



**British College  
of Technology**

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

## **REGULATION FOR STAFF PAYMENT**

### **Article 1**

#### **Purpose and scope**

This regulation outlines the guidelines for staff salary payments, including bonuses and other compensations, along with the obligations for students concerning tuition fees, re-registration, and academic compliance at the British College of Technology (BCT). It applies to all BCT staff and students enrolled in the institution's programs, ensuring clarity and consistency in financial and academic responsibilities.

### **Article 2**

#### **Staff Payment Structure**

1. Salaries for academic and administrative staff are established according to qualifications, experience, and responsibilities. Each role is assigned a pay grade based on the institutional salary scale.
2. Salaries are subject to annual reviews, with adjustments based on performance, contributions to academic and research goals, and budgetary conditions.
3. Eligible staff members may receive additional allowances, which could include:
  - 3.1. Transportation and meal stipends.
  - 3.2. Research and publication incentives for academic contributions.
  - 3.3. Compensation for supervisory roles or additional responsibilities.
4. Staff working beyond scheduled hours will receive compensation at the university's approved overtime rates.

5. Staff undertaking specific projects or roles temporarily shall be entitled to additional remuneration proportional to their responsibilities.

### **1. Staff payment structure**

<b>Title</b>	<b>Base salary</b>
Dean of college	2.200€
Quality Assurance Officer	1.680€
General secretary	1.680€
Vice Dean for Teaching and Research	350€
Vice Dean for International Cooperation and Quality Assurance	350€
Professors	1.680€

### **Article 3**

#### **Payment Schedule and Procedures**

1. Salaries will be disbursed monthly, typically by the last day of each month.
2. In the event of any delay, the finance department will ensure outstanding salaries are processed within 10 working days following the scheduled payment date.
3. The finance department will securely maintain all payment records. Annual financial reports summarizing payroll expenditures will be made available per institutional policy.

### **Article 4**

#### **Student Tuition and Fees**

1. Tuition fees must be paid at the start of each academic year. Students have the option to pay in full or in installments, provided arrangements are made before the first payment due date.
2. All new students are required to pay a one-time, non-refundable registration fee, covering the cost of administrative processing and records setup.
3. Scholarships and financial aid options are available based on academic merit or financial need, following the guidelines set in the university's Financial Aid Policy.

## **Article 5**

### **Re-Registration and Academic Progression**

1. Students failing to meet required academic standards to progress will need to re-register and pay the tuition fees applicable for an additional year. Support services, such as academic counseling, will be available to assist students in achieving academic success.
2. All outstanding tuition and fee balances must be settled before students are eligible for diploma issuance. Academic records, including transcripts, will be withheld until all financial obligations are cleared.
3. Students who decide to withdraw before completing their program must settle any outstanding fees within 30 days from the official withdrawal date to avoid penalties or additional charges.

## **Article 6**

### **Payment Collection, Verification, and Penalties**

1. All payments must be made through designated university bank accounts. Receipts will be issued by the finance department upon completion of each transaction to provide documentation and for future reference.
2. The finance department is responsible for verifying payment compliance according to these regulations, with regular audits conducted to maintain financial integrity and accuracy.
3. Staff members violating financial regulations may face disciplinary actions, including deductions from salary, as per human resources policies.
4. Non-compliance by students will result in restricted access to university records and services, including a hold on re-enrollment or graduation eligibility until obligations are met.
5. Students who re-register after a leave or suspension from studies must pay an additional reinstatement fee to cover the associated administrative expenses.

## **Article 7**

### **Appeals and Dispute Resolution**

1. Both staff and students may appeal payment-related decisions by filing a formal request with the Appeals Committee. The committee will review each appeal within 15 working days.

2. Any disputes regarding payments will initially be addressed by the finance department. If unresolved, the case may be escalated to an external mediator, if deemed necessary by the university administration.

## **Article 8**

### **Amendments and Effective Date**

1. This regulation may be updated to reflect institutional changes, budgetary considerations, or strategic revisions. All proposed amendments must undergo review by the Academic and Finance Councils prior to implementation.
2. This regulation becomes effective on the date signed and will remain in force until officially amended or superseded.

## **Article 9**

### **Entry into force**

This regulation enters into force upon the Accreditation of the College and approval by the Academic Council.

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Dean of BCT

