



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 the meeting held on....., approves:

REGULATION ON PROCEDURE AND DISCIPLINARY MEASURES

Article 1

Purpose

1. The purpose of this Regulation is to define:
 - 1.1. The disciplinary procedure for students;
 - 1.2. The appointment of the Disciplinary Commission;
 - 1.3. Disciplinary violations;
 - 1.4. Disciplinary measures;
 - 1.5. The appeals procedure.

Article 2

Scope

1. This Regulation applies to all students of the college.
2. The Regulation defines disciplinary violations, while the Code of Ethics applies to ethical violations.

Article 3

Disciplinary Procedure

1. Any person who identifies a suspected disciplinary violation or is affected by the suspected disciplinary violation has the right to report it to the Disciplinary Commission at the institutional or college level.

2. The submission of a suspected disciplinary violation must be made in writing and be documented with evidence.
3. Upon receiving the written complaint, the Disciplinary Commission conducts an initial review of the case and requests additional evidence from all parties involved in the suspected violation.
4. After receiving all necessary documentation, the Disciplinary Commission investigates the case, interviews the supposed violator and the reporting party, analyzes the provided statements, and determines the nature of the violation and the disciplinary measures based on its assessment.
5. In special cases, for decision-making purposes, the Disciplinary Commission may organize a hearing session, simultaneously inviting all parties involved in the case to present and confront the arguments and evidence provided.

Article 4

Disciplinary Commission for students

1. Any suspected or supposed disciplinary violation by students is presented and handled by the Disciplinary Committee at the college level.
2. The Disciplinary Commission at the institutional level is a permanent committee by the College's Educational Council and consists of 3 members.
3. The members of the Disciplinary Commission are appointed for a four (4) year term, with no possibility of reappointment for another term.
4. The members of the Disciplinary Committee at the college level are appointed from the ranks of the internal academic staff and one representative of the students.
5. The process of appointing members to the Disciplinary Commission is transparent, with clear criteria for selection. The Disciplinary Commission includes representatives from the academic staff and students to ensure balanced decision-making.
6. The decisions made by the Disciplinary Commission are communicated to all parties involved in a transparent and timely manner.

Article 5

Disciplinary Violations for students

1. Violations under this regulation are categorized into minor violations and serious violations.
2. Students are required to comply with the obligations arising from the institution's general acts, the study contract, and this Regulation.
3. The students must carefully utilize the resources provided to them during their studies and protect them from damage or destruction.

4. For violations of the institution's legal rules, a student may be held accountable for disciplinary violations.

Article 6

Minor Disciplinary Violations for students

1. Incorrect behavior in the institution's premises;
- 1.2. Disturbing the order and calmness during lectures and exercises, preventing the work of teachers and students;
- 1.3. Unintentional damage to educational equipment, laboratories, computers, library collections, and other assets of the institution;
- 1.4. Engaging in other activities that harm and undermine the authority of the institution, teachers, collaborators, other staff members, and students of the institution.

Article 7

Serious Disciplinary Violations for students

1. Serious disciplinary violations are considered, but are not limited to, the following:
 - 1.1. falsification, improvement of data in certificates, certification and other documents issued by the institution;
 - 1.2. providing inaccurate information to the institution's bodies for specific purposes;
 - 1.3. representing oneself in assessments in the name and on behalf of another student;
 - 1.4. copying during exams and other academic cheating;
 - 1.5. using mobile phones or other unauthorized devices during lectures or exams;
 - 1.6. theft of tests, assignments, papers, and unauthorized distribution of them;
 - 1.7. borrowing or allowing the use of a student ID card for participation in lectures and/or assessments;
 - 1.8. unauthorized recording and photographing of the class hour and/or teaching materials;
 - 1.9. deliberate destruction of the institution's property;

- 1.10. disrespecting the teacher and their orders, insulting, and other actions that prevent the educational process;
 - 1.11. using alcohol and other prohibited narcotic substances in the institution's premises;
 - 1.12. violating the physical integrity of others;
 - 1.13. engaging in actions that are contrary to the house order and the institution's rules;
 - 1.14. seeing, helping and not reporting the disciplinary violation;
 - 1.15. discrimination or mistreatment, directly or indirectly, against another person based on gender, race, color, language, religion, residency, political views, social origin, sexual orientation, and other legally protected categories;
 - 1.16. harassment of another person, physical or verbal, of a sexual nature, violating the dignity of a person in a way that is unwanted or offensive, creating hostility, threatening, or intimidating that person;
 - 1.17. inciting and participating in incidents within the institution's premises;
 - 1.18. damaging the image and integrity of the college, institution, academic and non-academic staff, and students;
 - 1.19. any behavior that constitutes elements of a criminal offense;
 - 1.20. compromising the health or safety of students, academic, and non-academic staff;
 - 1.21. failing to respect obligations arising from the institution's general acts and this Regulation;
 - 1.22. unauthorized use of the name, logo, and documents of the institution;
 - 1.23. unauthorized opening of social media accounts in the name of the institution.
2. Violations of academic integrity, including plagiarism, cheating during exams, fabrication of data, and other forms of dishonesty related to academic work, will be subject to disciplinary action as is regulated by Ethic Code.

Article 8

Disciplinary Measures for students

1. The Disciplinary Committee may impose one of the following measures, depending on the nature of the supposed disciplinary violation:
 - 1.1. Verbal warning;
 - 1.2. Written warning;
 - 1.3. pre-exception;
 - 1.4. compensation for damages;
 - 1.5. loss of scholarship or financial aid;
 - 1.6. prohibition from taking exams for a period of one or a maximum of two terms;
 - 1.7. suspension from the College for one year;
 - 1.8. permanent exclusion from the College.
2. the Disciplinary Committee may impose more than one sanction by combining the above depending on the established disciplinary violation.
3. the disciplinary procedure, from the submission of the case to the Disciplinary Committee, processing of the violation, review of documentation, hearing sessions, to the decision made by the Disciplinary Committee at the first level, should not exceed a period of 30 days.
4. the disciplinary procedure for students cannot be initiated after the expiration of a three-month period from the date of awareness of the violation for minor disciplinary violations and a six-month period for serious disciplinary violations.
5. the decision of the Disciplinary Committee must be placed in the student's file.
6. in cases where the result of the disciplinary violation involves violence against other people or danger to property, the Disciplinary Committee may decide to suspend (put on hold) the supposed violator for the duration of the investigation and disciplinary procedure.

Article 9

Disciplinary Violations with Elements of Criminal Offenses

1. If the suspected disciplinary violation contains elements of a criminal offense, the Disciplinary Committee is limited to addressing the case only within the competencies defined by this regulation.
2. In cases that may also contain elements of a criminal offense, the Disciplinary Committee or the responsible person shall notify the competent authorities, and the case will be handled according to the applicable legislation.

Article 10

Right to Appeal

1. The appeal procedure aims to protect academic staff, non-academic staff, and students from unjust decisions.
2. A person dissatisfied with the decision of the Disciplinary Committee has the right to appeal.
3. Academic and non-academic staff have the right to appeal the decision of the Disciplinary Committee to the Governing Council.
4. Students have the right to appeal the decision of the Disciplinary Committee to the Appeals Committee.
5. The Governing Council appoints the Appeals Committee, which consists of two members of the academic staff and one representative from the student body.
6. The appeal period in each case is 8 days from the receipt of the decision by the Disciplinary Committee.

Article 11

1. The complainant must present facts, arguments, and new evidence summarizing the reasons for the appeal.
2. The session for reviewing appeals must be held as soon as possible and in any case no later than 30 days from the date the appeal is received.
3. The appeal reviewer may take the following actions:

- 3.1. review the evidence presented;
 - 3.2. based on the evidence provided, determine whether to accept the appeal;
 - 3.3. in cases where the sanction imposed by the first-instance body is upheld or modified, provide justification for the same.
4. The appeal reviewer may make the following decisions:
 - 4.1. approve the appeal and change the first-instance decision;
 - 4.2. approve the appeal and return it for reinstatement at the first level;
 - 4.3. partially approve the appeal and change the first-instance decision;
 - 4.4. reject the appeal.

Article 12

Final Provisions

1. In the event that the provisions of this regulation conflict with the provisions of the Statute, the provisions of the Statute shall take precedence.
2. Amendments and additions to this Regulation may be made according to the same procedure for its approval.

Article 13

Entry into Force

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

Dean of BCT



