Universum International College
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Student Admissions Policy

October, 2026

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Article 1:

Purpose

The purpose of this Student Admissions Policy (the "Policy") is to establish a transparent, fair, consistent, and academically rigorous framework for the admission of students to UNI - Universum International College ("UNI").

The Policy aims to ensure that all admitted students meet the academic, linguistic, and professional requirements of their chosen study programs and have a reasonable prospect of successfully completing their studies. It supports the strategic commitment of UNI to student-centered education, academic excellence, equal opportunities, internationalization, and continuous quality improvement.

Article 2:

Scope

This Policy applies to:

- All undergraduate and postgraduate programs offered by UNI.
- Full-time and part-time students, where authorized.
- Domestic and international applicants.
- Transfer students from other recognized higher education institutions.
- Applicants seeking admission through the recognition of prior qualifications or learning, where permitted.
- Programs delivered in collaboration with international academic partners, subject to the applicable partnership agreements.

Admissions shall be conducted exclusively for programs authorized and accredited by the relevant regulatory authorities and in the authorized modes of delivery.

Article 3:

Guiding Principles

UNI shall conduct admissions in accordance with the following principles.

Transparency. Admission requirements, selection criteria, deadlines, tuition fees, and appeal procedures shall be publicly available before the application period begins.

Fairness and Equal Opportunity. Applicants shall be assessed objectively and without unlawful discrimination on the basis of gender, nationality, ethnicity, religion, disability, age, or any other protected characteristic.

Academic Merit and Readiness. Admission decisions shall be based on verified qualifications, program-specific requirements, and the applicant's preparedness for higher education.

Regulatory Compliance. All admissions shall comply with Kosovo legislation, the requirements of the Kosovo Accreditation Agency, the relevant institutional regulations, and any applicable professional requirements.

Student Success. Admission procedures shall identify students who may require academic, linguistic, or transitional support in order to succeed in their studies.

Integrity and Accountability. Admission decisions shall be documented, traceable, and subject to institutional oversight.

Article 4:

Admission Requirements

4.1 Undergraduate Programs

Applicants to undergraduate programs must:

- Hold a recognized secondary education qualification that provides access to higher education in Kosovo.
- Meet the applicable national admission and examination requirements.
- Submit all required academic and identification documents.
- Demonstrate the language proficiency required for the program.
- Satisfy any additional program-specific admission requirements.

For programs leading to regulated professions, additional eligibility requirements may apply in accordance with the relevant legislation and professional regulations.

4.2 Postgraduate Programs

Applicants to postgraduate programs must:

- Hold a recognized Bachelor's degree or an equivalent qualification.
- Meet the academic and ECTS requirements established for the specific Master's program.
- Demonstrate the required language proficiency.
- Satisfy any program-specific academic prerequisites.
- Complete an interview or other assessment where the program formally requires it.

4.3 International Applicants

International applicants must meet the same academic standards as domestic applicants. Qualifications obtained abroad must undergo the recognition or equivalence procedures required by Kosovo legislation. Additional requirements concerning immigration, residence, document authentication, and language proficiency shall be communicated to applicants before enrollment.

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Article 5:

Admission Process

UNI follows a standard admissions workflow consisting of the following stages:

1. Application submission.
2. Document verification.
3. Eligibility assessment.
4. Program-specific evaluation.
5. Admission decision.
6. Offer and acceptance.
7. Enrollment and registration.
8. Orientation and academic support.

5.1 Application Submission

Applicants shall submit their applications through the officially designated UNI admissions channels and within the published deadlines.

5.2 Document Verification

The Admissions Office shall verify the completeness, authenticity, and eligibility of the submitted documentation. Applications containing incomplete or inconsistent information shall be referred back to the applicant for clarification. The submission of falsified or misleading documents may result in the rejection of the application or the withdrawal of admission, and shall be handled in accordance with the UNI Code of Ethics and the Academic Integrity Policy.

5.3 Academic Eligibility Assessment

Applicants shall be evaluated against the published admission criteria for their chosen program. Where necessary, the relevant School or Program Director shall provide an academic assessment.

5.4 Admission Decision

Admission decisions shall be based on documented criteria. Decisions may take one of the following forms:

- Admission.
- Conditional admission, where legally permitted.
- Placement on a waiting list.
- Rejection, with a documented reason.

5.5 Enrollment

Admission becomes effective only after all mandatory eligibility conditions, documentation, and enrollment requirements have been fulfilled. No applicant shall be formally registered in a program for which they do not meet the applicable legal and academic admission requirements.

Article 6:

Selection Criteria

Where UNI applies competitive selection for a program, it shall use predetermined, transparent, and documented selection criteria. These criteria may include previous academic performance, relevant prerequisite knowledge, language proficiency, entrance examinations, interviews, and other published program-specific requirements.

The criteria and their relative weighting shall be approved and published before the selection process begins and shall be applied consistently to all applicants.

Article 7:

Transfer Students and Recognition of Prior Learning

Applications for transfer from other recognized higher education institutions shall be evaluated individually. The evaluation shall consider:

- The recognition and accreditation status of the originating institution and program.
- The authenticity of the academic transcripts.
- The learning outcomes and content of the previously completed courses.
- The credit volume, academic level, and compatibility with the receiving program.
- The applicable Kosovo requirements for credit recognition and transfer.

Credit recognition shall be based on documented academic equivalence rather than on automatic numerical conversion. The relevant academic authority shall approve the recognition decision, which shall be recorded in the student's academic file.

Article 8:

Language Proficiency

Applicants must demonstrate sufficient proficiency in the language of instruction to participate effectively in academic activities and assessments. UNI may assess proficiency through recognized language qualifications, prior education in the relevant language, or an institutional assessment, where permitted.

Any language support offered by UNI shall not replace the mandatory entry requirements established by law or by program accreditation.

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Article 9:

Inclusive Admissions and Reasonable Accommodations

UNI shall provide reasonable accommodations during the admissions process for applicants with disabilities or documented special educational needs, in accordance with applicable legislation. Accommodations shall ensure equitable access without compromising essential academic or professional competency requirements.

Article 10:

Admissions Appeals

Applicants have the right to appeal an admission decision where they believe that the published admission criteria or procedures have not been correctly applied. Appeals must be submitted in writing within the deadline published by UNI.

Appeals shall be reviewed by an authorized body or officer not directly responsible for the original decision, wherever practicable. The outcome shall be communicated in writing, with reasons, and shall be documented for quality assurance purposes.

Article 11:

Roles and Responsibilities

The following bodies share responsibility for the implementation of this Policy:

Responsible Body	Main Responsibilities
Admissions Office	Application processing, verification, communication, and records.
Schools / Program Directors	Academic eligibility and program-specific evaluation.
Academic Affairs	Oversight, consistency, compliance, and academic decisions.
Quality Assurance	Monitoring, audits, and continuous improvement.
Student Services	Enrollment transition, orientation, and student support.
Governing Body	Policy approval and institutional oversight.

Article 12:

Admissions Monitoring and Quality Assurance

The Admissions Office, in collaboration with Academic Affairs and Quality Assurance, shall monitor the effectiveness of the admissions procedures. The following indicators shall be reviewed annually:

Indicator	Purpose
Applications and admissions by program	Monitor demand.
Application-to-enrollment conversion	Assess admissions effectiveness.
Entry qualifications	Monitor academic preparedness.
First-year retention	Identify early risks to student success.
First-year academic progression	Assess the alignment between entry criteria and program demands.
Admission appeals and complaints	Monitor fairness and procedural compliance.
Transfer student progression	Evaluate transfer and credit recognition decisions.

Findings shall be incorporated into the institutional quality assurance cycle and used to inform improvements in admission criteria, student support, program planning, and recruitment practices. Reports shall be based on verified institutional records.

Article 13:

Data Protection and Confidentiality

All applicant information shall be processed and stored in accordance with applicable data protection legislation and the internal policies of UNI. Access to admissions records shall be restricted to authorized personnel. Records shall be retained and securely disposed of in accordance with the applicable retention requirements.

Article 14:

Policy Review and Continuous Improvement

This Policy shall be reviewed annually by Academic Affairs, in collaboration with the Admissions Office and Quality Assurance. Additional reviews shall be undertaken whenever there are significant changes in national legislation, accreditation requirements, institutional strategy, or academic program requirements. Any proposed amendment shall follow the established policy approval procedures of UNI.

Article 15:

Regulatory References

This Policy should be read in conjunction with:

- Law No. 04/L-037 on Higher Education of Kosovo.
- Law No. 08/L-110 on the Kosovo Accreditation Agency.
- The applicable accreditation standards of the Kosovo Accreditation Agency and the accreditation decisions on the programs of UNI.

- Administrative Instruction No. 03/2018 concerning the foreign-language requirements for second- and third-cycle studies.
- The UNI Statute, the academic regulations, and the student-related policies of UNI.

Article 16:

Final Provisions

Academic Affairs is the owner of this Policy. The Admissions Office, Academic Affairs, and Student Services are the responsible units. The Policy is approved by the Governing Body in accordance with the UNI Statute and enters into force on the date of its approval.

Where any provision of this Policy conflicts with applicable law, the law prevails and the remaining provisions continue to apply to the extent possible. This Policy is designed to ensure fair, transparent, and consistent admissions, fostering a culture of excellence, equal opportunity, and academic integrity.

Isabel Salvat
Chair of the Academic Council