



KOSOVO ART ACADEMY

INSTITUTIONAL AND PROGRAM EVALUATION

ENTRY, REGISTRATION AND STUDENT STATUS

5TH of December 2019, Prishtina

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Update from 10/01/2020

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1 Regulations

- 1.1 All students will be subject to the Regulations of the Academy in force at any time during the period of their studies. These Regulations are available via the Internet on www.kosovoartacademy.eu and in hard copy on request during office hours from Faculty Offices and Student and Academic Services.
- 1.2 Also, students attending Kosovo Art Academy programmes in partner institutions or undertaking placement with approved providers as part of their programme, will be subject to codes of conduct and disciplinary regulations in force in the partner institution or placement provider.
- 1.3 All students are subject to established procedures for academic assessment and progression, a variation of their registration status, exclusion on academic grounds, and to the rules and procedures relating to disciplinary offences as determined by the Board of Governors.

2 Registration

2.1 Minimum age for applicants

There is no minimum or maximum age requirement for applicants to Academy programmes. Applicants will normally be aged 18 years or over within 12 weeks of enrolment.

2.2 Legal right of residence

The Academy reserves the right to refuse acceptance or registration to a candidate for admission where the Academy is aware that the candidate has no current legal right of residence in the country where the candidate would be undertaking studies. Where the Academy suspects that a candidate may be in such a position than the Academy reserves the right to defer acceptance or registration while it undertakes enquiries to verify the legal status of the candidate.

2.3 Registration card and Student Handbook

To be recognised as a student of the Academy, a person must obtain a personal registration card, which bears his or her official registration number. This card cannot be issued until the prospective student has completed enrolment/registration. The card remains the property of the Academy, must be carried at all times whilst on Academy premises and must be surrendered to any staff member of the Academy on request. The card must not be given to any other student or individual. Students found in possession of an ID card that does not belong to them will have both their card and the card for the other person(s) confiscated and they (and the card owner) could be subject to disciplinary proceedings.

Each Student shall be provided with a personal handbook where is clearly an simply stated the academy life cycle.

This Document must contain information on Exams, progression regulation, General information regarding the Academy, its offices, facilities, classes and open hours.

Additionally, the student will be able to get information on its academic experience with the full programme of studies, tuition fees scheme, certifications, extracurricular activities, Erasmus/student exchange programme, regulation and policies.

2.4 Payment of fees

No person shall be permitted to remain registered as a student of the Academy until s/he has paid the appropriate fees or made arrangements for payment acceptable to the Academy.

2.5 Criminal Convictions

- 2.5.1 The policy of the Academy is that no person is discriminated against, either directly or indirectly, on the grounds of their offending background. Nonetheless, where a course leads to a qualification or licence to practise a particular profession, the Academy must ensure that it recruits and trains people who will not be prevented from entering their chosen profession because of their offending background. Applicants for places on such courses are required to obtain appropriate disclosure from the Disclosure and Barring Service. A criminal record will not automatically prevent an applicant from taking a place.

- 2.5.2 Failure formally to notify a criminal conviction, which has acceptance in the previous five years of a Police Caution, or any investigation which might lead to a criminal conviction may result in withdrawal of registration on any programme. Such notifications must be made on the application form or self - declaration form or subsequently to the Head of Security.
- 2.5.3 Records of all such investigations shall be maintained following the Academy's policy on retention and disposal of student records.
- 2.5.4 The Academy reserves the right to undertake a risk assessment for the safety of all staff and students, and the applicant concerned when considering the admission of any applicant who has previously committed a serious offence involving violence against another person or the misuse of illegal drugs

2.6 Family members who are Academy staff

The Academy prohibits direct teaching, examining or supervising of one family member by another. Whilst there is an expectation that the member of staff will ensure the Academy is aware of any such cases, students also have a responsibility to inform the Academy.

- 2.7 If a student is aware that any member of their family is, or becomes, a member of Professional Services (i.e. non-academic) staff they must inform the Academy who will ensure appropriate measures are in place to protect confidentiality and integrity of data.

2.8 Untrue statements and omissions

The discovery, however belated, of any form of a fraudulent, untrue or misleading statement or one which omits pertinent facts (e.g. an unspent criminal conviction) on an application, declaration or registration form or made during the application process or at interview, or failure to fulfil any registration or enrolment requirements (e.g. failure to provide original examination certificates or to apply for a Disclosure and Barring Service disclosure) will lead to an immediate withdrawal of any offer of a place.

- 2.9 Where the applicant has already registered as a student of the Academy, the Academy may declare the registration void, in which case the student shall be withdrawn from the Academy.

2.10 In such cases, the former applicant or student may present any explanation or observations to the President C.E.O. in writing within 14 days of the date on which the Academy posted and/or emailed the letter notifying the student of withdrawal of registration. On receipt of such written representation, President C.E.O. will review the action taken by the Academy. The decision of President C.E.O. shall be final and not subject to review by any other Academy body.

2.11 Where, following this regulation, the offer of a place has been withdrawn or a student's registration has been declared void, that person will not normally be eligible to gain readmission to the Academy at any time in the future.

2.12 Registration on more than one programme

No student may be registered simultaneously on a full-time programme and any other programme of studies, whether solely with the Academy or involving any other institution, without the explicit written permission of the member of staff designated as responsible for the full-time programme. The discovery of any such dual registration may result in the withdrawal of registration on either or both programmes.

2.13 Students in paid employment

Students should note that they will be personally responsible for ensuring that their academic work is not disadvantaged by any paid employment. Students are advised that full-time employment is not consistent with the requirements of full-time study. Employment over 15 hours per week is likely to be detrimental to academic achievement and the health and wellbeing of the student.

2.14 No student registered on a full-time programme should present commitment to paid employment as extenuating circumstances in requesting deferral of an assessment, or in appealing against an Academic senate decision.

2.15 Student address and changes of address

Completion of registration for an academic year requires notification by each student of his/her home address and local residential address where appropriate. All students must, therefore, confirm this information at the start of every academic year. Besides, for registration in a current academic year to remain valid, a student must notify the Academy of any change(s) in local or permanent home address(es) from those given on his/her enrolment form, as soon as any change has been effected.

2.16 Student name and change of name

Applicants must apply using their name as it appears on their birth certificate or passport unless they can provide suitable evidence that their name has been formally changed (for example by marriage, divorce or statutory declaration). This name must be shown on the student's enrolment form. All official documentation, including final award certificates, will be provided under the name that the student declared on their enrolment form. The Academy is not able to produce documentation in any other name, including any name change which occurs after the student has graduated or otherwise left the Academy.

3 Variation to the registration status

- 3.1 The registration of a student can be terminated or suspended as an outcome of failure in assessment, as an outcome of a disciplinary hearing, as the outcome of an academic offence hearing, as a result of failure to pay outstanding debts or persistent absence from the Academy.
- 3.2 Additionally, the President C.E.O has the power immediately to suspend a student from the Academy, or to exclude the student from particular facilities, or to require that the student has no contact with a named person or persons, or otherwise to vary the conditions of study and attendance of a student if there is good and sufficient cause.

4 Attendance and absence

4.1 Monitoring attendance

Students are expected to attend all scheduled activities within their programme. Students with a poor attendance record will be notified by their Department.

4.2 **Absence**

Students must not be absent from the Academy without good cause. For absences due to illness, lasting up to six consecutive calendar days, students must inform the Academy, whose classes they are missing, of the reasons for their absence. For absences of seven consecutive days or more due to illness a medical certificate must be submitted to the Academy.

4.5 **Students who hold a Visa**

Students who hold a visa whose attendance falls below the required standards will be reported as no longer attending the Academy to Kosovo Visas and Immigration office.

4.6 **Extended leave of absence**

When extended leave of absence is requested for any purpose, except special study (which may be approved as part of the programme), a student must approach the appropriate Dean Academic (or supervisor in the case of research students).

4.7 **Withdrawal**

A student who decides to withdraw from a programme must inform his or her Associate Dean (Academic) or supervisor in writing, clearly stating the date on which s/he wishes to withdraw. In exceptional circumstances, the Academy may refuse a student's application to withdraw from their studies pending the outcome of a disciplinary, fitness to practice or academic offence investigation and panel hearing.

4.8 Requesting absence

Students requesting absence from lectures and other academic activities should note that they will be personally responsible for ensuring that they are not disadvantaged by such an absence and will take personal responsibility for making good their inability to be present at lectures etc.

- 4.9 Professional obligations within programmes cannot be compromised and the final decision in these situations rests with the Department chief (or supervisor in the case of research students).

5 Payment of fees and other commitments

5.1 Students' responsibility

Students are responsible for the payment of the following fees for each session, and payment is due at the start of the session (see also 5.3):

- Tuition fee
- Accommodation fee (where applicable)
- Programme registration fee, where applicable
- Programme examination fee, where specified.

Students may be allowed to pay their fees by instalments following such procedures as are notified.

5.2 Temporary registration

The Academy has the discretion to allow a person who has not yet paid the fees or made arrangements for payment acceptable to the Academy, or who has any other debt to the Academy, to attend a programme for a temporary period. Such persons are, for the temporary period, subject to the same rules and regulations as apply to fully registered students. If these persons have not paid their fees or other debts by the end of the temporary period, their registration shall be declared void.

5.3 Varying payment date

The requirement concerning the date of payment (5.1 above) may be varied where evidence is produced that the particular fees are to be paid by a local authority, or

other sponsoring organisation according to any arrangements as may be acceptable to the appropriate Academy authority.

5.4 Sanction for failure to pay tuition fees

The assessment results of students who owe tuition fees will be given on the standard notification form, endorsed with a statement that the student is in debt to the Academy.

5.5 Academic awards shall not be conferred upon students who owe tuition fees.

5.6 The Academy will not provide references, confirmation of award and/or achievement, replacement transcripts or certificates or verification of true copy documents for students with tuition fee debts or for those who have been expelled from the Academy for non-payment of tuition fees.

5.7 After due warning, the registration of students who have failed to pay tuition fees shall be declared void by the Academy, acting on behalf of the President C.E.O.

5.8 The Academy reserves the right to implement alternative debt collection procedures, including the engagement of a commercial debt collection agency, in the case of any student who has unpaid tuition fees for any period or still outstanding on completion of their programme or termination of their registration. The Academy will pass on any extra costs incurred to the student.

5.12 Textbooks, equipment and other materials

For some programmes, students are required to provide themselves at their own expense, with specified equipment, materials and textbooks. For some programmes, the Faculty makes a charge for materials. Such charges are notified to students before they enrol. In some instances, the Faculty may loan textbooks, equipment and other materials to students. Failure to return these items within the agreed period may result in the student incurring a debt to the Academy (see paragraph 5.13 below). Faculties will notify students of this possible sanction before a loan is authorised.

5.13 Failure to pay other academic fees and dues

The Academy will endeavour to work with students who fall into debt concerning other academic fees and dues and will pursue all methods of debt recovery with due

consideration given to the student's circumstances. If the Academy's internal enforcement mechanisms have been unsuccessful then the Academy may engage the services of a commercial debt collection agency where appropriate.

- 5.14 If a student does not pay the amount owed and all alternative methods of obtaining payment have been exhausted the Academy may, in exceptional circumstances and taking in to account all the circumstances of the particular case including whether or not there has been any challenge or complaint about the amount owed, implement the sanctions outlined in paragraph 5.4 (above).

5.15 Replacement certificates and transcripts

The Academy makes an administrative charge for providing certified true copy replacement award certificates and transcripts.

6 Health and Safety

- 6.1 Each registered student is required to ensure that s/he is fully aware of the Health and Safety Policy. The full Health and Safety Policy is available at the Kosovo Art Academy.

7 Policy on Gifts

- 7.1 The Academy discourages all students from giving gifts to members of staff. It should also be noted that a breach of this provision in certain circumstances could amount to both a disciplinary and criminal offence.

8 Rescinding of an Award

- 8.1 The Academy reserves the right to rescind and deprive a person of any award granted to him by or on behalf of the Academy. These provisions may be applied in cases where allegations of a serious academic offence have been substantiated after an award has been conferred or if a student has gained admission to the Academy via deceptive or dishonest means.

- 8.2 The decision to rescind an award will be taken by the Academic Senate.
- 8.3 The Academic Senate, or nominee, will write to the student accordingly. Any student who wishes to appeal such a decision should do so in writing to the Academic Senate who will arrange for a member of the Board of Governors to review the decision.

9 Visa Students

- 9.1 Students sponsored by the Academy under Visa are subject to additional responsibilities. Where a student fails to fulfil these responsibilities, the Academy will take appropriate action, up to and including withdrawal of Visa sponsorship.
- 9.2 Visa students must update the Academy of changes to their contact details. Failure to respond to requests for confirmation of contact details will be deemed as students not complying with a request from their Visa sponsor and the Academy will withdraw sponsorship. Students should note that the locality of their home address is not an acceptable reason for missing Academy engagements.
- 9.3 It is the responsibility of the student to ensure that they have valid, in-date permission to be in Kosovo. At any time during a student's enrolment, should the Academy not be satisfied that a student has valid permission to be in Kosovo, the Academy will withdraw sponsorship. Where there is the failure to provide original documentation demonstrating valid leave, the Academy will assume the student does not have valid leave and will take action accordingly.
- 9.4 The Academy will contact students from time to time regarding issues relating to a student's visa status. Repeated failure to respond satisfactorily to requests for information will be deemed as the student not complying with their Visa sponsor, and the Academy will withdraw sponsorship.
- 9.5 Should the Academy have concerns about a student failing to comply with any terms of their Visa, such as excessive employment, the Academy reserves the right to report these concerns to withdraw sponsorship.

10 Note

- 10.1 Faculties and individual programmes may set more stringent requirements about attendance.

- 10.2 For VISA students this policy is applied in addition to the University's Visa Attendance Policy. Please see paragraph 4.6, Chapter of these Regulations
- 10.3 General Regulations and Procedures Affecting Students
Any student whose registration is terminated for non-attendance will be permitted to apply to rejoin the University after a period of one year.
- 10.4 Visa students who wish to appeal a Faculty's decision to terminate registration must show initial intent to appeal within 5 working days of formal notification of the decision. If no intent is shown within the 5 working days, the University will begin processes of notifying VISA students will then have a further 16 working days to submit a formal appeal in writing to Kosovo Art Academy.
- 10.5 All other students who wish to appeal a Faculty's decision to terminate registration must do so in writing to the Academy (within 21 working days of formal notification of the decision).⁹ The Academy will review the case to ensure proper procedure (as outlined above) was followed. Their decision is final and not subject to review by any other Academy body.

Date and Place

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Head of Senate/President CEO

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Head of Quality Assurance Enhancement

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Board of Directors

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General Regulations and Procedures Affecting Students 2019/2020