



# **Academic Policies and Procedures Handbook**

**2024 -25**

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## **WELCOME TO UNI - UNIVERSUM INTERNATIONAL COLLEGE (POWERED BY ARIZONA STATE UNIVERSITY)**

Dear Students,

We are delighted to welcome you to the bachelor's and master's programs at UNI Universum International College, powered by Arizona State University.



This is an important step on your

academic journey that will set you on the path to career success. Our faculty of top working professionals and academics is committed to ensuring you receive a comprehensive, experiential, and inspiring education, through which you will develop a wide range of skills.

This Policy and Procedures Handbook provides an essential introduction to the important policies at UNI Universum International College, and we encourage you to familiarize yourself with its contents. It contains all the policies that are important and should be known by students. The handbook also includes key information regarding your program, including the key learning outcomes and an overview of the varied skill sets that you will acquire through our programs. Additionally, it contains important UNI policies and regulations, as well as contact details for the staff who will be supporting you during your studies.

Should you have any further questions regarding your program, your student coordinator will be pleased to assist you.

We know that you will make an important contribution to the UNI community, and we are looking forward to being part of your success!

Best wishes,  
*Isabel Salvat*

## INTRODUCTION

The Academic Policies & Procedures Handbook is a vital resource to guide you throughout your studies at UNI - Universum International College, powered by Arizona State University. It contains essential academic policies and procedures for every stage of your academic journey, from the beginning of your studies to graduation.

**Please retain this Academic Policies & Procedures Handbook for reference throughout your studies.**

All UNI - Universum International College students are responsible for reading and complying with all the policies and regulations outlined in this document, as well as in the official correspondence sent to their official UNI - Universum International College email address.

It is important to note that while these regulations provide a framework for your academic journey, they also serve as a guide to help you navigate your responsibilities and rights as a student. Violations of these regulations, whether intentional or unintentional, may result in disciplinary action, which could include warnings, probation, suspension, or even expulsion, depending on the severity of the infraction.

UNI - Universum International College is committed to providing a supportive and structured environment for all students. By understanding and adhering to these regulations, you contribute to a positive and productive academic community.



## **ACADEMIC POLICIES AND PROCEDURES (A TO Z)**

These regulations apply to all students and to all programs of study at UNI - Universum International College, powered by Arizona State University. These policies are designed to ensure a consistent and fair academic environment, promoting academic integrity, respect for others, and a commitment to excellence.

Whether you are enrolled in an undergraduate, graduate, or professional program, you are required to familiarize yourself with these regulations and adhere to them throughout your academic journey. The policies outlined herein govern all aspects of your academic experience, including course registration, attendance, assessment, academic conduct, and graduation requirements.

### **1. ACADEMIC INTEGRITY POLICY**

#### **1.1.Overview**

Honesty and self-discipline are foundational aspects of learning and are essential values in the academic community. UNI - Universum International College adheres to strict standards of academic integrity, and all students must uphold these standards. Academic dishonesty includes, but is not limited to, plagiarism, ghostwriting, impersonation, alteration of grades, and other forms of cheating. Such acts are considered academic misconduct and warrant disciplinary action. Some related cases, such as the attempted theft of academic records or exams, may incur additional disciplinary sanctions.

#### **1.2.Authorship**

Authorship involves the creation of new ideas or material and further development of others' work. Integrity in the academic world is paramount, and it is essential that students acknowledge the sources of ideas used in their work. The use of others' ideas and words is often crucial to

successful academic work. Examples of appropriate use of others' work when authorship is acknowledged:

- Reproducing sections of unedited text, graphs, graphics, or images.
- Reproducing text or other content with paraphrasing, editing, or other changes.
- Re-expressing the views, ideas, and theories of others in one's own words.

### **1.3.Referencing**

Citing sources correctly is an important academic practice that demonstrates a student's understanding and engagement with their studies. Proper referencing is crucial to avoid suspicion of academic dishonesty and to contribute to the educational process by producing excellent papers, exams, and presentations.

UNI - Universum International College primarily uses the **APA, Chicago, Harvard or MLA** referencing style, with resources available on Moodle/Canvas. Throughout their studies, students will be taught, through classes and ongoing practice, how to use referencing effectively.

Students are required to sign a disclaimer on plagiarism and authenticity for every graded assignment, exam, paper, thesis etc.

### **1.4.Academia.al Plagiarism Detection Service**

UNI - Universum International College utilizes Academia.al software to detect plagiarism. This software identifies similarities in submitted work by comparing it to an extensive database and web sources. Academia.al detects direct citations and paraphrased content, and students should understand how the software works. This will be explained through workshops and resources available on Moodle/Canvas.

Academia.al is also available as a learning tool, allowing students to repeatedly upload drafts of their work to check and refine their content for originality before the final submission deadline. It is important to note that UNI does not allow more than 10 % plagiarism in any submitted work.

### **1.5.Ethical and Professional Obligations**

Students at UNI are expected to maintain high standards of ethical behavior and conduct, demonstrating integrity, respect, and responsibility in their academic endeavors. This includes:

- Learning and studying with dedication, energy, and continuous effort.
- Behaving with dignity and demonstrating intellectual and academic integrity in attitudes and actions.
- Showing respect towards academic staff, managerial staff, and all other members of the UNI community.
- Observing strict rules of conduct during lectures, seminars, and other academic activities.
- Preserving and respecting the internal order of UNI, including the rules and principles of teaching and the learning environment.
- Respecting the property of UNI and avoiding any actions that could endanger the health, safety, or well-being of others within the institution.
- Fulfilling obligations to UNI in a timely and complete manner.
- Cultivating and advancing knowledge, honesty, integrity, and intellectual freedom within UNI.
- Contributing positively to the academic and professional environment by respecting and promoting the reputation of UNI both inside and outside the institution.

#### **1.6.Final Provisions**

Violations of this policy are considered unethical, immoral, undignified, and unprofessional. Failure to rigorously and continuously adhere to the principles and standards outlined in this policy may result in disciplinary measures, including the potential loss of student status at UNI. This policy is designed to advance the academic and intellectual potential of UNI's students, fostering a culture of excellence, mutual respect, and intellectual integrity.

## 2. ACADEMIC MISCONDUCT POLICY

### 2.1.Overview

UNI - Universum International College is committed to fostering a respectful, honest, and responsible academic environment. Students are expected to uphold the highest standards of academic integrity and personal conduct. This policy outlines the procedures for addressing student misconduct, including academic dishonesty and behavioral violations, and the sanctions that may be imposed as a result.

### 2.2.Academic Dishonesty

Academic dishonesty includes, but is not limited to:

**Plagiarism:** Students must avoid plagiarism in all their work. Proper citation using the APA, MLA, Chicago, or Harvard referencing style and plagiarism detection via Academia.al is required to ensure academic integrity. No more than 10% similarity is allowed in any submitted work.

**Impersonation:** It is strictly forbidden for a student to take an assessment on behalf of another student or to mislead invigilators, professors, or representatives regarding their identity during courses or assessments.

**Ghostwriting:** Students must produce their own assignments. Contracting others to write coursework on their behalf is prohibited. If group work is permitted, the contributions of each member must be clearly stated.

**Cheating:** Any attempt to gain an unfair advantage in academic evaluations, including obtaining exams before they are officially available, copying during exams, using unauthorized materials, or falsifying participation in group work, is considered cheating.

### **2.3. Academic Misconduct Adjudication Process and Procedures**

#### **Step 1: Reporting and Initial Review**

When a faculty member suspects academic misconduct, they must complete the Academic Misconduct Report (AMR) and submit it to the Academic Department. If misconduct is observed during an exam, the student may receive an incomplete grade or get 5 (non-passing grade).

#### **Step 2: Academic Department Evaluation**

The Academic Department evaluates the case and determines the appropriate course of action. If the misconduct is minor and there is no history of similar behavior, a conversation between the student and the Academic Department may suffice. If the misconduct is more serious, the student may be required to attend a hearing before a panel. The student has the right to present evidence and explain their actions.

#### **Step 3: Hearing and Sanctions**

If a hearing is required, it will include the faculty member, the Academic Dean and/or Director of the Program and another member of the Academic Department. The student may bring another student for support. The panel will evaluate the evidence and decide on the appropriate sanctions.

### **2.4. Academic Sanctions**

The following sanctions may be imposed on students by the Academic Dean as the outcome of the Academic Misconduct Adjudication Procedure at UNI - Universum International College. The sanctions applied will depend on factors such as the strength of the evidence, the severity of the misconduct, the student's previous conduct record, and their attitude toward the misconduct.

- **Clearing of Charges:** If the student is cleared of academic misconduct, the work will be graded and will count towards the overall course total.
- **Academic Warning and Penalty:** If a student is found to have behaved inappropriately, they will receive an academic warning for misconduct. The panel may impose penalties that could include failing the assessment or imposing a minimum pass grade cap. The student may be permitted to re-sit the assessment if necessary.

- **Severe Cases:** In more serious cases, the student will receive an academic warning and zero marks for their work or course, with no opportunity to take a re-sit exam. The student may be required to retake the entire course at the next available opportunity and pay the corresponding tuition fees.
- **Repeated or Premeditated Misconduct:** If a student repeatedly breaches the rules of academic conduct or if the misconduct is found to be premeditated and serious, they may face disciplinary actions, including suspension from the college, temporary dismissal, or in the most extreme cases, permanent expulsion from UNI - Universum International College.

### 2.5. Appealing the Result of the Academic Misconduct Adjudication

If a student disagrees with the outcome of the academic misconduct adjudication at UNI - Universum International College, they may appeal the decision in accordance with the Grade Appeal Process. Before initiating the appeal, students are encouraged to discuss the matter with their professor and the Academic Department to fully understand the nature of the allegation and the basis for the decision. Students should gather any supporting evidence and may bring another student to the appeal meeting for support and note-taking.

Students are required to sign and return the warning letter to confirm receipt and acknowledgment of its content. If the student chooses not to sign, the warning letter remains valid and will be placed in the student's academic file. The decision made by the Academic Dean on the appeal is final, and no further appeals can be made regarding the same issue. Once the appeal process is concluded, a Completion of Procedures letter will be issued, formally closing the case.

### 2.6. Academic Probation Policy

Academic probation at UNI - Universum International College is applied to students who fail to maintain the expected performance levels in their studies or behavior. A student may be placed on probation for the following reasons:

**Poor Attendance or Repeated Tardiness:** Students may be placed on probation if they are repeatedly late or absent from classes, in accordance with the attendance policy.

**Inappropriate Behavior:** Students are expected to maintain professional and courteous behavior both in class and on campus. Inappropriate behavior may lead to probation. Typically, first offenses result in a written warning. If the behavior continues, further disciplinary action may be taken, including:

- Removal from specific classes.
- Suspension from the college.
- Permanent expulsion from UNI - Universum International College.

### 2.7. Offences and Disciplinary Actions

The following table outlines the procedures and consequences for academic misconduct at UNI - Universum International College, classified into minor and major offenses. These actions are intended to uphold academic integrity and guide students toward responsible academic practices.

Offences	Minor	Major
First offence	The original mark, if any, held back until an acceptable version is submitted. The final mark is awarded on merit but will not exceed any original mark given. Appropriate instruction and practice in academic writing is required of the student. Misconduct record is kept on student's file.	The issue of a written warning for academic misconduct plus allocation of a mark of zero for the assessment unit in question and with the normal consequences, if any, for reassessment. Misconduct record is kept on student's file.
Second offence	The issue of a written warning for academic misconduct plus allocation of a mark of zero for the assessment unit in question and with the normal consequences, if any, for reassessment. Misconduct record is kept on student's file.	The issue of a written warning for academic misconduct plus allocation of a mark of zero for the course/module in question and with the normal consequences, if any, for reassessment. Misconduct record is kept on student's file.

<p>Third and subsequent</p>	<p>Referred to the Head of Department:</p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. Module marks are capped at the minimum pass mark if they include any reassessment.</li> <li>2. Setting the module mark to zero means setting all elements of assessment for the module to zero, whether first or re-assessments.</li> <li>3. Student has to retake the course next academic year</li> </ol>	<p>Referred to the Head of Department and Academic Director.</p> <p>Notes:</p> <ol style="list-style-type: none"> <li>1. Student is expelled from college.</li> </ol>
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### 2.8.Final Provisions

This Student Misconduct Policy is designed to maintain the academic and ethical standards of UNI - Universum International College. Adherence to this policy ensures a safe and respectful environment for all students and faculty members. Non-compliance with this policy will result in disciplinary action as outlined above.

## 3. ASSESSMENT POLICY

### 3.1.Overview

Students will be assessed in each course in accordance with the assessment components defined in the course syllabus. Outlines for each course will be provided to students during the first week and will be available on Moodle/Canvas. All work will be marked in accordance with the UNI grading rubrics, as described in the course syllabus. Student learning is assessed continuously throughout the semester, with both formative and summative assessments.



### 3.2. Summative and Formative Assessments

At UNI - Universum International College, assessments are divided into two main types: summative and formative.

- **Summative Assessments**

Summative assessments are mandatory and are the primary means by which students' final course grades are determined. These assessments are designed to evaluate student learning against specific standards. Students can achieve the maximum possible grade in a course solely through successful completion of the summative assessments.

- **Formative Assessments**

Throughout the 13-week semester, various formative assessment methods will be used to engage students and contribute to their final grades. These assessments will be integrated into the learning process, allowing students to track their progress and understand their standing in the course. While students can pass the course and achieve a maximum grade through summative assessments alone, engaging in formative assessments provides an additional opportunity to boost their final grade.

### 3.3. Deadlines and Submissions

All formative and summative assessments will be completed within the **13-week semester**.

**Summative assessments** are scheduled as follows:

- **Method 1:** During week 6 or 7.
- **ASU Initiative Implementation:** At any point during the semester, as determined by the faculty member.
- **Final Method:** In week 13, concluding the assessment process.

**Formative assessments** will be administered throughout the semester. By the end of the semester, students will know their final grades. If a student has not passed or is unsatisfied with their grade, they may retake the assessment during the exam week.

### 3.4. Extensions and Deferrals of Assessment Deadlines

Requests for extensions or deferrals must be submitted in accordance with the **Mitigating Circumstances Policy**.

### 3.5. List of Assessments

- **Exams (Short Answer, Multiple Choice, Written Response):**

These exams assess students' understanding of course material through various question types, including short answer, multiple choice, and essay questions.

- **Online Exams (Time-Limited, Non-Invigilated, Take-Home, Invigilated):**

Online exams are conducted through the course management system and may be time-limited, non-invigilated, or invigilated. They assess students' knowledge in a flexible format.

- **Reports (Business, Laboratory, Legal, Technical Design, Research, Practical Work, Data Analysis):**

Reports require students to analyze and present information in a structured format, relevant to their field of study, such as business, law, or technical design.

- **Essays:**

Essays involve critical analysis and independent thinking on a topic or question provided by the faculty, typically within a word count of 500 to 1000 words.

- **Portfolios:**

A collection of student work that demonstrates learning progress, achievements, and competencies over a period of time.

- **Newspaper Article / Editorial:**

Students write articles or editorials on relevant topics, showcasing their ability to research and present arguments in a concise and engaging manner.

- **Literature Review:**

A comprehensive analysis of existing research on a particular topic, demonstrating the student's ability to synthesize and critique sources.

- **Student Presentations (In Class, Recorded):**  
Presentations allow students to research, organize, and present information on a given topic, followed by a Q&A session.
- **Posters / Infographics:**  
Visual presentations of information on a specific topic, designed to communicate complex ideas in a clear and concise format.
- **Reflection Paper:**  
A reflective essay that allows students to consider their learning experiences, personal growth, and the application of course concepts.
- **Seminar Paper:**  
A detailed research paper presented during a seminar, often followed by a discussion with peers and faculty.
- **Projects (Individual, Group):**  
Projects involve practical work, either individually or in groups, to apply theoretical knowledge to real-world problems.
- **Debates / Simulations:**  
Structured discussions or role-playing scenarios where students argue different perspectives on a given topic.
- **Oral Exam:**  
An assessment where students verbally respond to questions posed by the examiner, demonstrating their knowledge and communication skills.
- **Case Study Analysis:**  
A detailed examination of a real-world scenario, requiring students to apply course concepts to develop solutions.
- **Scenario-Based Assessment:**  
An assessment based on hypothetical situations, where students must respond to challenges using their knowledge and skills.
- **Objective Structured Clinical Examination (OSCE):**  
A hands-on, practical assessment method commonly used in medical and healthcare courses to evaluate clinical skills.

### **3.6. Assessment Brief and Rubrics**

For each assessment, students will receive an assessment brief and rubrics to ensure clarity on how they will be evaluated.

### **3.7. Assessment Review**

Students have five (5) working days after receiving their grades to review their assessments. Any concerns about the grade must be brought to the attention of the Academic Department within this period. For any disputes regarding grades, students must follow the Grade Appeal Process.

This policy ensures that assessments at UNI - Universum International College are conducted fairly, transparently, and in alignment with academic standards, providing students with multiple opportunities to demonstrate their learning and achieve their academic goals.

## **4. ATTENDANCE POLICY**

### **4.1. Purpose**

The purpose of this Student Attendance Policy is to emphasize the importance of regular attendance for academic success and to outline the expectations and consequences related to student attendance at UNI - Universum International College.

### **4.2. Scope**

This policy applies to all students registered with regular status at UNI - Universum International College. Different criteria apply to part-time, correspondence, and online students, as outlined below.

### **4.3. Attendance Requirement (Regular Students)**

Regular students are expected to attend all scheduled classes and participate fully in their courses. Regular attendance is critical for the learning process and significantly contributes to academic success.

#### **4.4.Allowed Absences (Regular Students)**

Regular students are permitted up to six (6) absences per course per semester under mitigating circumstances. These absences must be justified by personal, medical, or other significant reasons.

#### **4.5.Consequences of Exceeding Allowed Absences (Regular Students)**

- Grade Cap: Students who miss 6 or more classes during the 13-week period will have their grades capped at a maximum of 8. This cap also applies during the January and April resit exam periods.
- Automatic Failure: Consistent non-attendance, beyond acceptable limits, may lead to further academic penalties, including failure in the course.

#### **4.6. Attendance Policy for Part-Time, Correspondence, and Online Students**

For part-time, correspondence, and online students, attendance in regular classes is not mandatory. These students have the following options:

- They can attend the resit exam period directly without attending any classes and can achieve a maximum grade of 100%.
- They may also choose to attend assessments during the semester.

#### **4.7. Notification and Documentation (Regular Students)**

Students must notify their professor in advance if they expect to miss a class, where possible. Absences due to medical reasons must be supported by appropriate documentation, such as a doctor's note.

#### **4.6.Record Keeping**

1. Professors are responsible for maintaining accurate attendance records for their classes.
2. Students should ensure their attendance is properly recorded by their professors.

#### **4.7. Appeals**

Students who believe their absences should be excused due to extenuating circumstances may appeal in writing to the student coordinator within five (5) working days of the notification of the grade reduction or course failure.

#### **4.8. Monitoring and Enforcement**

Professors will monitor attendance and report excessive absences to the student coordinator, who will review attendance records and take appropriate actions.

#### **4.9. Review and Approval**

1. This policy will be reviewed annually by the Quality Assurance Unit.
2. Revisions will be approved by the Academic Council.

## **5. COMPLAINTS POLICY**

### **5.1. Purpose**

This policy outlines the process for addressing student complaints at UNI - Universum International College. The aim is to ensure that all complaints are handled fairly, promptly, and transparently. The Academic Department can only take action to resolve an issue once it receives either an informal or formal complaint.

### **5.2. Informal Complaint Procedure**

#### **5.2.1. Initial Steps:**

- Students who are dissatisfied with any aspect of their experience at UNI - Universum International College are encouraged to first address their concerns informally by speaking directly with the staff or faculty member involved. This initial step is intended to resolve issues quickly and amicably.

### **5.2.2. Response Time**

- The Academic Department will assess the facts and take reasonable and prompt action to resolve the issue. Students can expect a response within (5) five working days of raising the complaint informally.

### **5.2.3. Escalation to Formal Complaint**

- If the issue is not satisfactorily resolved through informal discussion, or if the student feels unable to discuss the matter with the staff member concerned, the student should initiate the formal complaint procedure.

## **5.3. Formal Complaint Procedure**

### **5.3.1. Submission of Formal Complaint**

- A formal complaint should be submitted in writing to the Academic Department using the Student Complaint form. The form must be completed with the following information:
  - The complainant's contact details.
  - An explanation of why the student is dissatisfied with the outcome of the informal complaint.
  - A detailed description of the complaint.
  - The desired outcome the student seeks.

### **5.3.2. Acknowledgment and Investigation**

- The Academic Department will acknowledge receipt of the formal complaint within (5) five working days. A thorough investigation will be conducted, and students should expect a response within 20 working days of submitting the complaint.

### **5.3.3. Complaints Board**

- If necessary, the Academic Dean may convene a Complaints Board to review the case.

The Complaints Board may include:

- A program/student coordinator or faculty member.
- A student representative appointed by the Student Board.
- The Academic Dean, or a nominee, will chair the board. An Academic Department member, or a nominee, may serve as secretary.

### **5.3.4. Hearing and Resolution**

- The student will have the opportunity to present their case at the hearing. They may choose to be accompanied by a fellow student or a member of the UNI staff or faculty. Once a resolution is agreed upon and approved, the concerned department will implement the solution as soon as possible. A written record of the complaint and its resolution will be maintained by the Academic Department.

### **5.3.5. Special Circumstances**

- If the complaint involves the managing director, the academic dean, or the Academic Department itself, the student should forward the complaint to UNI - Universum International College's senior management, who will take the appropriate action. The decision of the nominated senior manager will be final.

### **5.4.Finality of Complaints Review**

The decision of the Complaints Board or the Academic Dean is final. There is no further appeal process available for complaints under this policy. Once the complaint review process is complete, a Completion of Procedures letter will be issued to formally close the case.

### **5.5.Confidentiality**

All complaints will be handled with strict confidentiality. Information related to the complaint will only be shared with those directly involved in the investigation and resolution process.



### **5.6.Record Keeping**

The Academic Department will keep a written record of all formal complaints and their outcomes. These records will be used to monitor trends and improve processes at UNI - Universum International College.

This Complaints Policy is designed to ensure that all students have access to a fair and transparent process for resolving issues, thereby maintaining a positive and supportive academic environment at UNI - Universum International College.

## **6. GRADE APPEAL POLICY & PROCEDURES**

### **6.1.Introduction**

At UNI - Universum International College, both formative and summative assessments are designed to measure student achievement against the learning outcomes for each course. These assessments may include essays, dissertations, projects, practical work, and presentations, all of which are graded according to strict rubrics and grading criteria. The grading process is transparent, and all summative assessments undergo a formal moderation process.

If a student has questions about their grades, they are encouraged to seek clarification from their professors or the Academic Department. Should a student remain dissatisfied with their grade, they may pursue a formal appeal through the Grade Appeal Policy. It is important for students to document any circumstances that might have negatively impacted their academic performance in accordance with the procedures and timelines outlined in the Mitigating Circumstances Policy.

Appeals must be submitted according to the correct procedures and within the established timeframe to be considered valid. The information submitted during a grade appeal is treated confidentially and will only be disclosed to relevant academic staff involved in the investigation.

### **6.2.Valid Grounds for Appeal**

A grade appeal may be based on one or more of the following grounds:

- **Mitigating Circumstances:** The student's performance was adversely affected by illness, accident, or other significant circumstances not previously reported. A valid medical certificate or other supporting documentation must be provided, and if the mitigating circumstances were not reported at the time of the assessment, the appeal should explain why this was not possible.
- **Procedural Errors:** The appeal may be based on procedural errors that occurred during the assessment process, such as deviations from the course regulations, errors in grading, or administrative mistakes. This includes instances where mitigating circumstances were reported but not considered, or where the student believes they were subject to prejudice or bias during the assessment.

### **6.3.Invalid Grounds for Appeal**

A student cannot appeal a grade based solely on disagreement with the academic judgment of the faculty member or assessment committee. If a complaint has been made but not yet resolved, the complaint must be fully investigated before an appeal can be considered.

### **6.4.Appeal Process**

- **Step 1: Submission of Appeal:**

The student must submit their appeal to the Academic Department within five (5) working days of receiving the formal grade. The appeal must include a written description of the reasons for the appeal, substantiated by relevant evidence. If an extension of the deadline is required, it must be requested before the original deadline expires. Appeals submitted after the deadline will only be accepted under exceptional circumstances.

- **Step 2: Review of Appeal:**

The appeal should clearly state the grounds for the appeal, provide a detailed explanation of the factors that led to the appeal, and include any documentary evidence that supports the student's case. If the appeal involves allegations of bias or prejudice, the student must provide a complete chronology of events, including any specific remarks or behaviors that support the claim. If the evidence is insufficient, the Academic Department may ask the student to provide additional information. The Academic Department will determine whether the appeal has merit and if further investigation is warranted.

- **Step 3: Investigation and Hearing:**

If the appeal is deemed valid, it will be referred to the Academic Dean for further investigation. The Academic Dean may convene an Appeals Board, which could include the managing director of the program, a program coordinator or faculty member, and a student representative appointed by the Student Board. The Academic Dean, or their nominee, will chair the Appeals Board, with a member of the academic department serving as secretary. During the hearing, the student may present their case and may be accompanied by a fellow student or a staff/faculty member.

- **Step 4: Final Decision:**

The Academic Dean or the Appeals Board will decide the outcome of the appeal. If the appeal is rejected, the original grade will stand. If the appeal is upheld, the Academic Dean may outline additional measures to be taken by the student or faculty.

- If the appeal is upheld, the Academic Dean will instruct the original faculty member to re-assess the student's work based on the identified errors or overlooked mitigating circumstances.
- If the original faculty member does not agree to revise the assessment, a Re-assessment Commission will be formed. This Commission, consisting of faculty members not previously involved in the original assessment, will independently re-assess the student's work.
- The Academic Department will provide the student with a written notification of the final decision. There cannot be an appeal of an appeal outcome. The decision of the Appeals Board is final, and a Completion of Procedures letter will be issued to formally close the case.

This Grade Appeal Policy and Process at UNI - Universum International College ensures that students have a clear and fair mechanism to contest grades, while also maintaining the integrity and fairness of the academic assessment process.

## 5. Final Note

The grading policy at UNI - Universum International College is designed to ensure a fair, transparent, and consistent evaluation of student performance across all courses and programs. Our commitment to upholding high academic standards is reflected in the rigorous grading criteria, moderation processes, and the availability of a structured appeals process. Students are encouraged to actively engage with their assessments and to seek clarification when necessary. By adhering to these policies, UNI - Universum International College aims to foster an academic environment where all students can achieve their full potential and where the integrity of academic achievements is maintained.

## 7. MAKE-UP EXAMS AND RE-SIT EXAMS POLICY

### 7.1. Make-Up Exams

Make-up exams are designed for students who miss a scheduled exam during the term due to valid and documented reasons as outlined in the **Mitigating Circumstances Policy**. These exams cover the same material as the originally scheduled exam.

#### 7.1.1. Eligibility:

- Students are only permitted to take a make-up exam if their absence from the original exam meets the criteria specified in the Mitigating Circumstances Policy.

#### 7.1.2. Scheduling and Conditions:

- The make-up exam will be scheduled by the Academic Department.
- The student must coordinate with the Academic Department to arrange the make-up exam, adhering to any deadlines or requirements set by the department.

### 7.2. Re-Sit Exams

Re-sit exams are comprehensive assessments offered to bachelor's and master's students who have either received a final course grade of '5' or have passed the exam but are not satisfied with their grade. These exams provide an opportunity to improve the final grade by demonstrating a comprehensive understanding of the course content.

### **7.2.1. Eligibility:**

- Re-sit exams are available to students who have earned a final grade of '5' in a course or have passed the exam but are not satisfied with their grade.

### **7.2.2. Organization and Registration:**

- The re-sit exam sessions will be organized by the Academic Department. These sessions are scheduled periodically, and students must attend the specific session designated for the re-sit exams.
- Students wishing to take a re-sit exam must complete and sign a registration form through the designated student information system (DMIS).
- Students are responsible for registering for the re-sit exam before the given deadline and must pay the re-sit exam fee.

### **7.2.3. Additional Fees:**

- An additional fee applies for every re-sit exam undertaken and registered for. Students must ensure that payment is made in accordance with the deadlines and procedures established by the Academic Department.

This policy ensures that students at UNI - Universum International College have fair opportunities to make up for missed exams and to improve their grades through re-sit exams, while maintaining the integrity and standards of the academic evaluation process.

## **8. MITIGATING CIRCUMSTANCES POLICY**

### **8.1.Purpose**

The purpose of this Mitigating Circumstances Policy is to provide guidelines for handling situations where students experience significant, unforeseen disruptions that adversely affect their ability to attend classes and complete coursework at UNI - Universum International College.

## 8.2.Scope

This policy applies to all students enrolled at UNI - Universum International College who face serious, unforeseen circumstances impacting their academic performance.

## 8.3.Understanding Mitigating Circumstances

We understand that unforeseen circumstances can impact a student's ability to attend classes and complete exams. This policy outlines the cases in which absences are allowed and when students can access make-up exams.

## 8.4.Allowed Absences Under Mitigating Circumstances

1. **Medical Reasons:** Absences due to illness or medical appointments, supported by appropriate documentation.
2. **Family Emergencies:** Absences due to serious family emergencies, such as the death or serious illness of a family member.
3. **Legal Obligations:** Absences required by legal obligations, such as court appearances or mandatory government appointments.
4. **University-Approved Activities:** Participation in university-sanctioned activities, such as conferences, competitions, or other academic-related events.

## 8.5.Notification and Documentation for Mitigating Circumstances

1. Students must notify the professor and the student coordinator as soon as possible when mitigating circumstances arise.
2. Documentation must be provided to support claims of mitigating circumstances, such as medical certificates or other relevant evidence.

## 8.6. Mitigating Circumstances for Classes

1. The student coordinator and the professor of the course will consider each claim of mitigating circumstances affecting class attendance on a case-by-case basis.
2. Decisions will be made based on the evidence provided and the impact on the student's academic performance.
3. Possible outcomes for mitigating circumstances affecting class attendance include:

- Approval of additional absences without penalty.
- Other reasonable accommodations as determined by the professor/student coordinator.

### **8.7.Mitigating Circumstances for Exams**

1. The professor and the student coordinator will consider each claim of mitigating circumstances affecting exam attendance or performance on a case-by-case basis.
2. Decisions will be made based on the evidence provided and the impact on the student's ability to complete exams.
3. Possible outcomes for mitigating circumstances affecting exams include:
  - Extension of deadlines for assignments or exams.
  - Scheduling of make-up exams.
  - Other reasonable accommodations as determined by the academic administration.

### **8.8.Access to Make-Up Exams**

1. Students must attend exams according to the schedule published by the administration.
2. Professor should be informed in advance if a student is expected to miss an exam. Unexpected absences must be reported immediately by the professor to the Student Coordinator.
3. A student who cannot justify their absence will receive a grade of 5 (fail) in the final exam. The overall grade for the course will be determined by the professor.
4. Students who take their exams during the first regular session are exempt from exam fees. However, for supplementary sessions and other regular sessions, students are required to pay an administrative exam fee.



### 8.9. Confidentiality

1. All information related to claims of mitigating circumstances will be handled confidentially.
2. Only those directly involved in the consideration process will have access to the documentation provided.

## 9. POLICY AND PROCEDURES FOR ONLINE EXAM ADMINISTRATION

### 9.1. Purpose and Scope

- This policy establishes the procedures for the administration, distribution, and grading of online exams at UNI – Universum International College.
- This policy applies to all academic programs and departments within UNI – Universum International College for online exams only.

### 9.2. Responsibilities

- **Professors:**
  - Professors are responsible only for creating exams/assignments for students based on the information provided in the syllabi.
- **Student Coordinators:**
  - Student Coordinators will create and distribute the online exam links to students.
  - Student Coordinators will ensure the online exams are sent to students in a timely and efficient manner.
- **Administration/Student Services Team:**
  - The Administration/Student Services team will input the reviewed and approved grades into the DMIS system.

### **9.3. Procedure**

#### **9.3.1. Exam Creation and Distribution:**

- Professors will create the exams based on the information they have provided into Moodle/Canvas.
- Student Coordinators will create the online exam links and distribute them to students as directed by the Program Coordinators.

### **9.4. Academic Integrity during online exams**

To maintain academic integrity during online exams:

- Students must adhere to the Code of Conduct and avoid any form of cheating or plagiarism.
- Online proctoring tools may be used to monitor exams, and students are required to comply with all proctoring guidelines.

Any violations of academic integrity will be subject to disciplinary actions as outlined in the institution's Code of Conduct.

### **9.5. Technical Support**

Technical support will be available to students and staff during the administration of online exams:

- A dedicated technical support team will be on standby to address any issues that may arise.
- Clear instructions and contact information for technical support will be provided to all students prior to the exam.

In case of technical difficulties that disrupt the exam:

- Students must immediately report the issue to the Student Coordinator or the Professor of the course.

This policy is effective the moment it is approved by the Academic Council of UNI – Universum International College and must be adhered to by all relevant parties.

## **10.POLICY FOR MAINTAINING CONFIDENTIALITY**

### 10.1. Purpose

The purpose of this policy is to ensure that all students at UNI - Universum International College understand and adhere to the principles of confidentiality when handling sensitive information related to fellow students, faculty, staff, and institutional matters.

### 10.2. Scope

This policy applies to all students enrolled at UNI - Universum International College who may have access to confidential information through their academic, extracurricular, or administrative activities.

### 10.3. Definitions

- **Confidential Information:** Any non-public information that is considered sensitive or private, including but not limited to:
  - Personal data of students, faculty, or staff (e.g., names, addresses, contact details, academic records).
  - Financial information, including tuition payments and scholarships.
  - Academic materials, such as unpublished research, exam questions, or grade records.
  - Institutional information, including internal communications, meeting minutes, and strategic plans.

### 10.4. Student Responsibilities

- **Access and Use:** Students must access and use confidential information only for legitimate academic or administrative purposes and must not disclose such information to unauthorized individuals.
- **Protection of Information:** Students are required to protect the confidentiality of sensitive information by:
  - Storing physical documents in secure locations.
  - Using passwords or encryption for digital files.

- Avoiding discussing confidential information in public or unsecured environments.
- Reporting Breaches: Any accidental or intentional breach of confidentiality must be reported immediately to the relevant faculty member or administrative office at UNI - Universum International College.

### **10.5. Prohibited Actions**

#### **Students must not:**

- Share confidential information with anyone who does not have authorized access.
- Use confidential information for personal gain or to harm others.
- Retain or copy confidential information after the completion of their academic work or upon leaving UNI - Universum International College.

### **10.6. Consequences of Breach**

Violations of this policy may result in disciplinary action, which may include:

- Warnings or reprimands.
- Loss of access to certain institutional resources.
- Academic penalties, including suspension or expulsion, depending on the severity of the breach.

### **10.7. Acknowledgment**

All students must acknowledge their understanding and acceptance of this policy upon enrollment or before gaining access to confidential information as part of their academic or extracurricular activities.

## **11. POLICY ON ANTI-DISCRIMINATION OF STUDENTS**

### **11.1. Prohibition of discrimination of students on all grounds**

In the daily functioning of our college, including but not limited to the process of admission of students, academic process, curricular and extracurricular activities with students, discrimination is prohibited in all grounds.

The prohibition of discrimination regarding relationships with students in all levels at UNI-Universum International College is understood and applied under Article 1 of the Law on Protection from Discrimination of the Republic of Kosovo which prohibits discrimination "on the basis of nationality, or in relation to any community, social origin, race, ethnicity, color, birth, origin, sex, gender, gender identity, sexual orientation, language, citizenship, religion and religious belief, political affiliation, political or other opinion, social or personal status, age, family or marital status, pregnancy, maternity, wealth, health status, disability, genetic inheritance or any other grounds, in order to implement the principle of equal treatment".

### **11.2. Gender equality principles and equal rights for LGBTQIA community**

Based on the highest Kosovo's and international standards, but also based on the policies of the college itself, set out in its Statute 612/1, Gender Equality Plan 2022-2027 1721/1, Handbook for Academic Personnel 2942/1 and, as well as on Policy on Procedure and Disciplinary Measures 2949/1, our college respects, protects and promotes gender equal rights among students, including, but not limited to students belonging to the LGBTQIA community.

In order to respect, protect and promote gender rights and rights of the LGBTQIA community, based on standards of equality and antidiscrimination set in the articles 3, 7 and 24 of the Constitution of Kosovo and the Law on Protection from the Discrimination students from academic year 2023-2024, apart from male and female gender will have the opportunity to define their gender identity in writing in the section "others".

### **11.3. Right to appeal and anonymity of the complainant**

If student consider being discriminated against on gender grounds, gender identity, sexual orientation, or any grounds of discrimination under this Policy, Statute of UNI-Universum International College, or the laws of Kosovo and international instruments will have the opportunity to complain in the first instance to the Disciplinary Commission and in second

instance to Complaints Commission as it is foreseen in the Policy on Procedure and Disciplinary Measures.

Anyone who reports an offense suspected of discrimination on gender grounds including, but not limited to LGBTQIA community or other grounds of discrimination under Kosovo's laws, international standards and standards applied by this Policy shall have full protection of the College and the possibility of preserving anonymity. In this regard anyone from administrative or academic staff who is directly or indirectly involved in the complaint brought by student/s should not interfere in the case and should refrain from any step that may impede the case. The complainant/s may ask their anonymity to be protected. In this regard the identity of the complainant/s should be known only by members of aforementioned commissions.

## **12.POLICY ON ACCESSIBILITY AND INCLUSIVENESS**

### **12.1. Legal Framework**

This policy is grounded in the legal requirements established by the Republic of Kosovo, specifically under LAW No. 05/L-021 on the Protection from Discrimination and LAW No. 04/L-037 on Higher Education. Universum International College is committed to adhering to these laws, ensuring that all legal obligations are met, and fostering an inclusive educational environment.

### **12.2. Application Scope**

The principles and regulations outlined in this policy apply to all campus areas of Universum International College. The policy aims to protect and support disabled students from the time of enrollment until graduation. It also seeks to prevent any practices or behaviors, intentional or unintentional, that may target students with disabilities. While the college extends its support to students facing discrimination outside its premises, it cannot guarantee safety beyond its facilities.

### 12.3. Definitions of Key Concepts

- **Disability:** As defined by the World Health Organization, disability includes various physical and mental impairments that affect a person's life.
- **Inclusive Education Practices:** Teaching methodologies that recognize and accommodate the differences between students, ensuring that all can access educational content and participate fully in their learning.
- **Discriminatory Practices:** Actions or policies that discriminate based on race, sex, disability, or other characteristics, including behaviors such as bullying, harassment, or exclusion.
- **Accessibility in Education:** Measures that ensure all students, regardless of their physical or mental condition, have equal access to educational facilities and resources.
- **Infrastructural and Social Barriers:** Physical or social challenges that hinder the learning experience for students with different abilities.

### 12.4. Institutional Commitment

Universum International College is dedicated to offering a high-quality educational experience to all students, regardless of their background or abilities. The college is committed to:

- Implementing policies that ensure inclusive and accessible education.
- Providing necessary infrastructure to support students with different abilities.
- Offering additional services across all UNI facilities to ensure accessibility.
- Providing affordable education and financial assistance to those in need.
- Training staff and students to support peers with different needs.
- Establishing quality assurance and monitoring mechanisms within the campus.
- Ensuring safe and secure communication and reporting channels for students and staff.

### 12.5. Indoor Infrastructural Capacities

Universum International College is committed to modifying and enhancing indoor facilities to support students with disabilities. This includes:

- **Accessible Indoor Ramps:** To facilitate easy movement for students using wheelchairs, ensuring that all obstacles are removed, and flooring is regularly inspected.
- **Elevators:** Installed to assist student movement between floors.

- **Designated Classroom Spots:** Spaces in classrooms specifically designed for students in wheelchairs, with adjustable work desks.
- **Audio-Visual Support:** The college will utilize available funds and donations to enhance the capacity of equipment for students with audio-visual impairments.

### 12.6. Outdoor Infrastructural Capacities

The college is also focused on ensuring that outdoor facilities are accessible, including:

- **Accessible Outdoor Ramps:** To ensure smooth wheelchair movement across campus grounds.
- **Designated Parking Spots:** Reserved, free-of-charge parking for students with disabilities or their family members.
- **Transportation and Shuttle Services:** UNI shuttles equipped with ramps to accommodate physically impaired students.

### 12.7. Online Capacities

Universum International College is continuously improving its online services to support disabled students. This includes:

- **Online Learning Resources:** Access to lectures, audiobooks, and podcasts.
- **Counseling Services:** Available through the Wellbeing Center.
- **Academic Support:** Provided at the Student Success Centre.

### 12.8. Human Resource Capacities

In addition to the Student Wellbeing Center, the college provides:

- **Trained Tutors and Teaching Assistants:** Specialized in supporting students with different physical and mental conditions.
- **Medical Nurse:** Available on campus for emergencies.

### 12.9. Safety Measures

Universum International College prioritizes safety for all students, particularly those with disabilities. In the event of an emergency, staff are required to evacuate students with disabilities



first. Regular safety drills and training are conducted to ensure preparedness for any potential risks, such as fires or other disasters. All staff and students are expected to understand and follow the safety and protection policies outlined during orientation.

## **13. POLICY FOR DISABLED STUDENTS**

### **13.1. Aim and Scope**

- To enable all students, have access to equal and appropriate services to meet individual needs.
- To enable all students are given equality of opportunity to participate fully in school activities.
- To remove of barriers to learning, achievement, education and monitoring practices
- To enable all staff are clear about their roles and responsibilities in providing services to those with different abilities.

### **13.2. Duties and obligations of the Universum International College Management Committee for disabled students:**

- Management of day-to-day implementation of the policy
- Supporting and advising colleagues and students who face difficulties and unknown situation
- Co-ordination of student-parent-staff relations in sensitive matters
- Overseeing the records of all students with special educational needs
- Liaises with external professionals and agencies including the local authority
- Monitors and evaluates the special educational needs provision
- Contributes to the professional development of the staff

### **13.3. Admissions**

Disabled students are welcomed into our setting as are all our students regardless of their background. Universum International College applies nondiscriminatory and inclusive policies in the learning and teaching methodologies. UNI makes provision for students with learning difficulties, communication problems and emotional and behavioral difficulties and where the

constraints of the buildings allow, physical disabilities and sensory impairments. Successful inclusion is ensured by class liaison with parents and professionals in order to ascertain and meet individual needs. All the admissions rules and regulations as defined in the admissions and enrollment policy of UNI apply for all of our candidate students.

#### **13.4. Accessibility Unit**

The college's Accessibility Unit supports students with disabilities by conducting assessments, developing personalized plans, and providing necessary accommodations such as assistive technologies and accessible classrooms. The unit also offers specialized support services, including tutoring and awareness training, to promote an inclusive campus environment.

#### **13.5. Equipment for Students with Disabilities**

Universum International College has invested in specialized equipment like desktop PCs, Braille embossers, and screen readers to assist students with disabilities. Participation in the IDEA project has enhanced the college's ability to implement best practices for supporting these students.

The following represents a list of equipment purchased by Universum International College purchased in the course of the project:

1. Desktop PC
2. Desktop PC Screen
3. Trackball
4. Office Suite
5. Screen Reader/Magnifier
6. Braille Embosser
7. Tablet

Institutional-And-Consortium-Level Deliberations on The Basis of Best Practices Observed in Study Visits and Know-How Transferred in The Course of The Trainings Organized During the Project.

Universum International College (UNI) has greatly benefited from the best practices in several institution within the IDEA project. Specifically, the project has been very helpful in delineating

some of the most up-to-date European practices in dealing with students with disabilities and learning difficulties.

UC representatives have had the chance to benefit from the best practices of various institutions such as Masaryk University, University of Limerick and National and Kapodistrian University of Athens. Such institutions have demonstrated that they not only have the tradition, but that they have also the necessary infrastructure to implement some of the most modern approaches as it pertains to such categories of students.

The know-how received from such project visits has been really beneficial in presenting a rather clear framework for Universum International College over how to better respond to the growing demands of students with physical and learning disabilities. Taking into consideration that such practices are rather novel for the country of Kosovo in general, UNI has been rather very effective in implementing the foundations for a better treatment for these categories of students.

### **13.6. Additional Learning Arrangements**

The Learning team at UNI - Universum International College provides support for differently abled students depending on their abilities and needs:

- All year groups are supported by at least one full-time Teaching Assistant.
- Parents on occasions employ a Learning Support Assistant to support their kid in the class setting. These Learning Support Assistants are welcomed into the setting and are supported by the Professors and UC Tutors
- UC trains its tutors in specially helping students with different abilities
- UC library is provided with online books with audio listening tools that help students who suffer from vision disabilities
- UC library is equipped with comfortable seats and tables siting different students with various physical conditions
- UC employs elevators and wheelchair suited infrastructure allowing students easy access to different facilities
- UC is equipped with wellbeing center who helps and supports students with mental conditions and different abilities.

### **13.7. Assessment**

Early intervention is very important. Our approach to assessment of need involves observation of the student in all normal setting situations, liaison with parents/careers and some standardized testing if we feel this is appropriate to the student and the difficulties, they are experiencing. Differently abled students may be exempt from standardized testing and examination. However, they are subject to various vacillations and testing suiting their conditions. Hence such students may be subject to:

- Extended deadlines
- Audio and visual examinations
- Additionally, prepared and differently applicable assessment strategies
- Observations and presentations

### **13.8. Staff Training**

The Management and CELT (Center for Excellence in Learning and Teaching) at UNI and the disabled student committee are responsible for the co-ordination of the in-service training of staff. Whole school training is delivered where and when appropriate.

## **14.SMOKE FREE POLICY**

### **14.1.Introduction**

UNI – Universum International College is committed to providing a safe and healthy environment for all students, faculty, staff, and visitors. In accordance with our commitment to promoting well-being and in compliance with the policies outlined in the Student Handbook 4465/1, UNI -Universum International College has established a smoke-free policy. Furthermore, we aim to apply the highest standards guaranteed by the Constitution of the Republic of Kosovo, the Law on Tobacco Control No. 04/L-156.

### **14.2. Policy Statement**

Smoking is prohibited in all premises, both indoor and outdoor, of UNI - Universum International College campuses. This policy applies to all individuals, including students, faculty, staff, contractors, and visitors.

### **14.3. Definitions**

Smoking: The act of inhaling, exhaling, burning, or carrying any lighted tobacco product, electronic nicotine delivery system (e-cigarettes), or any other substance in any form, including but not limited to cigarettes, cigars, pipes, hookahs, and vape devices.

### **14.4. Smoking Prohibition**

- **Indoor Areas:** Smoking is strictly prohibited within all indoor areas of UNI - Universum International College campuses. This includes classrooms, offices, hallways, restrooms, and any other enclosed spaces.
- **Outdoor Areas:** Smoking is also prohibited in all outdoor areas of UNI - Universum International College campuses, including but not limited to courtyards, sidewalks, parking lots, and outdoor seating areas.

### **14.5. Compliance**

All members of the UNI - Universum International College community, including students, faculty, staff, contractors, and visitors, are expected to comply with this smoke-free policy. Failure to comply with this policy may result in disciplinary action.

### **14.6. Smoking Cessation Support**

UNI - Universum International College recognizes that smoking cessation can be challenging, and we are committed to supporting individuals who wish to quit smoking. We offer resources and information on smoking cessation programs and services available in the local community.

#### 14.7. Communication and Awareness

UNI - Universum International College will take appropriate measures to inform all members of the community about this smoke-free policy through signage, orientation programs, and communication channels. We encourage everyone to promote a smoke-free environment by respectfully reminding others of the policy when necessary.

#### 14.8. Penalties

All those who do not respect the policy will receive a fine of 50 euros. This fine will be implemented by the Office of Human Resources, which will issue a written form that will document the fine.

## 15. STUDENT CLUBS PARTICIPATION POLICY

### 15.1. Name and Purpose

- **Name:** Each student club at UNI - Universum International College shall have a unique name that reflects its mission and focus.
- **Purpose:** Each club will clearly define its goals, objectives, and mission in alignment with the overall educational and extracurricular objectives of UNI.

### 15.2. Membership

- **Eligibility:** Membership is open to all enrolled students at UNI who meet the specific criteria set by each club.
- **Application Process:** Prospective members must complete an application form, which will be reviewed and approved by the club's officers.
- **Termination of Membership:** Membership may be revoked if a member violates the club's code of conduct or fails to meet their responsibilities.

### 15.3. Officers and Leadership

- **Officer Positions:** Each club will have key officer positions, including but not limited to president, vice president, and secretary.

- **Officer Elections:** Club officers will be elected by members through a democratic process involving nominations and voting.
- **Term Length:** Officers will serve a one-year term, with the possibility of re-election.
- **Officer Duties:** Specific duties for each officer position will be outlined in a separate document, ensuring clear leadership and accountability.

#### 15.4. Meetings

- **Regular Meetings:** Clubs will hold regular meetings to plan and coordinate activities, with agendas set by the club leadership.
- **Special Meetings:** Special meetings may be convened by the club president or by a majority request from club members.
- **Quorum:** A quorum, defined as 50%+ of the club's members, is required for any official decision-making.
- **Decision Making:** Decisions will be made through a process of voting or consensus among the members.

#### 15.5. Finances and Budget

- **Financial Management:** Clubs are required to maintain accurate financial records in compliance with UNI's financial policies.
- **Budget Development:** An annual budget will be developed, outlining expected income and expenses.
- **Fundraising:** Any fundraising activities must be approved by UNI and adhere to all relevant regulations and guidelines.

#### 15.6. Events and Activities

- **Event Planning:** Clubs will organize events and activities that align with their purpose and adhere to UNI's policies.
- **Facility Reservations:** Proper facilities must be reserved in advance through the appropriate channels for all club activities.

### 15.7. Code of Conduct

- **Code of Conduct:** All club members must adhere to a code of conduct that promotes respect, inclusivity, and responsible behavior.
- **Non-Discrimination:** Clubs must operate without discrimination based on characteristics protected by Kosovar law and UNI policies.

### 15.8. Amendments

- **Amendment Process:** Bylaws may be amended by a majority vote of the club members, with proposed changes communicated in advance.
- **Notification:** Members will be notified of any proposed amendments before a vote is taken.

### 15.9. Dissolution

- **Dissolution Process:** If a club is dissolved, all assets must be returned to UNI, and any outstanding liabilities must be settled.

### 15.10. UNI Student Clubs Overview

UNI offers a diverse range of student clubs across seven categories:

- **Academic and Professional Clubs:** Includes clubs like the Business Club, Nursing Club, and Model United Nations (MUN) Club.
- **Cultural Clubs:** Includes the Multicultural Student Association and Native Albanian Student Association.
- **Special/Hobby Clubs:** Includes the Photography Club, Music Club, and Art Club.
- **Social Awareness/Activism Clubs:** Includes the Environmental Club, Feminist Collective, and Mental Health Awareness Club.
- **Political Clubs:** Includes the Political Science Society, Debate Student Club, and Human Rights Club.
- **Media/Communication Clubs:** Includes the Journalism Club, Public Relations Club, and Digital Media Club.



- **Personal Development Clubs:** Includes the Graphic Design Club, Media Literacy Club, and more.

This policy ensures that student clubs at UNI operate under a structured framework that promotes student engagement, leadership development, and adherence to the college's values and standards.

## 16. WITHDRAWAL & TERMINATION OF STUDIES POLICY

### 16.1. Termination of Studies Overview

Termination of studies refers to the formal process by which a student cancels their enrollment in a program. This process is initiated by the student and must be done in writing, following the specific guidelines set forth by UNI - Universum International College. Simply not starting a semester, not attending classes, or not participating in academic activities does not constitute an official termination. Failure to attend classes will result in grade reduction due to absences, and tuition fees will still be payable.

### 16.2. Process for Termination:

- Notification of termination must be provided in the form of a signed letter, sent by email to the Academic Department at least three months before the beginning of the student's next academic year.
- The termination will only be recognized as official once the signed letter has been received and acknowledged by the Academic Department.

### 16.3. Impact of Termination:

- Ceasing to attend classes without following the official termination process will result in grade reduction for the missed classes, and the tuition fee for the current academic year will remain payable.
- The student remains liable for any outstanding tuition fees up to the date of termination.

#### **16.4. Refund Policy for Termination of Studies**

Tuition fees at UNI - Universum International College are generally non-refundable.

#### **16.5. Outstanding Debts:**

- If the student has any outstanding debts to UNI, they must clear these debts before they can withdraw their documents.

This Termination of Studies Policy ensures that students are aware of the procedures and implications associated with withdrawing from their studies, including their financial obligations and the impact on their academic record.

#### **Contact**

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