

Protocol Number: **2917/20**

Date: **03.08.2020**

The Governing Council of the "Evolucion" Academy, in its meeting held on 28.07.2020, in accordance with the Statute and Study Regulations of the "Evolucion" Academy, as well as Law No. 04/L-037, dated 21/05/2019, "On Higher Education in the Republic of Kosovo," as amended:

DECIDED

1. Approval of the Regulation on the operation of the electronic system for student management (SEMSA).

CHAIRWOMAN OF THE GOVERNING COUNCIL OF THE EVOLUCION ACADEMY

## **Article 1**

### Purpose of the Regulation

The purpose of this regulation is to establish the standards for the use of the Electronic System for Student Management (hereinafter referred to as SEMSA) at the Evolucion Academy.

## **Article 2**

### System Modules

1. SEMSA consists of the following modules:
  - a. application module for student registration,
  - b. grading module,
  - c. student payment module,
  - d. student and staff card module,
  - e. diploma module,
  - f. quality assurance and assessment module,
  - g. competency and teaching content module,
  - h. library module, and
  - i. other modules that may be added by special decisions.

### **Article 3**

Language of Operation

SEMSA operates in both Albanian and English languages.

### **Article 4**

*Announcement of Admission Applications for Candidates*

One day before announcing the application for student admissions at Bachelor and Master levels, the draft announcement must be provided to the IT Office to make technical preparations.

### **Article 5**

*Application Form*

The application form must be filled out online by applicants through the SEMSA platform.

### **Article 6**

*Reading Admission Test Results*

The reading of the results of student admission tests, where applicable, must be conducted through optical readers.

### **Article 7**

*Admission Exam Results*

1. Preliminary admission exam results must be announced by the evaluation commission of the respective Academic Unit (hereinafter referred to as AU) no later than 2 days after the exam.
2. Final results must be announced no later than 5 working days after the admission exam.

## **Article 8**

### *Registration Form*

The registration form must be downloaded and completed online by the applicants through the SEMSA platform.

## **Article 9**

### *Application Conditions*

The conditions for online application specified in SEMSA must be based on the announcement published by the Academic Council of AE.

## **Article 10**

### *Loss of Registration Rights*

1. Admitted candidates who do not register within the specified deadline lose the right to register.
2. Candidates who lose their registration rights may apply in the next admission process.
3. Unregistered candidates' rights transfer to the next eligible candidate within 2 working days after the registration deadline.

## **Article 11**

### *Confirmation of Student Payments*

1. Student payment confirmations in SEMSA must be done through reports and reconciliations provided by designated banks.
2. Exam fee confirmations are automatically processed by the system based on bank reports.

## **Article 12**

### *Academic Year Registration Deadline*

1. Students will be informed of the registration deadlines and other administrative matters via SEMSA emails.
2. The academic year registration deadline is determined by the study program or by the decision of the Governing Council.
3. All students are required to register for the academic year (both winter and summer semesters).
4. Exceptions are made for students who have completed lectures. These students will register for semesters separately as per the specified deadlines.

## **Article 13**

### *Payment Slips*

1. Payment slips generated from SEMSA will have a submission deadline.
2. Expired payment slips will no longer be valid.

## **Article 14**

### *Content, Form, and Issuance of Student Cards*

1. Student cards are rectangular with standard dimensions of 5.53 cm x 8.58 cm.
2. The card contains:
  - a. university logo and name,
  - b. student's full name,
  - c. date of birth,
  - d. place of birth,
  - e. card number,

- f. academic unit and study program,
  - g. academic year of enrollment.
3. Students receive their student cards upon registration at AE.
  4. Lost or damaged student cards can be reissued for a fee of €5.

## **Article 15**

### *Verification of Student Payments*

Verification of student payments and reporting will be conducted automatically based on bank reports and reported by the Head of Finance.

## **Article 16**

### *Dependency Between Courses*

For courses that are interdependent, the Heads of Teaching at the Academic Unit will define the appropriate prerequisites in SEMSA, based on the academic curriculum.

## **Article 17**

### *Distribution of Students in Courses with Multiple Professors*

During the registration for exams in courses taught by multiple professors, the distribution of students will be done automatically, adhering to the principle of equal numbers.

## **Article 18**

### *Assessment of Students by a Commission*

Students who take an exam more than three (3) times will be evaluated by a commission, subject to an additional fee determined by the Finance Office.

## **Article 19**

### *Deadline for Entering Grades*

1. Grades must be entered into SEMSA no later than seven (7) calendar days after the exam date.
2. Academic staff who fail to comply with this deadline will face disciplinary measures according to the respective regulations.

## **Article 20**

### *Rights for Entering Grades*

Grades must be entered into SEMSA by the course holder. In exceptional cases, the course holder may authorize another member of the academic staff in writing (via SEMSA) to enter grades, while bearing full responsibility.

## **Article 21**

### *Submission of Physical Exam Records*

Physical exam records must be submitted by the course holder to the Student Services Office no later than 10 days after the exam date.

## **Article 22**

### *Entering Grades in Transcripts*

1. Grades are entered into the transcript upon approval by the student or 48 hours after being entered into SEMSA.

2. During this period, students have the right to reject the grade.
3. Grades for diploma thesis exams are entered into the transcript after being entered into SEMSA by the mentor.
4. Exceptionally, paragraph 2 does not apply to diploma thesis exams.

### **Article 23**

#### *Publication of Exam Results*

1. Exam results are published automatically by SEMSA through email and the AE website.
2. Results must be presented using the student card number.

### **Article 24**

#### *Verification of Physical Exam Records*

1. If a student's file is missing a physical exam record, a commission must be created by the Head of the Academic Unit to review the case.
2. If it is determined that the student successfully passed the exam, the physical exam record is signed by the commission members.

### **Article 25**

#### *Change of Course Holder*

1. If the course holder is unable to continue teaching the course, the students are transferred to another authorized course holder.



## **Article 26**

### *Diploma Supplement*

The diploma supplement is automatically generated by SEMSA through the Senior or Authorized Student Services Officer.

## **Article 27**

### *Study Duration*

SEMSA ensures that the duration of studies does not exceed twice the allowable study period defined by the AE Statute, unless otherwise decided by the Board.

## **Article 28**

### *Loss of Right to Continue Studies*

Students who do not complete their studies within the timeframe set by the AE Statute or Board decisions lose the right to continue studies, and their SEMSA account is deactivated.

## **Article 29**

### *Year Registration and Deadlines*

1. Students who fail to register for the academic year within the specified deadline must repeat the year and fulfill financial obligations for the current and previous semesters.
2. The academic year registration period begins on September 21 and ends on September 30.
3. Exceptions are made for students who have completed lectures and may graduate during the winter semester. These students can register by semester.
4. Students must select elective courses before registering for the academic year.

## **Article 30**

### *Registration of Semester Courses*

1. Semester courses and instructors are registered in SEMSA before the academic year begins by the Quality Coordinator and Student Services Officer, under the supervision of the Administration Director.
2. The registration of elective courses must be proportional to the number of students, courses, and course holders. Elective courses are chosen in SEMSA by students, no later than September 30. Examples:
  - a)  $x = \text{total number of students} / \text{number of courses}$
  - b)  $x / \text{course holders} = \text{group size}$ .

## **Article 31**

### *Deregistration of Students*

1. Student deregistration is done through SEMSA by the Student Services Office in AE Administration.
2. Students must complete a form stating the reasons for deregistration.
3. Deregistered students are not allowed to access SEMSA services.

## **Article 32**

### *Student Transfers*

Student transfers in SEMSA are managed by the Student Services Office in Administration based on the decisions of the Academic Unit Council and conditions set by the Governing Board.

## **Article 33**

### *Approval of Grades for Transferred Students*

Approval of grades for transferred students in SEMSA is done by the Vice Dean for Teaching Affairs in the Academic Unit.

#### **Article 34**

##### *Creation of Access*

1. The IT Officer of the Academic Unit, in collaboration with the IT Office, provides access to SEMSA services for academic and administrative staff of the respective unit.
2. The authorized officer, as mentioned in paragraph 1, bears legal responsibility for any actions related to their authorization.

#### **Article 35**

##### *Service Unification*

1. SEMSA provides the following services for students:
  - a. access through the student card code,
  - b. exam registration form,
  - c. retrieval of exam results,
  - d. payment slips,
  - e. transcript of grades,
  - f. diploma application, and
  - g. payment record card.
2. For academic staff, SEMSA provides:
  - a. access through the staff card code,
  - b. generation of exam attendance lists,
  - c. grade entry forms,
  - d. pass rate reports, and
  - e. statistical reports.

3. For Student Services staff, SEMSA provides:
  - a. access through staff card codes,
  - b. grade transcript generation, and
  - c. electronic grade recording book.
  
4. All official documents generated in SEMSA must be available in both Albanian and English.

### **Article 36**

#### *Unification of Course Codes*

SEMSA ensures a unique code and registration for each course.

### **Article 37**

#### *Unification of Payment Codes*

SEMSA enables the unification of payment codes in agreement with the Treasury, the Central Bank, the Post of Kosovo, and all commercial banks.

### **Article 38**

#### *Opening and Closing of Examination Periods*

1. The opening and closing of regular examination periods are automated according to the schedule:
  - 1.1. Exam registration for the January period begins from January 2–12, and exams are held from January 16 to February 15.
  - 1.2. Exam registration for the June period begins from May 13–23, and exams are held from June 1–30.
  - 1.3. Exam registration for the September period begins from August 9–19, and exams are held from August 25 to September 20.

2. The opening and closing of extraordinary examination periods, as decided by the Academic Council, are managed by the relevant administrative officer.

### **Article 39**

#### *Submission and Reports of Exam Results*

Exam results are stored in SEMSA, while the course holder submits the grade report, a list of assessed students, the physical exam record, and the statistical report to the relevant Student Services Officer in the Academic Unit.

### **Article 40**

#### *Publication of Diploma Theses*

1. Master's diploma theses must be published through SEMSA on the AE website.
2. The publication is managed by the IT Officer of the Academic Unit.

### **Article 41**

#### *Evaluation of Academic Staff*

The evaluation of academic staff is conducted through the Quality Assurance module in SEMSA at the end of each semester.

### **Article 42**

#### *Publication of Materials*

Academic staff are required to publish course content and related materials through the Competencies and Content module in SEMSA or another authorized content management system.

### **Article 43**

#### *Use of Library Resources*

The use of library resources at AE is recorded and managed through the Library module in SEMSA.

### **Article 44**

#### *Limitation on Registration for Multiple Faculties or Study Programs Simultaneously*

1. Applicants cannot apply to more than one faculty, department, direction, or study program during admission to AE.
2. Students enrolled in a study program at any level within AE cannot apply for another program without completing or deregistering from the current program.

### **Article 45**

#### *Data Security and Backup*

The Database Administrator at the IT Office ensures daily backups of the database, strictly adhering to data protection laws.

### **Article 46**

#### *Implementation of the Regulation*

1. This regulation applies to all academic and administrative units of AE, unless otherwise stipulated by higher legal acts.
2. Responsibility for implementing this regulation lies with all authorized individuals with database access and users of the services.

## **Article 47**

### *Entry into Force*

This regulation enters into force on the date of its approval by the AE Governing Council.

### *References*

1. Law on Higher Education in the Republic of Kosovo (LAW No. 04/L-037, September 14, 2011).
2. Statute of Evolucion Academy.
3. Internal Regulations of the Academic Units for Bachelor and Master studies at AE.
4. Research/Artistic and Development Strategy (2022–2025).
5. AE Strategic Plan (2022–2027).
6. Recommendations from the Accreditation Council for Institutional Accreditation.
7. Decisions issued by the AE Governing Council.
8. Regulations approved by the AE Governing and Academic Councils.
9. Administrative Instruction 17/2014: Application of Student Payments at AE.
10. Law No. 03/L-172 on Personal Data Protection.