



British College of Technology

The Academic Council of the British College for Technology, based on the Law on Higher Education in the Republic of Kosovo no. 04/L-037 and its Statute, at the meeting held on, approves:

REGULATIONS FOR BACHELOR STUDIES

Article 1

Purpose

1. The purpose of this Regulation is to:
 - 1.1. establish the structure of teaching and scientific and artistic work;
 - 1.2. define the methods of teaching and learning;
 - 1.3. outline the criteria for student assessment;
 - 1.4. specify the procedures for conducting and organizing examinations;
 - 1.5. set the conditions for enrollment in the academic year;
 - 1.6. regulate the process for retesting;
 - 1.7. establish other rules related to students.

Article 2

Admission and Enrollment of Students

1. Admission to the bachelor's program is conducted through a public competition, following the selection procedures and evaluation criteria established by the Academic Council.
2. A registered student is defined as an individual who has fulfilled the registration requirements and is entered in the higher education information management system of the Ministry.
3. The decision to announce available positions is made by the Steering Council.
4. The British College of Technology ensures a transparent process for the election of decision-makers, involving stakeholders such as students and academic staff in these processes, ensuring broad participation.

Article 3

Admission Criteria

1. Any candidate who passes the National Matura Test and finished the high school has the right to apply for studies at the British College of Technology, in accordance with the current legislation.
2. The conditions for admission to bachelor studies are as follows:
 - 2.1. Successful completion of secondary education in Kosovo, verified by a diploma;
 - 2.2. Successful completion of primary and secondary education with a minimum of twelve (12) years of schooling, verified by the appropriate diploma;
 - 2.3. Successful completion of primary and secondary education with a minimum of twelve (12) years of schooling, verified by the appropriate diploma obtained from an institution abroad, provided that the diploma has been recognized as equivalent to the maturity diploma. The decision regarding the recognition of the diploma and equivalency is made by the Ministry of Education, Science, Technology and Innovation (MASHT).
 - 2.4. Passing the entrance exam.
3. The areas in which the entrance exam is organized are determined by the Academic Council.
4. The final result for enrollment in studies should include at least: the points of the Matura test, the success achieved during the previous education and the result of the entrance exam.
5. Candidates from other countries who meet the admission criteria outlined in point 2.1 are also eligible to apply.
6. In the event that courses are offered in English, international students are likewise permitted to compete for admission.
7. Candidates who are not accepted have the right to appeal to the dean of the respective faculty within three (3) days.
8. The final decision regarding the admission appeal is made by the Study Commission.
9. The administrative process for student registration is managed by the Central Administration.
10. The admission criteria are publicly available and clearly defined, outlining all requirements, including Matura points and additional entrance assessments. International students also have transparent access to this information.

Article 4

Transfer of Studies

1. A student may transfer from one program to another, both within the College and from other higher education institutions.
2. Transfers are permitted only when the programs have a similarity of at least 70%.
3. Transfers may be made twice a year, prior to the start of each semester, and are allowed at least in the second semester and up to the penultimate semester.
4. Transfers are not permitted in the first and final semesters.
5. Upon completion of the transfer procedure, the student cannot carry over grades and/or ECTS credits from the previous program.
6. The transfer procedure is overseen by the General Secretary office and Study Commission.
7. All transfers are recorded in the transfer list, which is submitted to the Ministry by the established deadlines.

Article 5

The Transfer Procedure

1. Students must submit their transfer application to the General Secretary Office.
2. Upon applying, students are required to provide the following documentation:
 - 2.1 A completed transfer request form;
 - 2.2 A birth certificate;
 - 2.3 A copy of their identity card;
 - 2.4 A diploma verifying successful completion of high school;
 - 2.5 A transcript of grades, including the number of ECTS credits earned during studies at the previous institution;
 - 2.6 The curriculum from the previous institution, accompanied by a brief description of the subjects and learning outcomes;
 - 2.7 A student index issued by the previous institution (if applicable);
 - 2.8 Proof of accreditation for the study program;
 - 2.9 In cases of uncertainty, documentation from the Ministry confirming the inclusion of the student's name in the electronic student management registers of the Ministry.

Article 6

Registration for the academic year after transfer

1. After the documentation is completed, the General Secretary forwards the case to the Study Commission for review and program evaluation.
2. The Study Commission makes the decision regarding the recognition and equivalence of the program.
3. The Study Commission may seek the professional opinion of the subject teacher if necessary for the recognition of a particular course. In such cases, the subject teacher must prepare a report on the curriculum and submit a recommendation regarding the recognition of the course.
4. In special circumstances, depending on the similarity of the courses, partial recognition of the course may be granted, specifically in terms of ECTS credits. In these instances, students are required to take an exam for any remaining ECTS.
5. Courses completed at the previous institution that are not included in the curriculum may be accepted as elective credits (credit transfer) if they are deemed relevant to the study program.
6. If the study program is specialized in later semesters, the candidate may request a transfer to another program within the same faculty.
7. Student transfers are based on the ECTS credits defined in the admission to the study program.
8. The decision regarding the recognition of grades and the curriculum must include at least the following:
 - 8.1 Student information;
 - 8.2 Information about the study program;
 - 8.3 Exams and the ECTS obtained;
 - 8.4 Exams and their equivalent ECTS;
 - 8.5 Exams and the remaining ECTS to be earned;
 - 8.6 Other formal aspects of the decision.
9. The exams recognized by the College are recorded in the electronic management system of the teaching process by the Faculty's Administrative Officer.
10. The student is transferred to the appropriate semester or academic year according to the rules governing student academic progress, based on the number of ECTS completed.
11. Upon completion of the transfer procedure, the candidate signs the study contract at the Transfer Office, receives an account in the electronic system, and is issued a student ID card. In this case, the candidate acquires full student rights and obligations.
12. Financial obligations for the student commence from the semester in which the student begins their studies.
13. If necessary, the student transfer procedure can be supplemented with a special guide.

Article 7

Change of Study Program

1. A student may change their study program by deregistering from the current program and enrolling in a different program within the same College.
2. Changes to the program may be made until the end of 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 8

International Mobility

1. Every registered student has the right to attend a semester or a course at any 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 host institution abroad.
3. Only the courses that are part of the learning agreement may be recognized by the College and/or by the host institution.
4. The College provides full support to students participating in international exchange programs, including recognizing credits earned abroad and providing information on available exchange opportunities.

Article 9

Students and Their Rights

1. A student is an individual registered in studies who fulfills their academic and financial obligations in accordance with the law and the internal regulations of the institution.
2. Student status is confirmed through the student ID issued by the College.
3. Students admitted to the British College have the right to:
 - 4.1. Participate in lectures, seminars, and other activities organized according to the study program.
 - 4.2. Express their free opinions and engage in debates, both within and outside the learning process.
 - 4.3. Use library facilities, the internet, and other services for students.
 - 4.4. Be represented in decision-making and political processes of the institution.
 - 4.5. Participate in internal quality assessment processes.
 - 4.6. Be informed fairly and promptly about matters concerning their studies.

- 4.7. Participate in elections for student positions in the institution's bodies.
- 4.8. Organize in student organizations and hold free and independent elections.
- 4.9. Make complaints regarding academic issues, such as lectures, evaluations, and administrative matters, and to be treated fairly and without discrimination in any appeal process.
- 4.10. Be protected from any form of discrimination, as defined in this Statute and current legislation.
- 4.11. Obtain a transcript of grades, verification of student status, graduation certificate, and other necessary documents.
- 4.12. Receive a diploma and diploma supplement upon successful completion of their studies.

4. Student obligations include:

- 4.1. Being informed of and complying with the regulations approved by the institution.
- 4.2. Respecting the free opinions of other students.
- 4.3. Respecting both academic and non-academic staff.
- 4.4. Fulfilling their obligations as defined by the curriculum, including attending lectures, assessments, and practical work.
- 4.5. Conducting themselves appropriately within and outside the institution's premises, so as not to discredit it.
- 4.6. Not damaging the institution's property.
5. The British College of Technology promotes academic integrity, with policies that include mechanisms to prevent and deal with plagiarism, cheating, and unethical behavior. Violations are subject to investigation by the Ethics Committee, with disciplinary measures in place for both staff and students.
6. The College offers comprehensive support services for a diverse student population, including part-time students, students with disabilities, and those from underrepresented or vulnerable groups.

Article 10

Registration for the Academic Year

1. Successful completion of the academic year, according to the study program, is a prerequisite for registration in the following year.
2. If a student fails to successfully complete the year, they must re-register for the same year of study.
3. The maximum number of years that a student may re-register is equal to the standard duration of the respective study program.

4. Students gain the right to enroll in the second year if they have obtained more than 40 ECTS credits from the first year.
5. Students acquire the right to enroll in the third year if they have completed all requirements from the first year and secured a minimum of 30 ECTS credits from the second year.
6. ECTS credits are allocated based on the actual student workload and reviewed regularly to ensure appropriateness. Stakeholder feedback is considered in this review process.

Article 11

Loss of Student Status

1. A regular student loses their status for various reasons, including:
 - 1.1. A decision to discontinue studies;
 - 1.2. Successful completion of studies;
 - 1.3. Failure to register for the academic year;
 - 1.4. Not completing studies within twice the designated period;
 - 1.5. Reaching the maximum number of years registered without completing studies;
 - 1.6. Expulsion based on a decision following a disciplinary procedure.
2. In the case of loss of student status as states in paragraph 1 subparagraph 1.1, 1.3, 1.4, 1.5, 1.6 of this article, the student has the obligation to fulfill all contractual duties according to payment of his/her studies.
3. In the case of completing successfully his/her studies, the student in the moment of application for diploma must have fulfill all financial duties for the BCT.
4. A student has the right to request an extension of their study duration for one (1) or two (2) years. The decision is made by the Academic Unit Council. If approved, the student's status as a regular student is reinstated.
5. The Academic Council implements specific rules for maintaining regular student status in special cases:
 - 3.1. For exceptional achievements in sports, verified by amateur or professional status at the regional level or higher;
 - 3.2. For notable achievements as a recognized artistic creator, verified by media and confirmed by the Academic Council;
 - 3.3. For individuals with physical or mental disabilities, verified by a medical certificate.

6. The registration decision is made annually by the Academic Council.
7. 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 of age;
 - 5.3. Pregnancy and childbirth;
 - 5.4. Other justified cases.
8. The final decision is made by the Dean of the College.

Article 12

Re-registration in Studies

1. Students may re-register as regular students without obstacles after a period of temporary suspension of their status, in accordance with this Statute. The suspension period does not count toward the duration of their studies.
2. If the curriculum that was valid during the student's initial registration is not offered in the year following re-registration after suspension, the Academic Unit Committee will decide on differential exams or other requirements as conditions for continuing studies.

Article 13

The electronic system and the student's card

1. The management and processing of student data is conducted through an electronic system for student data management.
2. Upon enrollment in the study program, each student creates a personal account in the electronic system known as EduPage.
3. Access to the electronic system is granted through the student's identification number and password.
4. The student platform is an internal electronic system that allows students to access various academic and administrative services, including:
 - 4.1 Access to academic materials;
 - 4.2 Submission and receipt of assignments and seminar papers;
 - 4.3 Access to electronic resources from the library;
 - 4.4 Receipt of notifications;
 - 4.5 Document generation;
 - 4.6 Registration for exams;

- 4.7 Acceptance of exam results;
- 4.8 Consultations with course professors;
- 4.9 Collection and storage of grades;
- 4.10 Data on class participation;
- 4.11 Access to legal documents and internal regulations;
- 4.12 Information on tuition fees;
- 4.13 Participation in online classes;
- 4.14 Processing of personal data and information;
- 4.15 participation in discussion groups, among other features.
- 5. Upon enrollment, students receive a card that allows them to:
 - 5.1 Verify attendance in lectures and exercises;
 - 5.2 Utilize library resources;
 - 5.3 Access support and administrative services;
 - 5.4 Enjoy additional benefits from the institution's partners.
- 6. The student card includes at least the following information: student photo, identification number, unique card number, faculty, study program, and year of registration.
- 7. The student card is the property of BCT, and in the event of loss, the student must request a replacement card.

Article 14

Teaching and Learning

1. Teaching and learning at the bachelor's level involve systematic interactions between the academic staff and the student aimed at acquiring knowledge and skills, fostering student responsibility, and promoting autonomy, as outlined by the National Qualifications Framework for this level.
2. The teaching and learning process is guided by principles of inclusion, active student participation in designing and delivering the learning experience, and an acknowledgment of the diversity and needs of students throughout the learning process.
3. Teaching is delivered through various methods, including lectures, exercises, seminars, research projects, colloquia, professional practices, laboratory work, independent study, assignments, fieldwork, and more.
4. Departments may also define additional teaching methods based on the specific requirements of their study programs.
5. The Academic Council approves all study programs through a formal internal review process, with feedback from external stakeholders. Continuous improvements are integrated based on industry feedback.
6. All study programs undergo periodic review to ensure alignment with the institutional mission and feedback from students, alumni, and industry partners. The review considers ECTS allocation, learning outcomes, and student feedback.

7. Each study program is monitored regularly through internal quality assurance procedures to ensure that it meets its intended learning outcomes.
8. The intended learning outcomes for each study program are clearly defined and publicly available. These outcomes are regularly updated to reflect current educational and industry standards.
9. The College encourages student-centered learning through interactive methods that promote creativity, problem-solving, and critical thinking. Diverse teaching methods are applied to suit the varied needs of the student body.

Article 15

Participation in lectures

1. Lectures as a form of teaching work are with mandatory participation.
2. Each academic staff determines in the syllabus students' mandatory of participation.
3. The academic staff is obliged to upload the syllabus in the electronic system before the beginning of each semester and to discuss it with students at the very first lecture.
4. Students have the opportunity to propose changes in the syllabus, including teaching and assessment methods.

Article 16

Online Teaching

1. Online teaching and learning involve systematic interactions between the academic staff and the student conducted through electronic platforms, either remotely or in a blended format.
2. Online learning is delivered through synchronous and/or asynchronous methods, implemented via electronic platforms.
3. Synchronous learning involves real-time engagement and interaction between students and academic staff, whereas asynchronous learning allows for engagement and interaction without simultaneous participation.
4. The teaching load, assessment methods, duration of the academic hour, and other critical aspects of online learning are outlined in the relevant course plan and syllabi.
5. The organization of online learning is governed by specific guidelines.

Article 17

Determination of Academic Success

1. Academic success is a continuous evaluation and determined through the following assessment methods:
 - 1.1.Exams
 - 1.2.Colloquium
 - 1.3.Seminar paper
 - 1.4.Professional practice
 - 1.5.Practical test during exercises
 - 1.6.Interpretation and presentation of other works.

Article 18

Evaluation

1. The purpose of assessment according to article 17 and paragraph 5 of this article of this regulation is to measure students' achievement of the learning outcomes as defined in the course syllabus and curriculum.
2. The measurement of learning outcomes is conducted through continuous evaluation and summative evaluation.
3. During continuous evaluation, the academic staff assesses participation and engagement in lectures, seminar papers, assignments, laboratory exercises, presentations, reports, colloquia, fieldwork, and involvement in research activities.
4. The academic staff specifies the assessment methods in the respective syllabus, ensuring alignment with the teaching methodology.
5. The college programs will use the following grades to assess success in examinations:
 - 5.1. 10 and 9 (excellent)
 - 5.2. 8 (very good)
 - 5.3. 7 (good)
 - 5.4. 6 (satisfactory)
 - 5.5.5 (unsatisfactory).
6. The exam is passed with grades ranging from 6 to 10.
7. The exam is always under 50% of overall evaluation method. This is specify in each syllabus.
8. Grades may be calculated based solely on continuous evaluation or through a combination of continuous evaluation and a final assessment.
9. In all cases, students must register for an exam through the electronic system by the specified exam deadline.

10. For specific courses, the evaluation of laboratory work, student performance in practical assignments, artistic creations, and similar activities are all considered.
11. In written evaluation formats, a points or percentage-based grading system is utilized to calculate the final grade.
12. Evaluation methods are transparent, and grading criteria are communicated to students in advance. Students receive timely feedback, identifying strengths and areas for improvement.

Article 19

Exam Deadlines

1. According to this regulation and specified with the academic calendar for each academic year, Students can take exams during the regular examination periods, which are as follows:
 - 1.1. The fall term, starting no later than ten (10) days after the conclusion of the fall semester and lasting up to seven (7) days, started by 22nd to 27th of December;
 - 1.2. The spring term, beginning no later than ten (10) days after the end of the spring semester and lasting up to seven (7) days, started by 4th to 8th of May;
 - 1.3. The summer term, starting on August 15th of the respective year and lasting up to seven (7) days, started by 17th to 21st of August.
2. Depending on the circumstances and specifics of the study programs, the Dean may decide to organize two additional (irregular) exam periods:
 - 2.1. The March term, which can last up to fifteen (15) days;
 - 2.2. The October term, which can last up to fifteen (15) days.
 - 2.3. Students may take a maximum of two (2) exams during these irregular terms.
3. Exams are organized for each subject or as combined examinations in accordance with the study program.
4. The methods of conducting exams, at the discretion of the academic staff, include:
 - 4.1. Written exams
 - 4.2. Oral exams
 - 4.3. Combined exam (written and oral)
 - 4.4. Practical work
5. The interval between combined examinations should not exceed 7 days.
6. Assessment is conducted by a single examiner or a committee.
7. Exams may be held by a committee in the event of an appeal or as specified by the study program.

8. The methods of assessment and administration of examinations are specified in the syllabus.

Article 20

Exam schedule and registration

1. The schedule for regular exams is published at the beginning of the academic year in the electronic system and on the institution's website.
2. The time for registration for an examination is from 4 to 8 days prior to the examination deadline.
3. The schedule may be updated based on students' or academic staff requests, but changes must be made no later than two weeks before the exam period begins.
4. The schedule for irregular exam periods is prepared by the administration and published at least two weeks prior to the start of the term.
5. To take exams in any term, students are required to register for the exam through the electronic system by the published deadline.
6. Students may register for an exam from the announcement of the registration notice until one day before the exam date.
7. Only students who have fulfilled their obligations to the institution can register for exams through the electronic system.
8. Each student can view the exam schedule for the respective term in the electronic system.
9. A list of students registered for the exams is made available to the academic staff through the electronic system after the exam registration deadline has passed.
10. If the exam is conducted by a commission, the Dean will establish the commission through a special decision.
11. The exam will be organized by a commission in the following cases:
 - 10.1. When a student contests the academic staff's assessment;
 - 10.2. If the academic staff is absent;
 - 10.3. When a student is sitting for the same exam for the fifth time.
12. In the event of absence or withdrawal from the examination, the student receives a grade of 5, except in justified cases.
13. The program head may allow the student to take the examination earlier or later in special circumstances.

Article 21

The exam rules

1. Students are required to arrive on time for the exam. In cases of late arrival, it is at the academic staff's discretion whether to permit the student to take the exam.

2. Students must present an identification document with a photo (student card) when appearing for the exam.
3. The duration of the exam is determined by the academic staff and communicated to the students prior to the start of the exam.
4. During the exam, students must:
 - 4.1. Follow the academic staff's instructions;
 - 4.2. Submit their work within the specified time limit;
 - 4.3. Show respect for others in the classroom;
 - 4.4. Refrain from communicating with classmates;
 - 4.5. Not use cell phones or other electronic devices;
 - 4.6. Not engage in cheating.
5. Exams are not public.
6. Students are not allowed to take the same exam more than once within the same term.
7. Additional exam rules may be specified in the syllabus, in accordance with academic policies.
8. Academic staff will inform students about the exam rules before the exam begins.
9. If students violate the aforementioned exam rules, the academic staff may warn them that their exam could be canceled. If violations persist, the academic staff has the right to cancel the exam.
10. If the academic staff observes identical answers while grading the exams, they have the right to cancel the exam and assign a score of zero points.

Article 22

Result Communication

1. Communication of exam results occurs no later than three (3) days after the exam.
2. Exam results are communicated individually through the electronic system, ensuring the confidentiality of each student's result.
3. A grade rejection can be submitted through the electronic system after the consultation date and up until the closing of the exam report.
4. The final grade recorded in the exam report submitted to the administration cannot be rejected.
5. In the event of any technical errors made by the academic staff after the exam report is closed, corrections can be made upon special request from the academic staff and with approval from the Dean.
6. Following the approval of the request, the academic staff will be granted access to the electronic system to correct any errors in the report.

Article 23

Re-examination

1. A student has the right to re-take examinations in subjects they have not passed.
2. Students may attempt to pass an examination up to three times.
3. After a justified appeal, the Program Head may allow a fourth attempt, which will be conducted before a committee.
4. Failing four examinations during the repeated year results in the loss of status as a regular student.
5. The student's status may be reinstated in a new study program, as determined by the College.

Article 24

Right to Appeal

1. Students have the right to submit an appeal regarding the grade received within two days after the announcement of results.
2. Appeals may be made for written, oral, or combined examinations.
3. The Dean shall form a committee within 5 days of receiving the appeal to review it.
4. No appeal may be made regarding the assessment of the committee.
5. Tests are retained for at least 15 days after the announcement of results.

Article 25

The Exam Reports

1. The professor submits the original exam report, certified with their signature, to the College administration. A copy of the report is retained by the professor.
2. After communicating the results and completing consultations, professor must finalize the report in the electronic system within ten (10) days and submit the printed and signed final report to the administration no later than fifteen (15) days after the exam date.
3. The format of the exam report is determined by specific regulations.
4. The professor is required to retain the exam papers and assignments for a minimum of one year from the date of submitting the final exam report.

Article 26

Organization of Teaching

1. The primary method of organizing instruction at the college is full-time.
2. Regular studies refer to direct and consistent participation in the learning process, which includes attending lectures, engaging in exercises, submitting tasks on time, and fulfilling the required workload (ECTS) as outlined in the curriculum.
3. Each semester consists of 15 weeks.
4. Exceptionally, through a specific act, other methods of organizing instruction may be permitted and established.
5. New methods of organizing teaching will be implemented after passing the accreditation processes and following a review of the College's policies.
6. In special, extraordinary cases, or for other objective and subjective reasons, teaching may be organized online or in a combined format.

Article 27

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, which starts on September 1st and ends on December 19th, and the spring semester, which starts on January 12th and ends on May 1st.
3. The vacation period is from December 29th to January 9th.
4. Subjects may be taught weekly (15 weeks per semester), over one or two semesters, or conducted as a block of lectures in one semester.
5. The Academic Council approves the study calendar for each year no later than July 30 of each year.

Article 28

Language of Study

1. The college offers studies in the Albanian language and in other official languages of Kosovo.
2. By decision of the Academic Council, lectures may also be conducted in other languages.

3. By decision of the Academic Council, study programs may be organized that will be offered exclusively in foreign languages.

Article 29

Graduation

1. A student is eligible to graduate once all exams listed in the curriculum have been passed and the student has obtained a total of 180 ECTS.
2. Graduation is contingent upon passing a final exam or defending a diploma thesis in accordance with the study program curriculum.
3. The date of the final exam is regarded as the date of graduation.
4. The date of the final project defense is also considered the date of graduation.
5. Writing a final project is viewed as an individual endeavor that demonstrates the ability to apply theoretical knowledge gained during studies to solve practical problems in specific scientific fields.
6. Collaborative final project writing is permissible for two or three students (research group). In such cases, a detailed description of each student's individual contribution to the overall thesis must be provided.
7. Upon fulfilling all academic and graduation requirements, students are awarded the title of BA Professional in Applied Computing.
8. For study programs where a thesis is required, the procedure is governed by specific guidelines.

Article 30

The diploma

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 and content of the diploma, the diploma supplement, as well as the issuance procedure will be specified by an administrative instruction issued by the Ministry of Education and the internal regulations of the college.
3. The diploma is signed by the Dean of the College and the Program Head under which the studies were completed.
4. An application for printing the diploma must be submitted to the Central Administration.
5. The Central Administration conducts a formal review of the student's file to ensure it is complete and that all graduation requirements have been met. Upon collecting their diplomas, students are required to sign and record their information in the relevant register.

6. If students are unable to collect their diplomas in person, a family member may be authorized to do so on their behalf. If the diploma is improperly completed, students should refrain from collecting it and instead request a revision.
7. In the event that the original diploma is lost or damaged, a duplicate diploma may be issued.
8. The issuance of a duplicate diploma is subject to the following conditions and procedures:
 - 8.1. Students must publicly declare the loss of the diploma in one of the daily newspapers.
 - 8.2. A copy of the newspaper extract must be filed in the student's record.
 - 8.3. The new diploma will contain the same information as the original.
 - 8.4. The upper right corner of the duplicate will be marked with the word "DUPLICATE," along with the protocol number and the date of issuance (this may also be included as a stamp).
 - 8.5. The information on the duplicate diploma will mirror that of the original, with the addition of the details specified in the previous point.
 - 8.6. Other procedures and details regarding the issuance of diplomas may be regulated by specific guidelines.
9. The awarding of diplomas may also take place in an organized format through graduation ceremonies for groups of students.
10. The graduation ceremony is held once a year.

Article 31

Tuition fees

1. Students enrolled in bachelor studies are required to fulfill their financial obligations in accordance with the fees approved by the Governing Council.
2. The tuition fee is predetermined in the study contract and financial statements, which the student signs and accepts upon registration.
3. In special cases, students may be exempted from paying fees based on the conditions and criteria established by the Governing Council.
4. Exemptions from fees are provided in the form of academic scholarships and fee waivers according to categories defined by the Governing Council.
5. For both full-time and part-time studies, the Governing Council may set different tuition fees.
6. The schedule for settling financial obligations related to tuition is outlined in the student's contract.

Article 32

The final provisions

In case the provisions of this Regulation are in conflict with the provisions of the Statute, the provisions of the Statute shall prevail.

Article 33

Entry into force

This regulation entry into force after approval from the Academic Council of the College.

The Dean of BCT



