

No. Prot. 1344 Dt. 02/07/2025

**ANNOUNCEMENT FOR THE ADMISSION OF STUDENTS IN THE FIRST YEAR  
OF STUDIES AT THE BACHELOR AND MASTER LEVEL, FOR THE ACADEMIC  
YEAR 2025/2026**

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, in the meeting held on 01.07.2025, has approved the proposals of the academic units for the number of students to be accepted in the academic year 2025/26, 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 2025/26 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 370 students in regular studies, of which 280 students in Bachelor studies and 90 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 30%, namely up to 111 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 12 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. From the quota of 90 candidates for master studies, **10 candidates will be enrolled in double degree Master program collaboration with the University of Sapienza Rome.**
5. IBCM College reserves the right and encourages to admit candidates with special needs.
6. 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.
7. 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.
8. Candidates from other countries can also be admitted to the College under the same conditions of competition as candidates from Kosovo.
  9. Candidates who do not have the citizenship of the Republic of Kosovo are considered non-Kosovar candidates.
  10. 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.
  11. The college will provide the preparation of tests for the entrance exam in English.
  12. 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.
  13. For application to Master's studies, nostrification of Bachelor's degrees obtained outside the Republic of Kosovo is undertaken by MESTI.
  14. 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.
  15. 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.
  16. Candidates for admission as students of the IBCM College in the academic year 2025/26 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 40 points; and
    - 1.1.2. Success in the entrance exam up to 60 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 20 points;

- 1.2.2. Matura exam up to 20 points; and,
- 1.2.3. Success in the entrance exam up to 60 points.
- 1.3. The entry exam constitutes as the following two parts:
  - 1.3.1. **Part 1: English Language examination** for all programs in the Bachelor studies shall have 30% of the total admission points, and shall be organized equivalent to B1 level with 100 points as total, organized in two parts: a. Reading comprehension & grammar (50%) b. Writing (essay) (50%)
  - 1.3.2. **Part 2: Specific knowledge examination** shall have 30% of the total admission points, and shall be organized as following:
    - 1.3.2.1. For programs in Business Management, Public Administration, and Environmental Management and Technology, the exam shall be in: **math**;
    - 1.3.2.2. For the program in Applied IT the entry exam shall be in: **math and informatics**.
- 1.4. Only candidates who achieve at least 51% of the number of points required in the entrance exam have the right to admission.
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 entry exam in Master studies shall constitute only English language examination.
4. Students who have already taken the following Advanced English certification's, may submit relevant certification documentation to the application:
  - 4.1. TOEFL iBT: 82 points, no less than 20 in each category
  - 4.2. IELTS: 6.0, with a minimum of 5.5 in writing
5. If the students do not provide recognized English examination certification, they shall entry the English language examination equivalent to B2 level with 100 points as total, divided in three parts: a. Reading comprehension & grammar (30%) b. Writing (essay) (30%) c. Speaking skills (interview) (40%)
6. Only candidates who achieve at least 55% of the number of points required in the entrance exam have the right to admission (for the ones that need to enter in the English test as per paragraph 5 of this point).
7. Candidates who do not reach at least 55% of the number of points required in the entrance exam cannot be accepted even if there are unfilled places according to the competition.

8. If the candidate testifies that the whole bachelor studies were completed in English as language study instruction, they are exempted from the entry exam in English.
9. 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 / or bachelor studies success will be taken into account.
10. **The selection of candidates for Master's studies with double degree with the University of Sapienza in Rome** will be made according to the following criteria:
  - 10.1. Academic Performance: Evaluation will include the grade point average (GPA);
  - 10.2. Motivation and Language Skills: As assessed through the motivation letter and interview;
  - 10.3. Curriculum Vitae: Consideration of academic, extracurricular, and professional experiences relevant to the program.

### III. ANOUNCEMENT DEADLINES

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


1. The application and submission of documentation is made from 02.07.2025 to 18.07.2025, 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 (including for double degree with the University of Sapienza Rome), candidates must bring the following documents:
  - 4.1. Motivation letter in English;

- 4.2. Curriculum Vitae (preferably in Europass format);
- 4.3. Birth extract/certificate (original, not older than six months);
- 4.4. Bachelor's degree diploma (original, notarized or duplicate);
- 4.5. Certificate of grades from Bachelor studies (original, notarized or duplicate);
- 4.6. Copy of the identity card;
- 4.7. The application form (filled in), which can be downloaded from the IBCM College website, or picked up in hard copy at the College.
- 4.8. 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 exams as stipulated in this call.
7. Number of proposed new students according to faculties and study programs:

| Faculty & Program   | Number of proposed students | Number of students from the non-majority community | Number students with double degree programs/certificates | Overall    |
|---|-----------------------------|--|--|------------|
| <b>Faculty of Social Sciences</b>                           |                             |  |  | <b>60</b>  |
| Public Administration (Bachelor)                            | 42                          | 18   | 60   | 60         |
| <b>Faculty of International Business Management</b>         |                             |  |  | <b>100</b> |
| Business Management (Bachelor)                              | 70                          | 30   | 100  | 100        |
| <b>Faculty of Environment, Technology and IT</b>            |                             |  |  | <b>120</b> |
| Environmental Management and Technology (Bachelor)          | 42                          | 18   | N/A  | 60         |
| Applied IT (Bachelor)                                       | 42                          | 18   | N/A  | 60         |
| <b>International Management and Sustainability (Master)</b> | 63                          | 27   | 10   | <b>90</b>  |
| <b>Total for all programs</b>                               | <b>259</b>                  | <b>111</b>   |  | <b>370</b> |

#### IV. ENTRY EXAM AND PUBLICATION OF RESULTS

1. The entrance exam will be held as follows:
  - 1.1. Entry exams shall be organized in the following dates: 19, 21 & 22.07.2025:
    - 1.1.1. For English Language exam starting at 10:00;
    - 1.1.2. For math, and math & informatics starting at 12:00.
2. Candidates can select one of the dates provided under point 1.1 of this section for entering the exam.
3. For the evaluation and interview of candidates applying for Master double degree with the University of Sapienza Rome, candidates will be informed specifically on time about the selection procedures, entry examination and interview dates.
4. The announcement of the results for all faculties takes place on 23.07.2025, which will be published on the website of the IBCM College.
5. Candidates have the right to appeal to the IBCM College, three (3) working days from the date of announcement of the results, respectively until 25.07.2025, time 16.00.
6. The final list of results shall be published on the 26.07.2025.

  
Prof. Ass. Dr. Bujar Gallopem

Chairperson of the Academic Council of IBCM College

