

# **WOMEN APPLICATION, ENROLLMENT AND ENTRY POLICY**

**Prishtinë, 2024**

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## **1. Purpose**

This Policy outlines UNI - Universum International College's commitment to ensuring that women have equal access to academic programs, training opportunities, and professional development. It aims to remove barriers that may hinder women's participation in higher education and to promote an inclusive environment that supports gender equality at all levels of study and employment.

## **2. Legal and Policy Framework**

This Policy is informed by:

- **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)**
- **Law on Higher Education No. 04/L-037 (Official Gazette of Republic of Kosovo)**

## **3. Scope**

This Policy applies to

- All female applicants and enrolled students
- Staff involved in admissions, recruitment, and student support processes
- All academic programs, and activities offered by the UNI - Universum International College

## **4. Policy Statement**

Universum College upholds the principle of equal opportunity for women in all areas of academic life and institutional engagement.

The College is committed to:

1. Promoting women's participation and representation across all study programs.
2. Ensuring fair and transparent admission processes that prevent discrimination on the basis of gender, ethnicity, religion, disability, or socioeconomic status.
3. Encouraging women's involvement in fields where they are underrepresented (e.g., technology).
4. Providing targeted support, mentorship, and development initiatives for female students and applicants.

5. Maintaining a safe, inclusive, and respectful environment that supports women's academic success and well-being.

## **5. Roles and Responsibilities**

### **Recruitment Office**

Actively encourage female applicants in the participation in all disciplines, especially in underrepresented fields.

Organize workshops in high schools for female students informing about gender equality.

### **Admissions Office**

- Ensures application and entry processes are transparent, equitable, and free from gender bias.
- Collects and monitors gender-disaggregated data to evaluate participation and outcomes.
- Collaborates with the Wellbeing Office to support female applicants with specific needs.
- Provides information, counseling, and mentoring services to women during application and enrolment stages.
- Organizes workshops and initiatives to promote women's empowerment and access to education.

## **6. Support and Resources**

- **Advisory Services:** The Admission Office offers personalized guidance for women applicants regarding study options, financial aid, and campus life.
- **Scholarships and Grants:** The College may offer gender-equity scholarships or nominate candidates for external funding that promotes women's participation in education.
- **Safe Environment:** UNI-Universum International College enforces strict policies on harassment, discrimination, and gender-based violence to ensure a safe and supportive learning environment.
- **Mentoring, provision and other services:** Universum International College provide additional mentoring, provision, and other services opportunities according to female students needs and request at the moment of their admission or throughout their studies.

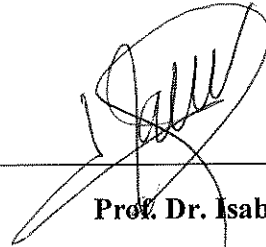
## **7. Monitoring and Evaluation**

- The Admissions Office, will collect and analyze data annually on women's applications, and admissions rates.
- The Students Coordination Office will monitor retention, and completion rates and provide support all along the student journey.

- The Wellbeing Office will review mental health and emotional distress incidents trends to the Academic Council.
- The Wellbeing Office will monitor through specific Surveys the integration female applicants into their studies and University life( 2 in the first Academic Year and in the 2nd and 3rd year of studies ( Bachelor student) and 1 for Master students.
- Findings will be reported to the Academic Council, governance body for the application and the continuous improvement for gender equality inside Universum.
- The Policy will be reviewed annually to reflect legal and institutional developments in gender equality and continuous improvement.

### **8. Approval and Implementation**

This Policy is approved by the **Vice President for Academic Affairs & Dean** and entered into force in May 2024.



**Prof. Dr. Isabel Salvat**

*Vice President for Academic Affairs & Dean*

*Chair of the Academic Council*

