** - 7.5 ECTS
    - ▪ **42: Game Design Theory** - 7.5 ECTS
    - ▪ **43: Games Development** - 7.5 ECTS
    - ▪ **44: Games Engine & Scripting** - 7.5 ECTS
    - ▪ **45: Internet of Things** - 7.5 ECTS
    - ▪ **46: Robotics** - 7.5 ECTS
    - ▪ **47: Emerging Technologies** - 7.5 ECTS
    - ▪ **48: Virtual & Augmented Reality Development** - 7.5 ECTS

- **49: Systems Integration** - 7.5 ECTS
- **50: Operating Systems** - 7.5 ECTS
- **51: E-Commerce & Strategy** - 7.5 ECTS
- **52: Digital Sustainability** - 7.5 ECTS
- **53: Digital Technology as a Catalyst for Change** - 7.5 ECTS
- **54: Prototyping** - 7.5 ECTS

Third Year (Level BA Professional - Development Year)

- **Semester 1: Advanced Coursework and Certifications**:
  - **55: Advanced Software Engineering Topics** - 15 ECTS
  - **56: Industry Certifications (e.g., AWS, Azure, Cisco)** - 6 ECTS
  - **57: Project Management and Agile Methodologies** - 6 ECTS
  - **58: Professional Communication and Soft Skills** - 3 ECTS
- **Semester 2: Capstone Project and Internship**:
  - **59: Capstone Project (Industry-based)** - 15 ECTS
  - **60: Internship/Industry Placement** - 15 ECTS

Credit Allocation

Student Effort

Within the ECTS framework, **1 ECTS credit** corresponds to approximately **25 hours** of student engagement, inclusive of direct instructional hours, self-study, and assessment activities.

Workload Example

For a course worth **7.5 ECTS credits**, this typically encompasses **40 hours** of structured lectures, **20 hours** of hands-on laboratory or practical sessions, and approximately **120 hours** of independent study to fulfill the expected learning outcomes.

Degree Completion

Graduation Requirements

To qualify for graduation, students must successfully complete the requisite number of **ECTS credits**, including mandatory and elective courses, capstone projects, and, where applicable, internships.

Capstone Projects

Capstone projects generally hold a value of **15 ECTS credits** and are intended to synthesize theoretical understanding with practical application, serving as an integrative learning experience.

6. Guide to Student Rights, Responsibilities, and Discipline

This guide is based on the Code of Ethics and the Regulation for Disciplinary Measures at the British College of Technology. It aims to clarify the expectations for student conduct, outline acceptable and unacceptable behaviors, and provide guidelines on disciplinary procedures.

1. Core Principles

Students must adhere to the following principles, as defined by the Code of Ethics:

- **Academic Integrity**: Students are required to uphold honesty and integrity in all academic work. Plagiarism, cheating, or misrepresentation of work is strictly prohibited.
- **Respect and Accountability**: Respect for all members of the College community, including students, faculty, and administrative staff, is mandatory. Every student is also accountable for their actions.
- **Compliance**: Students must comply with all institutional rules, regulations, and procedures, including the Code of Ethics and any other college regulations.

1.1 Expected Behaviors

- **Attendance**: Students are required to attend all lectures, labs, and sessions unless a legitimate excuse is presented.
- **Punctuality**: Assignments, projects, and other academic obligations must be completed on time.
- **Respectful Interactions**: Students must treat peers, staff, and faculty with respect, dignity, and professionalism.

2. Prohibited Conduct

The following behaviors are prohibited under the Code of Ethics and Regulations for Disciplinary Measures:

- **Academic Dishonesty**: Any form of plagiarism, cheating during exams, fabrication of data, or copying assignments is prohibited and will be subject to disciplinary action.
- **Discriminatory Behavior**: Discrimination based on gender, race, ethnicity, religion, or any other legally protected category is strictly forbidden.
- **Violence and Vandalism**: Any violent act, threat, or damage to college property is considered a serious violation and will lead to disciplinary action.
- **Substance Abuse**: Possession or use of narcotic substances or alcohol within the College premises is strictly forbidden.

2.1 Disciplinary Actions for Prohibited Conduct

The disciplinary measures are categorized into **minor** and **serious violations**. Consequences for serious offenses include:

- **Formal Warning**: Issued for minor violations, such as incorrect behavior or disruptions during lectures.
- **Suspension or Expulsion**: Repeated violations, or serious actions like plagiarism, can result in suspension or permanent expulsion from the College.

Case Example:

- A **first offense of plagiarism** will generally result in a written warning.

- **Repeat offenses** could lead to more severe penalties, including suspension or expulsion, as per the disciplinary regulations.

3. Conflict of Interest

The Code of Ethics requires students to declare any potential conflicts of interest that could affect their academic responsibilities.

3.1 Example Scenario:

- If a student is employed by an entity affiliated with a course project, they must disclose such an affiliation to avoid bias or conflicts during assessment. Failure to disclose conflicts of interest is considered an ethical violation and will be addressed by the Disciplinary Committee.

4. Disciplinary Procedures

All disciplinary cases are handled according to the procedures outlined in the Regulation for Disciplinary Measures:

- **Reporting**: Any member of the College may report a suspected disciplinary violation in writing to the Disciplinary Commission.
- **Investigation**: The Disciplinary Commission will gather evidence, interview involved parties, and determine the nature of the violation.
- **Hearing**: In serious cases, a formal hearing may be conducted to allow all parties to present evidence.
- **Measures**: Disciplinary measures can range from verbal warnings to permanent exclusion, depending on the severity of the violation.

5. Appeal Process

If a student disagrees with a disciplinary decision, they have the right to **appeal**:

- Appeals must be submitted within **8 days** of receiving the decision.

- The appeal will be reviewed by the **Appeals Committee**, which will evaluate the facts, evidence, and arguments before reaching a final decision.

7. Library Regulations

1. Access

The library is available to all enrolled students, with special collections accessible upon request under supervision.

- **Hours of Operation:**
  - **Weekdays**: 8:00 AM to 8:00 PM
  - **Saturdays**: 10:00 AM to 4:00 PM

2. Borrowing Policies

- **Borrowing Limits**: Each student may borrow up to three items at a time for a period of **25 days**.
- **Renewals**: Extensions are allowed for a further **7 days** if no other users have requested the item.
- **Late Fees**: A late fee of **€1 per day** will apply for overdue items.
- **Borrowing Restrictions**:
  - Materials that are not catalogued, only available in electronic form, or have a single copy cannot be borrowed.
  - **Rare or Special Materials**: These require special security measures and can only be used in designated library areas.

3. User Responsibilities

All library users must handle materials with care, respecting the borrowing rules and general library conduct.

- **Handling Materials**: Users must not damage, misappropriate, or destroy library materials. Damaged items must be replaced by the responsible user or a fine of **€100** will apply.
- **Behavioral Expectations**:
  - Users must maintain an atmosphere conducive to study—noise, food, smoking, use of phones, and music are prohibited within the library premises.
  - **Disciplinary Actions**: Misconduct may result in restricted access or other disciplinary actions as per the library's rules.

- **Attendance**: Users must log their attendance and possess a valid library card for entry into the reading areas.

4. Borrowing Restrictions

- Some materials may not be borrowed, including:

    o Non-catalogued items or materials available only digitally.

    o Materials that require special conservation.

    o Diploma theses and final projects.

5. Penalties for Non-Compliance

- **Late Returns**: Users failing to return items on time will be suspended from borrowing services for **1 month** after the return date.

- **Lost or Damaged Items**: Users are required to replace lost or damaged materials with identical copies or pay a fine of **€100**.

6. Special Notes

- **Reservations**: Students can reserve items that are currently borrowed by others.

- **Graduation Requirement**: Students must settle all library obligations, including returning borrowed books, to receive their graduation certificate.

8. Student Union and Representations

1. Purpose

The Student Union serves as the highest legal representative body for advocating student interests, ensuring that students' perspectives are integrated into institutional governance, and facilitating cooperation between students, administrators, and other governing bodies at the College.

- **Advocacy**: The Union promotes student rights, combats discrimination, and works towards equality, as highlighted in Article 2, by fostering targeted campaigns and initiatives.

- **Representation**: The Student Union ensures representation of student voices in all policymaking processes of the College, addressing academic quality, student welfare, and facility concerns.

2. Organizational Structure

The Student Union's organization is well-defined, with a structure that supports effective decision-making and representation:

- **Student Parliament**:
    - **Role**: The **Student Parliament** is the apex decision-making body and represents the highest level of student representation. It consists of elected representatives from each academic discipline, ensuring diverse input on all major issues impacting students.
    - **Composition**: The Parliament is composed of **nine elected representatives** from the British College for Technology (BCT) along with **one reserved representative** for students from non-majority communities.
    - **Functions**: Responsible for drafting and approving rules, regulations, and initiatives for the Student Union, and providing a forum for discussing student concerns.
    - **Meetings**: Meetings of the Student Parliament are called by the Secretary at least **five days in advance**, except in emergencies.
- **Student Representatives**:
    - **Role and Responsibilities**: **Elected annually**, representatives act as intermediaries between the student body and administration, advocating for students and ensuring their concerns are addressed. They serve within committees, attend meetings, and help shape the policies and activities of the Student Union.
    - **Participation in Committees**: Representatives are part of key decision-making committees, such as **Quality Assurance** and **Curriculum Review**, ensuring student input is reflected in institutional policies.
- **The Presidency**:

- Comprises the **President**, **Vice President**, and other members of the Union who execute Union activities and ensure the efficient functioning of the Student Parliament.
- **Election and Leadership**: The **President of the Student Union** is elected by receiving the highest number of votes, while the student with the second-highest votes becomes **Vice President**.

3. Activities and Responsibilities

The Student Union is dedicated to enhancing campus life by promoting student participation in cultural, academic, and social events:

- **Cultural, Academic, and Social Events**:
  - **Cultural Events**: Organized exhibitions and performances to foster community spirit.
  - **Academic Activities**: Conferences, debates, and round tables to promote academic discourse.
  - **Social Activities**: Recreational events to help build a sense of community and improve student experience.
- **Advocacy and Negotiation**:
  - **Negotiations with Administration**: The Student Parliament and representatives actively negotiate with the college administration on matters such as **tuition fees**, **academic standards**, and **campus resources**.

4. Elections and Membership

- **Election of Representatives**:
  - **Process**: Members of the **Student Parliament** are elected every **two years** in regular, extraordinary, or early elections overseen by the Presidency of the Union.

- **Eligibility**: All students are eligible to be nominated, provided they meet the outlined criteria, such as being in the **first or second year** in a three-year system.
- **Election Method**: Elections are conducted electronically, and candidates must gather **at least 7 signatures** from other students to qualify as a candidate.

5. Student Feedback Mechanisms

The Student Union provides a variety of platforms to ensure that students have opportunities to share their feedback:

- **Surveys and Focus Groups**: Conducted to gather student opinions on aspects such as **teaching quality**, **campus facilities**, and **student support services**.
- **Suggestion Boxes and Online Platforms**: Available for students to provide ongoing feedback, ensuring accessibility for those who cannot attend meetings.

6. Benefits of Student Representation

- **Empowerment**: Students' direct involvement in governance empowers them to influence decisions that impact their academic and social experiences.
- **Skill Development**: By participating actively in the Student Union, representatives develop critical leadership, communication, and advocacy skills that contribute to their professional growth.

7. Rights and Duties of Union Members

- **Rights**:
    - Participate fully in all decision-making processes of the Union.
    - The ability to propose new activities, policies, and initiatives through formal discussions.
- **Duties**:
    - **Attendance and Participation**: Members are required to attend Student Parliament meetings regularly and take part in committees and activities organized by the Union.

o **Engagement**: Carry out tasks assigned by the President of the Union and report back on activities every **three months** or upon request.

8. Meetings with Administration

- **Regular Dialogues**: The Union facilitates regular meetings between Student Representatives and the College administration to discuss student concerns and provide feedback on **academic standards**, **facilities**, and **extracurricular offerings**.

9. Termination of Mandate

- **Conditions for Termination**: Members of the Student Parliament can have their mandates terminated for various reasons, including violation of Union regulations, resignation, failure to report, or lack of engagement.

11. Conclusion

The British College of Technology (BCT) is deeply committed to creating a rigorous and innovative academic environment that not only imparts technical skills but also shapes responsible leaders capable of thriving in a rapidly evolving world. By utilizing the EduPage Learning Management System, BCT ensures an effective blend of administrative and academic processes, which enhances transparency and engagement for all stakeholders.

The institution's academic programs are structured to balance theoretical foundations with practical application, preparing students for their professional futures. International mobility opportunities and collaboration with industry partners provide a unique platform for real-world experience, further enhancing student employability. Additionally, BCT's structured approach to quality assurance underscores its dedication to delivering a high standard of education that meets both internal goals and external benchmarks.

Student representation through the Student Union plays a significant role in shaping the student experience, ensuring their voices are heard in governance and decision-making processes. BCT also supports a healthy and respectful learning environment by establishing clear regulations

regarding student rights, responsibilities, and discipline, emphasizing academic integrity and respect for the college community.

The use of the ECTS credit system facilitates transparency and ensures that academic achievements are recognized nationally and internationally, while the library regulations provide structured access to resources necessary for student success. BCT's commitment to fostering a supportive learning environment is evident through its comprehensive services, resources, and policies.

Overall, the British College of Technology is well-positioned to lead in the field of technology education, focusing on continuous improvement, innovation, and the holistic development of its students. Through a combination of rigorous academic programming, supportive services, and a vibrant student community, BCT aims to be at the forefront of technological education and to contribute meaningfully to societal and digital advancement.