

No. Prot. 428 Dt. 27/09/2024**ANNOUNCEMENT FOR THE ADMISSION OF STUDENTS IN THE FIRST YEAR OF STUDIES AT THE BACHELOR AND MASTER LEVEL, FOR THE ACADEMIC YEAR 2024/2025**

The Academic Council, in accordance with Article 15 of the Temporary Statute of the Public International Business College Mitrovica (IBCM), and based on the Regulation of Work and Function of the Academic Council dated 27.02.2024, by online confirmation (email) on 25.06.2024, has approved the proposals of the academic units for the number of students to be accepted in the academic year 2024/25, and has approved the conditions and criteria for registration in Bachelor and Master studies. The proposals for the number of students enrolment for academic year 2024/25 have also been approved by the Ministry of Education, Science, Technology and Innovation (MESTI).

**I. GENERAL CONDITIONS**

1. IBCM College, in the first year of studies, in the first term of enrolment for the academic year 2024/2025, will enroll 492 students in regular studies, of which 360 students in Bachelor studies and 132 students in Master studies.
2. Within the total number defined as in paragraph 1, based on AI no. 09/2016 of MESTI, IBCM College will enroll up to 40%, namely up to 196 regular students from the non-majority community, in various study programs.
3. Based on the quotas determined by MESTI, up to 3% or up to 15 candidates who were born in the countries of the region outside of Kosovo (Foreign Citizens) can be accepted. Candidates who completed secondary or Bachelor education outside the Republic of Kosovo will be subject to the same conditions for admission as candidates from Kosovo.
4. IBCM College reserves the right and encourages to admit candidates with special needs.
5. In the cases where twin applies for enrolment, the IBCM College will not provide softer admission procedures if one of the twin candidates fails to gain admission to the same or different program as the other twin.
6. The right to admission is provided to all Kosovar candidates who have completed their secondary or bachelor's education in one of the licensed and accredited (for higher education) public or private institutions in the Republic of Kosovo and who have the diploma for completed education.

7. Candidates from other countries can also be admitted to the College under the same conditions of competition as candidates from Kosovo.
8. Candidates who do not have the citizenship of the Republic of Kosovo are considered non-Kosovar candidates.
9. For candidates who completed their secondary or bachelor's education outside the Republic of Kosovo, the decision on the recognition and equivalency of the diploma is taken by MESTI.
10. The college will provide the preparation of tests for the entrance exam in English.
11. The relevant academic units in case of application of candidates from the non-majority community verify the pedagogical documentation including certificates and diplomas in the language in which the candidates completed their secondary education.
12. For application to Master's studies, nostrification of Bachelor's degrees obtained outside the Republic of Kosovo is undertaken by MESTI.
13. False declaration in the self-declaration form, according to Article 391 of the Criminal Code (CODE 04/L-082) of the Republic of Kosovo is considered a criminal offense.
14. Candidates who are enrolled in a study program at any level of study within the IBCM College do not have the right to compete in the other study program in the College without completing their studies in the program where they have been studying or without de-registering from the current study program.
15. Candidates for admission as students of the IBCM College in the academic year 2024/25 can compete in more than one faculty or program, but in case they are accepted in more than one program, they have the right to select only one program for registration in studies.

## II. PROCEDURES OF SELECTING CANDIDATES

1. The selection of candidates in Bachelor studies for all faculties will be made according to the following criteria:
  - 1.1. For students who have a high school diploma and have not had a matura exam, the maximum number of points according to the following criteria is 100 points, namely:
    - 1.1.1. Success in high school up to 60 points; and
    - 1.1.2. Success in the entrance exam up to 40 points.
  - 1.2. For students who have a high school diploma and have successfully passed the matura exam, the maximum number of points according to the following criteria is 100 points, namely:

- 1.2.1. Success in high school up to 30 points;
  - 1.2.2. Matura exam up to 30 points; and,
  - 1.2.3. Success in the entrance exam up to 40 points.
2. The selection of candidates for Master's studies will be made according to the following criteria:
    - 2.1.1. Success in Bachelor's studies up to 60 points; and
    - 2.1.2. Success in the entrance exam up to 40 points.
  3. The entrance exam is designed with 100 points (where the system converts to 40 points for each applicant)
  4. Only candidates who achieve at least 60% of the number of points required in the entrance exam have the right to admission.
  5. Candidates who do not reach at least 60% of the number of points required in the entrance exam cannot be accepted even if there are unfilled places according to the competition.
  6. Except for the general conditions defined in paragraphs 1-4 of point II, candidates who compete according to the criteria defined in paragraphs 2 and 3 of point I, only those students who achieve at least 60% of the number of points are eligible for admission, provided for the entrance exam, the vacancies that remain from points 2 and 3 are not replaced.
  7. If the number of points of some candidates ranked last in the admission list is equal to the other candidates outside the number planned for admission, the selection of candidates will be made on the basis of the success of the entrance exam, and if also the exam points admissions are the same then high school success will be taken into account.

### III. ANOUNCEMENT DEADLINES

For the registration of students in the first year of Bachelor studies, the schedules will be as follows:

1. The application and submission of documentation is made from 27.06.2024 to 19.07.2024, from 09:00-16:00 (working days), at the student service office, on any campus of IBCM College.
2. Candidates are recommended to make sufficient copies of documents before submitting the application, because the original documents will not be withdrawn until graduation or deregistration from the faculty.
3. When applying for Bachelor studies, candidates must bring the following documents:

- 3.1. Birth extract/certificate (original, not older than six months);
  - 3.2. Transcripts of all high school classes (original, notarized or duplicate);
  - 3.3. High school diploma and high school graduation certificate, if there was a high school graduation exam (original, notarized or duplicate);
  - 3.4. Copy of the identity card;
  - 3.5. The application form, which can be downloaded from the IBCM College website, or picked up in hard copy at the College.
  - 3.6. The decision on the recognition of education abroad, for candidates who completed secondary education abroad (original, notarized or duplicate).
4. When applying for Master's studies, candidates must bring the following documents:
- 4.1. Birth extract/certificate (original, not older than six months);
  - 4.2. Bachelor's degree diploma (original, notarized or duplicate);
  - 4.3. Certificate of grades from Bachelor studies (original, notarized or duplicate);
  - 4.4. Copy of the identity card;
  - 4.5. The application sheet, which can be downloaded from the IBCM College website, or picked up in hard copy at the College.
  - 4.6. The decision on the recognition of education abroad, for candidates whose Bachelor's studies have been completed abroad (original, notarized or duplicate);
5. When applying, all candidates are obliged to submit the necessary documents as in paragraph 3, respectively 4, of this point to the student office at IBCM College.
6. All candidates will undergo an entrance exam in the English language test.
7. Number of proposed new students according to faculties and study programs:

<b>Faculty &amp; Program</b>	<b>Number of proposed students</b>	<b>Number of students from the non-majority community</b>	<b>Overall</b>
<b>Faculty of Social Sciences</b>			<b>232</b>
Public Administration and Welfare (Bachelor)	60	40	100

International Leadership and Management (Master's)	80	52	132
<b>Faculty of International Business Management</b>			<b>100</b>
International Sales and Management (Bachelor)	60	40	100
<b>Faculty of Environment, Technology and IT</b>			<b>160</b>
Environmental and Agricultural Management (Bachelor)	60	40	100
Applied IT (Bachelor)	36	24	60
<b>Total for all programs</b>	<b>296</b>	<b>196</b>	<b>492</b>

8. The entrance exam will be held as follows:

8.1. For candidates applying to the Faculty of Environment, Technology and IT, the entrance exam will be held on 22.07.2024, starting at 10:00.

8.2. For candidates applying to the Faculty of International Business Management, and the Faculty of Social Sciences, the entrance exam will be held on 22.07.2024, starting at 14:00.

9. The announcement of the results for all faculties takes place on 26.07.2024, which will be published on the website of the IBCM College.

10. Candidates have the right to appeal to the IBCM College, three working days from the date of announcement of the results, respectively until 31.07.2024.



Prof. Dr. Mihone Keroll Mustafa

Chairperson of the Academic Council of IBCM College

