



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, in its Statute the meeting held on....., approves:

REGULATION FOR TRANSFER OF STUDIES

Article 1

Purpose

The purpose of this Regulation is to define the methods and rules for the transfer of studies from one program to another or from one institution to another.

Article 2

Scope

This Regulation applies to all students who are interested in transferring their studies to the British College for Technology.

Article 3

Transfer

1. The transfer of studies implies the enrollment of new students based on the European Credit Transfer System (ECTS).
2. All students from the Republic of Kosovo and abroad who have studied at a licensed and accredited higher education institution by the competent authority have the right to transfer.
3. A student may transfer their studies from one program to another, whether within the College or from other higher education institutions.
4. The transfer of studies is allowed only in cases where the programs have at least 70% similarity.
5. Transfers can be made twice a year before the beginning of the semesters, and transfer is allowed in at least the third semester and no later than the penultimate semester.
6. Transfer in the first and last semesters is not allowed.
7. After the completion of the transfer procedure, the student is not allowed to carry over grades and/or ECTS from the previous program.

8. The transfer procedure is managed by the Study Commission.
9. All transfers are recorded in the transfer list, which is submitted to the Ministry within the defined deadlines.

Article 4

Transfer Procedure

1. The College opens the call for transfers in September and January.
2. The student applies for transfer to the General Secretary Office.
3. Upon application, the student must submit the following documents:
 - 3.1 Transfer request form;
 - 3.2 Birth certificate;
 - 3.3 Copy of ID card;
 - 3.4 Transcripts and diploma of successful completion of secondary school;
 - 3.5 Grade certificate with the specified number of credits - ECTS, earned during the study at the previous institution;
 - 3.6 Study program from the previous institution with a short description of the courses and learning outcomes;
 - 3.7 Certification proving the student status not older than one month, issued by the previous institution;
 - 3.8 Proof of accreditation of the study program;
 - 3.9 In case of uncertainties, proof from the Ministry verifying the inclusion of the name in the Ministry's electronic student management register.
4. In case of a positive response and the student's registration in the College's program, the student receives the documentation for the payment of the tuition fee and submits it to the Student Services Office.
5. If the payment is not made within 7 days, it is considered that the student has withdrawn from the transfer of studies to the College.

Article 5

1. Upon completion of the documentation, the General Secretary forwards the case to the Study Commission for review and equivalence of the program.
2. The decision for the recognition and equivalence of the program is made by the Study Commission and executed by the Dean.
3. In cases where the Study Commission deems the opinion of the course instructor necessary for the recognition of a specific course, it requests the instructor to prepare a report on the similarity of the study program and propose the recognition or non-recognition of that course.

4. In special cases, depending on the similarity of the courses, partial recognition of the course or ECTS credits may be made. In these cases, the student is obliged to take an exam for the remaining part of the ECTS credits.
5. Exams passed at the previous institution, not included in the teaching plan, may be accepted as elective courses (credit transfer) if deemed relevant to the study program.
6. In cases where the study program is specialized in later semesters, the candidate may request to transfer to another program within the College.
7. The transfer of the student is based on the ECTS credits determined in the receiving study program.
8. The decision on the recognition of grades and the study program must include at least:
 - 8.1 Student information;
 - 8.2 Study program information;
 - 8.3 Completed exams and ECTS credits;
 - 8.4 Equivalent exams and ECTS credits;
 - 8.5 Remaining exams and ECTS credits to be completed, and,
 - 8.6 Other formal aspects of the decision.
9. Accepted exams according to the faculty's decision are recorded in the electronic system for the management of the teaching process by the Student Services Officer.
10. The student is transferred to the corresponding semester or academic year according to the academic progress rules for students, depending on the number of ECTS credits completed.
11. After the completion of the transfer procedure, the candidate signs the study contract at the College Secretary's Office, an account is created in the electronic system, and the student card is issued, thus obtaining full student status with all rights and obligations.
12. Financial obligations for the student begin from the semester in which the student starts their studies.
13. The student transfer procedure, if necessary, may be supplemented by a specific guideline.
14. The process of evaluating transfer applications and recognizing prior coursework is transparent and involves academic staff and administrative personnel. The student is informed of the decision-making criteria, and in cases of uncertainty, students have the right to appeal the decision to the Transfer Office.
15. The student has the right to appeal the decision of the Study Commission at Dean's office within three working days.
16. The Dean office has the right to respond within five work days. The Dean's decision is the final one.

Article 6
Mobility

1. Academic mobility refers to the movement of students for certain periods of study at higher education institutions abroad.
2. Every registered student has the right to follow a semester or a specific course at another accredited higher education institution abroad.
3. International student mobility is based on a learning agreement signed between the student, the College, and the receiving institution abroad.
4. Only the courses that are part of the learning agreement can be recognized by the College and/or the receiving institution abroad.
5. The procedures and conditions for international student mobility are defined in the Regulation for Academic Mobility of Students.
6. The College provides full administrative and academic support for students participating in international mobility programs. This includes assisting with paperwork, visa requirements, academic counseling, and the recognition of credits earned abroad. Information on international mobility opportunities is regularly updated and made available to all students.

Article 7
Entry into force

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

Dean of BCT

