



LIFELONG LEARNING ACCESS POLICY

Prishtinë, 2024

1. Introduction

UNI – Universum International College is committed to providing a safe and healthy environment for all students, faculty, staff, and visitors. Universum College is committed to promoting lifelong learning opportunities for all individuals, supporting personal, professional, and academic development throughout life.

This Policy ensures that access to lifelong learning activities is inclusive, equitable, and free from discrimination based on ethnicity, religion, disability, immigration status, gender, or any other personal characteristic.

The Policy aligns with the UNI – Universum International College mission to expand educational access and strengthen employability and active citizenship through lifelong education.

2. Legal and Policy Framework

This Policy operates within the following frameworks:

- **Law No. 04/L-037 on Higher Education in Kosovo (Official Gazette of Republic of Kosovo)**
- **Law No. 05/L-020 on Gender Equality (Official Gazette of Republic of Kosovo)**
- **Law No. 05/L-021 on Protection from Discrimination (Official Gazette of Republic of Kosovo)**

These frameworks affirm that education is a right accessible to all, and that institutions must ensure equal participation without discrimination.

3. Scope

This Policy applies to:

- All students enrolled at Universum College, whether full-time or part-time.
- All staff, including academic, administrative, and support personnel.

It covers all aspects of admission and participation processes, accessibility for individuals with disabilities, fair-treatment and non-discrimination.

4. Policy Statement

UNI – Universum International College states that lifelong learning activities are:

1. Open to all individuals regardless of age, gender, ethnicity, religion, disability, or immigration status.
2. Accommodate diverse learning needs and life circumstances.
3. Based on clear criteria for admission, participation, and assessment.

4. Encourage students and staff to engage in upskilling, and community development activities.
5. Academic staff of UNI have the right to participate in courses from ASU for Faculty and Staff (Career Catalyst) in order to help for professional development and create workforce lifelong learning opportunities.

5. Roles and Responsibilities

UNI – Universum International College Management

- Endorses and supports the implementation of this Policy.
- Ensures adequate financial and human resources for lifelong learning access initiatives.

Academic Affairs

- Managing and promoting lifelong learning programs.
- Ensuring that materials and venues are accessible to all students.
- Coordinating with the Wellbeing Office to provide reasonable adjustments.
- Monitoring participation trends and addressing any inequities in access.

Faculty and Trainers

- Are expected to uphold the principles of inclusion, accessibility, and respect for diversity.
- Must ensure teaching methods and materials are suitable for students.

Students and Participants

- Are encouraged to contribute to an inclusive learning environment by respecting others' backgrounds and perspectives.

6. Support and Referral Pathways

- Facilities used for lifelong learning activities must comply with accessibility standards.
- Course materials should be available in accessible formats upon request.
- Interpretation, assistive technology, or other accommodations may be arranged for participants with special needs.
- Online and blended options will be developed to enhance flexibility and participation.

7. Equality and Non-Discrimination

UNI - Universum International College upholds a zero-tolerance approach toward discrimination or harassment in any lifelong learning program.

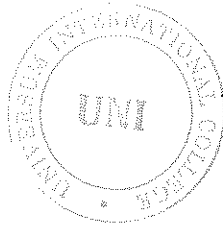
All decisions regarding admission, participation, assessment, or certification will be made solely on merit and eligibility, without prejudice to any personal characteristics.

8. Monitoring and Review

- This Policy will be **reviewed annually** by the Academic Affairs in coordination with the Wellbeing Office.
- The review will include feedback from staff and students, service utilisation data, and emerging legal or institutional changes.
- Findings will be summarised in an internal **Wellbeing Report** presented to the College Management.

9. Approval and Implementation

This Policy takes effect upon approval by the Vice President for Academic Affairs & Dean of UNI – Universum International College in April 2024 and shall remain valid until revised or replaced.



A handwritten signature in black ink, appearing to read 'Isabel Salvat', is written over a horizontal line.

Prof. Dr. Isabel Salvat

Vice President for Academic Affairs & Dean

Chair of the Academic Council