



Republika e Kosovës
Republika Kosova - Republic of Kosovo
Qeveria - Vlada - Government



Ministria e Punëve të Brendshme / Ministarstvo Unutrašnjih Poslova
Ministry of Internal Affairs

Akademia e Kosovës për Siguri Publike
Fakulteti për Siguri Publike
Kosovska Akademija za Javnu Bezbednost / Kosovo Academy for Public Safety

STUDENT HANDBOOK OF THE FACULTY OF PUBLIC SAFETY

Vushtrri, 2025

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HISTORY OF THE ESTABLISHMENT OF THE FACULTY OF PUBLIC SAFETY

In addition to the approval of the KAPS Law in December 2011, the European Commission has approved and financed the Twinning Project entitled: “Improving Education in the Security and Public Order Sectors” implemented during the period 2012 - 2014 by Finland and Estonia..

Through the twinning project, it became possible to establish Higher Education in the field of public safety for all law enforcement officers, in accordance with the Bologna process, namely with European standards, something that had not previously existed not only at the Academy, but also in Kosovo and the Region.

During the period 2012 - 2014, within the framework of the twinning project at the Academy, a number of important processes were carried out: The legal framework is completed; the self-assessment report is drafted, the curriculum for the Bachelor in Public Safety is designed, the structure of the four-year study program (240 ECTS), Bachelor (BA) level is designed, the “Quality Manual” and the Quality Assurance System are drafted, the “Academy Development Strategy and Action Plan” are drafted, for the years 2014 - 2018, the permanent academic staff is recruited in (March 2014), the decision to accredit the four-year study program (240 ECTS) for the Academy in the field of public safety is taken by the State Quality Council and announced by the Kosovo Accreditation Agency.

The implementation of all these processes made it possible for the Academy to establish higher education in the field of public safety.

Students are from Public Safety Institutions, namely: Kosovo Police, Kosovo Police Inspectorate, Emergency Management Agency, Kosovo Correctional Service, Kosovo Probation Service and Kosovo Customs.

CAMPUS LOCATION

KAPS-FPS has its headquarters in the city of Vushtrri where its campus is located at the following address:

Rr. “Gjergj Kastrioti Skënderbeu” p.n. 42000 Vushtrri, Republic of Kosovo.



(Photo No. 1 KAPS premises, view from a high point)

FACULTY OF PUBLIC SAFETY

Within the organizational structure of the Academy, the Faculty of Public Safety operates, which develops higher education, research and development programs in the field of public safety. The mission of the Faculty is to provide quality education, research and development services for public safety in the Republic of Kosovo..

Bachelor's studies at KAPS/FPS are currently offered to members of public safety agencies and are free of charge and without termination from employment in these agencies.:

- - Kosovo Police.
- - Police Inspectorate
- - Kosovo Correctional Service
- - Kosovo Probation Service
- - Kosovo Customs
- - Emergency Management.

METHOD OF STUDYING AT FPS - For students pursuing their studies in the bachelor's program at KAPS/FPS, the study method is as follows:

- The theoretical part (lectures) is attended at the Kosovo Academy for Public Safety.
- The practical part (Internship) is attended after the completion of lectures at the Safety Institutions no later than September 30 of each respective academic year, based on the curriculum.

COUNCIL OF THE FACULTY OF PUBLIC SAFETY

The Council is the highest academic body of the Faculty which decides on all important issues of the Faculty in the field of teaching, research and scientific research.

The duties and responsibilities of the Council are determined according to the Regulation on Higher Education at KAPS and the Regulation of Work of the Council of the Faculty of Public Safety as follows:

- To deal with general issues related to research, studies and teaching at the Faculty;
- To provide advice and proposals to the Board of the Academy and the Director on all issues related to the Faculty;
- To supervise the progress of students and scientific research;
- To decide on the teaching and scientific activity of the Faculty;
- To approve study programs after obtaining the consent of the Board of the Academy;
- To examine various academic issues initiated by the Director and the Board of the Academy;
- To carry out other tasks specified by the normative acts regulating the scope of the Academy.

STUDY PROGRAM - BACHELOR'S LEVEL

The study program for the "bachelor" level has been designed according to the needs of public safety institutions in accordance with the legislation in force, with the policies of higher education in Kosovo and is based on the competence, skills and knowledge required for professional work.

The Faculty of Public Safety at the Kosovo Academy for Public Safety has created great opportunities for officials of Security Institutions, who, by becoming part of this higher education institution in Kosovo, contribute to capacity building and at the same time contribute to citizen services, stability and security in the country.

GENERAL DESCRIPTION OF THE PROGRAM

Program name	Public Safety
Hosting institution	Kosovo Academy for Public Safety - Faculty of Public Safety

Level of studies	Basic studies (Bachelor), level 6 according to the NQF/EQF
Duration of studies	3 years (6 semesters)
Volume of the program	180 ECTS
ECTS per year of study	60 ECTS
Form of studies	Full-time studies without interruption from work
Purpose of the program	Preparing public safety professionals with in-depth theoretical and practical knowledge of the police, customs, correctional and probation service, emergency management and police inspectorate, in accordance with contemporary standards and Kosovo legislation.
Structure of the program	Each academic year contains 60 ECTS, in accordance with the EHEA/Bologna Process standards. Each Semester has: 5 compulsory subjects and 1 elective subject (out of 3 offered) while Semester VI: 1 compulsory subject, 1 elective subject (out of 2 offered), Internship III and the diploma thesis. The program includes the following phases: I. Basic and introductory studies in the field of public safety; II. Studies for the development and deepening of knowledge in the field of public safety; III. Specialized studies in the field of public safety; IV. Professional practice period (Internship I, II, III); V. Research period (diploma thesis).
Target group	Officials of public safety institutions of the Republic of Kosovo, who are active in work and possess relevant experience at an operational or support level.
Admission requirements	1) High school 2) Employment in public safety institutions; 3) Three (3) years of work experience in public safety institutions.
Diploma awarded	Bachelor in Public Safety

STUDY PROGRAM STRUCTURE

The "Public Safety" program is a three (3) year program, divided into six (6) semesters, where the student has to accumulate 180 ECTS for successful performance of the program. The program is structured in a balanced way between theoretical content and practical professional preparation. Students attend an integrated study program with a common curriculum that includes: 135 ECTS from theoretical subjects (compulsory and elective); 30 ECTS from the practical part, realized through three stages of professional practice (internships), out of 10 ECTS each, separated at the end of each academic year and diploma thesis that includes 15 ECTS.

Category of Subjects	Total ECTS
Compulsory	111 ECTS
Elective courses*	24 ECTS
Internship (3 levels)	30 ECTS
Diploma the thesis	15 ECTS
Total program	180 ECTS

* An elective course must be selected by at least 10 students..

Table 1 - Distribution of ECTS by subject categories

The structure of the study program is designed in this way:

- I. Basic and introductory studies in the field of public safety
- II. Studies for the development and deepening of knowledge in the field of public safety
- III. Specialized studies in the field of public safety
- IV. Professional practice period
- V. Research period

Year III	Third period of practical work (Internship III) 10 ECTS		60 ECTS	180
	Specialized studies in the field of public safety 31 ECTS	Research period 19 ECTS (Scientific research methodology and Diploma thesis)		
	↑			
	Second period of practical work (Internship II) 10 ECTS		60	

Year II	Studies for the development and deepening of knowledge in the field of public safety 50 ECTS	ECTS	ECTS
	↑		
Year I	First period of practical work (Internship II) 10 ECTS	60 ECTS	
	Basic and introductory studies in the field of public safety 50 ECTS		

Table 2 - Study program structure

I. Basic and introductory studies in the field of public safety

The first year of studies includes the first and second semesters, each of which includes 25 ECTS for theoretical subjects. In each semester of the first year, theoretical subjects consist of five (5) compulsory subjects and three (3) elective subjects, from which the student chooses one (1) subject to attend in each semester. This year aims to provide students with the theoretical foundations and introductory knowledge to understand the legal, institutional, organizational and social concepts related to public safety..

Through the combination of the fields of law, security, security policies and supporting multidisciplinary disciplines, students build a sustainable formation for understanding the functioning of the public safety system, as well as the legal framework that regulates it. In this year, students are formed and developed for the managerial, ethical and psychological aspects, which are necessary for understanding leadership, decision-making and cooperation in the professional aspect. This part enables students to prepare and achieve skills for the linguistic aspects of English as a second language, then academic writing, as well as communication and conflict resolution. While the contents with a social and psychological focus help them understand the human dimensions and challenges of public security environments.

II. Studies for the development and deepening of knowledge in the field of public safety

The second year of studies includes the third and fourth semesters, each of which includes 25 ECTS for theoretical subjects. In each semester of the first year, theoretical subjects consist of five (5) compulsory subjects and three (3) elective subjects, from which the student chooses one (1) subject to attend in each semester. This year aims to deepen and expand the knowledge acquired in the first year, moving from basic concepts to advanced analysis and the development of professional skills.

The program includes areas of law and public safety, enabling an in-depth understanding of the legal framework that regulates public safety activities, as well as skills in crisis management, security policies and crime prevention. Students gain knowledge on the prevention, investigation and management of criminal phenomena, combining legal, security and operational policy aspects. The multidisciplinary and supporting skills dimension is strengthened through the development of competencies in intelligence, psychology, organizational behavior and professional communication, linking theory with practice and preparing students for the third year.

III. Specialized studies in the field of public safety

The third year of studies includes the fifth and sixth semesters, with a structure adapted to specialization and preparation for the completion of the study program. In the fifth semester, the student takes five compulsory courses and chooses one of four elective courses, while in the sixth semester he must take one compulsory course and chooses one of two elective courses..

This year focuses on developing advanced and specialized knowledge, preparing students to analyze and manage complex public safety challenges. The program addresses aspects of national security, as elements of international security, namely contemporary risks, crisis management and the use of advanced technologies in security. Students also develop practical, managerial and international cooperation competencies, preparing them to implement operational policies and face globally interconnected challenges. This phase serves as a basis for integrating knowledge into professional practice and research work that culminates in the diploma thesis.

IV. Professional practice period

The internship period constitutes 1/6 of the study program, namely 30 ECTS in total. In the summer semester of each academic year, the student is obliged to follow the internship and earn 10 ECTS for each year. In total, 750 teaching hours are dedicated to the internship period, of which 600 hours are conducted directly in security agencies, while 150 hours are individual work hours of the student, related to the fulfillment of the objectives for each internship..

The purpose of the practical periods (Internship I, II and III) is to enable a direct connection between the theoretical knowledge acquired during studies and their application in real work

environments within the context of the public safety system, reflecting on the institutional, legal and social complexity of this field.

Year III	Third practical period (Internship III) 10 ECTS
Year II	Second practical period (Internship II) 10 ECTS
Year I	First practical period (Internship I) 10 ECTS

Table 3 - Structure of the professional practice period (internships)

The three periods of practical work are:

- 1) Internship I - Introduction to public safety organizations;
- 2) Internship II - Working methods and operations in public safety services;
- 3) Internship III - Advanced task management and development of institutional practices in public safety.

Internship I (Introduction to Public Safety Organizations): This module aims to provide students with direct experience in the working environment of public safety agencies in Kosovo, becoming closely acquainted with their functioning, structure and role. Through involvement in concrete activities, students have the opportunity to connect and apply in practice the concepts acquired during theoretical courses, thus building a more complete and implementable understanding of the public safety system..

Internship II (Working Methods and Operations in Public Security Services): This module takes place within the unit or sector where the student is employed as a law enforcement officer and aims to deepen professional skills through involvement in advanced tasks and movement for practical purposes to different positions or activities within the unit. Students analyze and implement operational and administrative procedures, collaborate with other units and participate in planning and implementation activities, linking practical experience with knowledge acquired during studies and advancing their professional profile.

Internship III (Management of advanced tasks and development of institutional practices in public safety): This module aims to fully integrate the knowledge and skills acquired during studies through involvement in complex tasks within the operational and administrative level. Students engage in the analysis of work processes, assist in the planning and coordination of activities, collaborate with different levels of the organizational structure and with external partners, and provide data-based recommendations for improving institutional practices..

Through these phases, students develop professional competencies, analytical skills, and an integrated approach to managing public safety challenges.

V. Research period

The research period, with a total volume of 19 ECTS, takes place in the third year of studies and consists of the course Scientific Research Methodology (4 ECTS) and Diploma Thesis (15 ECTS). During this phase, students acquire the methodological skills necessary for the development of scientific papers and apply the knowledge acquired throughout the program in an independent research project. The diploma thesis is the final exam, marking the completion of the program and proving the student's ability to analyze and professionally address a specific issue in the field of public safety.

Priority should be given to the diploma thesis as a long-term multidisciplinary activity, which addresses a central problem through theoretical research, empirical study or project development, addressing the practical needs of the field of study and being closely related to the professional subjects of the program. The diploma thesis is developed in accordance with the Bachelor Studies Regulation and can be carried out as individual work or as part of a joint group work.

The diploma thesis is the result of independent research or development work, carried out on the basis of scientific methods and in accordance with academic standards..

The process of preparing and implementing the diploma thesis takes place in two phases: 1) Preparatory phase and 2) Development phase.

Who is eligible to study at FPS?

The general conditions for applying to bachelor's studies for officials of public security institutions are as follows:

To have successfully completed secondary education certified by a diploma;

To be employed in Public Safety Institutions

Each candidate should apply only in the relevant field of the institution to which he belongs.

The specific conditions for applying to bachelor's studies for officials of public safety institutions are determined by the public security institutions on the basis of an analysis of the needs for building internal capacities.

When applying, candidates must bring these documents:

1. Birth certificate;
2. Copy of ID card;
3. Copy of work identification card;

4. Original transcripts of all high school grades and original high school diploma or notarized copies;
5. If secondary education was completed abroad, a decision on the recognition of education abroad is also required.

Terms of registration of the academic year

Upon registration, the student is issued a student card in accordance with the relevant decision regulating the provision of cards. Successful completion of the year in accordance with the study program is a prerequisite for the student to register in the next year.

Exceptionally, the condition for registration in the next academic year can be met even with minus two exams not taken from the previous year.

A student who was unable to successfully complete the year must register again in the same year of studies. The student has the right to repeat the registration of only one academic year during the period of studies.

Student status

The agency officer registered at the Faculty of Public Safety has the status of a student. The student status is proven by the student ID.

The student may request once to extend the duration of his studies for one year. The decision is made by the Faculty Council. If a positive decision is made, the student will again have the status of a regular student.

1. The student loses student status:

- 1.1 When he/she decides to withdraw from studies;
- 1.2 When he/she has completed his/her studies;
- 1.3 When he/she fails to register for the academic year;
- 1.4 In the case of expulsion, based on the decision issued after the disciplinary procedure;
- 1.5 Other cases specified in the regulation for basic bachelor studies at the Faculty of Public Safety

2. The student may request temporary suspension from full-time student status in proven cases such as:

1. Serious illness;
2. Pregnancy and maternity;

3. Other justified cases

The final decision is made by the Faculty Council within 30 days from the date of receipt of the request. The student may continue his studies again as a regular student without any obstacles related to the period of temporary suspension of the status of a regular student. The period of temporary suspension of the status of a regular student is not counted in the duration of studies..

Academic calendar

- The Faculty of Public Safety organizes studies in accordance with the existing study program during the academic year, which lasts 12 months.
- The academic year begins on October 1 and ends on September 30.
- The active period of studies (lectures, exercises, and seminars) is divided into two semesters. The winter semester begins on October 1 and ends on January 15 and the summer semester begins on February 16 and ends on May 31.
- The course is taught weekly (15 semester weeks), during one semester.
- The study calendar is issued by the Faculty Council no later than May 31 and contains the lecture schedule (lectures, exercises, and seminars), exam conditions and deadlines.

Course program – syllabus

The syllabus is a document that shows the content of a course and that has the purpose and other guiding elements for students, for the type of teaching that they can and should expect from the syllabus. The syllabus is distributed by the subject teacher to the students in the first week of the presentation of the subject. A syllabus should include:

- Basic data – general information about the course;
- Course description;
- Course objectives;
- Expected learning outcomes;
- Student workload in activities;
- Teaching methodology;
- Assessment methods;
- Basic and additional literature;
- Designed lesson plan for 15 weeks – course calendar, and
- Academic policies and rules of conduct.

Student assessment

The following methods will be applied to determine academic success:

1. Exam;
2. Colloquium;
3. Seminar paper;
4. Professional internship;
5. Practical test during exercises
6. Attendance;
7. Other methods specified by the study program;

Students are obliged and have the right to take exams. Exams are given for all subjects, after completing the lessons foreseen in the subject's curriculum. A student gains the right to take an exam for a subject after fulfilling the obligations related to that subject, foreseen in the curriculum (syllabus) of the respective subject.

Exam deadlines

Bachelor's degree exams are held during the exam period.

Regular exam periods are: January, June and September.

At the request of students and with the approval of the Faculty Council, irregular periods may also be held: April and November.

Exam schedules are announced at the beginning of the academic year and are determined in such a way that the student does not have more than one exam per day.

Once announced, exam schedules are obligatory on both the teacher and the student.

Determining the grade/evaluation

The student's success in the exam is expressed in grades from 5 (five) to 10 (ten).

The exams are public and are announced on the notice board and on the website of the Faculty of Public Safety.

External persons, whether members of the university or faculty staff, are prohibited from entering the exam, with the exception of the coordinator, the vice-dean for academic affairs and other persons authorized in writing by the Dean to conduct an inspection.

The determination of the final exam grade is done in this way:

Points	Grade	Description	ECTS Grade
91 – 100	10	Excellent	A

81 – 90	9	Very good	B
71 – 80	8	Good	C
61 – 70	7	Satisfactory	D
51 - 60	6	Fair	E
0 - 50	5	Poor	FX/F

The student is considered to have successfully passed the exam when he/she is assessed with a grade of 6 to 10, while he/she is considered to have failed the exam if he/she is assessed with a grade of 5..

The right of appeal regarding the assessment

The student has the right to file a written complaint to the dean about the grade received. The complaint must be filed within two working days after the results have been announced.

The student has the right to retake the exam in the subject he/she failed. According to the rule, the student has the right to retake the exam he/she failed a maximum of three times.

After filing a complaint, the student, with a reasonable justification, may be allowed by the dean to take the exam for the fourth time. The exam may then be held by the presence of a three-member committee appointed by the dean. Students may also contact the ombudsperson for assistance or intervention at any stage and on any issue..

Faculty Management System (SMU)

The University Management System (SMU) is an electronic data management platform for student services..

SMU- consists of these modules:

1. Online application module
2. Student registration module;
3. Grading module;
4. Complaints review module
5. Staff and student ID card module;
6. Diploma module;
7. E-Career module;
8. Online learning module
9. E-exam module.

10. Statistics module

11. Other modules, which may be added by special decisions

STUDENT SERVICES WITHIN KASP – FPS

Kosovo Academy for Public Safety provides support services for educational needs including, but not limited to, physical infrastructure, information technology, and logistics. Students are also entitled to accommodation in dormitories, daily meals, use of the library, sports halls, medical services, and other logistical services during their stay at the KAPS..

Student services within the administration of the FSP are oriented towards the implementation of tasks related to students in the provision of administrative services, notifications, advice and the management of various requests.

According to the requests and events that take place at the FSP, student services officials electronically (website) make announcements about lecture schedules, exam deadlines and various notifications related to the Faculty of Public Safety..

STUDENTS' RIGHTS AND OBLIGATIONS

Students who are admitted to the Faculty have these rights:

1. To participate in all lectures, seminars and lessons organized in the subjects of the chosen study program according to the progress of studies;
2. To use the services of the Academy.
3. To participate in the elections for student representatives in the Faculty bodies;
4. To participate regularly in the meetings of the bodies and committees where they are appointed as members. In case of conflict of interest regarding the content, the delegated student members do not participate in meetings of the Faculty bodies;
- .5. The right to present new ideas and controversial opinions without risking the loss of the student place or the privileges they may enjoy from the Faculty;
6. To complain about the quality of the teaching process or the infrastructure of the Faculty;
7. To object to a decision or action of the Faculty towards them at the complaints committee

Students have these obligations:

2. To respect the legislation in force, human rights and the regulations of the Academy;
3. To respect the rights of other staff and students;
4. To pay due attention to their studies and participate in academic activities;
5. To attend lectures and exercises in accordance with the rules of the specific study program;

6. To behave well both on and off the University premises in order to respect and preserve the academic integrity of the University;
7. To respect the rules of the Code of Ethics;

STUDENT OMBUDSPERSON

The student ombudsperson is a very important part of the student handbook, as it provides an impartial and independent mechanism for dealing with student complaints and concerns. This role helps to ensure student rights, promotes justice, and creates a more trustworthy environment within the institution..

The Ombudsperson is an independent official who provides support to students in cases of injustice or concerns regarding academic and administrative processes at the Faculty of Public Safety. He/she assists in mediation, counseling, and case follow-up to ensure a fair and transparent study environment. Students may contact the Ombudsperson for issues such as: assessments, treatment by staff, registration procedures, etc..

Students with regulations for the Ombudsperson of higher education students of the Kosovo Academy for Public Safety may address the Ombudsperson in cases when:

1. They do not receive a response from the relevant KAPS units.
2. They feel treated unfairly or discriminatorily by staff.
3. They encounter difficulties in communicating with professors or officials.
4. They have concerns about ethics and academic standards.
5. They want advice on the correct path to follow in pursuing a formal complaint.

STUDENT MOBILITY -

The Kosovo Academy for Public Safety, since the establishment of the Faculty of Public Safety in 2014, has been very active in the Erasmus+ program, both in the exchange of students, academic and administrative staff through the International Credit Mobility of this program, as well as in participation in events organized by the Erasmus+ Office in Kosovo.

Thus, from 2016 to the end of 2024, through the International Credit Mobility of the Erasmus+ program, the Kosovo Academy for Public Safety has managed to send abroad and accept within the country for stays in different periods of time a total of 126 students, members of the

academic and administrative staff of the KAPS and partner institutions (including Kosovo Police officials). Of them, 99 are outgoing, while 27 are incoming.

The exchanges have taken place at the following institutions: Estonian Academy of Security Sciences, Brandenburg University of Applied Police Sciences, Germany, Warsaw Fire Academy, Poland, Norwegian Police University College, Laurea University of Applied Sciences, Finland, and the Faculty of Security Studies of the St. Kliment Ohridski Monastery University in North Macedonia.

ALUMNI NETWORK ACTIVITIES

The Faculty of Public Safety (FPS) supports and encourages the creation of a strong alumni community, in order to maintain ongoing connections with former students and promote professional and academic cooperation. FPS **alumni** will be an important part of the history and development of the institution, contributing to the enhancement of its reputation in society.

The regulation on the "*Organization and Functioning of the Alumni Network of the Kosovo Academy for Public Safety*" has created the legal possibility and defined the rules for the organization and functioning of the Alumni Network, as a representative and advisory structure of former higher education students who graduated from the Kosovo Academy for Public Safety, which in the activity of the Alumni Network includes::

1. Maintaining and developing links between KAPS and its alumni;
2. Providing advice and recommendations for the development of KAPS;
3. Creating professional networks and collaborations in the field of public safety;
4. Promoting the values of public safety education and professional ethics;

FPS STUDENT COUNCIL

The student council is the body where the interests of students are represented and addressed.

The duties and responsibilities of the student council are within certain areas, to express opinions and proposals on all problems of general interest.

Composition of the Student Council

The Student Council is established as a result of the elections of the students of the Faculty of Public Safety, which consists of seven (7) members.

The Student Council is obliged to address the issues raised by the students in the relevant bodies of the KAPS and the Faculty Council as a member with the right to vote only in student matters.

The Student Council cannot be organized in political or non-political structures outside the KAPS. For more details about the work and responsibilities of the Student Council, you can refer to Regulation No. 02/2016 on the work of the Student Council at the Faculty of Public Safety.

Graduation procedure

Completion of bachelor's studies

1. The student gains the right to take the diploma thesis after passing the exams provided for in the study program plan but cannot defend it before completing the third internship.
2. Bachelor's degree programs end with the bachelor's degree thesis in accordance with the study programs.
3. The bachelor's degree thesis is elaborated individually by the student, proving that the theoretical skills acquired during the studies can be successfully used to solve practical problems in the field for which the student has been determined.
4. The procedure for applying, elaboration, defense and evaluation of the bachelor's degree thesis is determined by the regulation for basic bachelor's studies at the Faculty of Public Safety.
5. The student who passes all the exams foreseen in the curriculum and fulfills other obligations foreseen in the normative acts of the Faculty, as well as successfully defends the diploma thesis, if it is determined by the study program, obtains a bachelor's degree in Public Safety.
6. The diploma for completing bachelor's studies is signed by the Director of the Academy and the Dean of the Faculty of Public Safety.

KAPS CAMPUS

The KAPS campus consists of basic and supporting facilities. In all KAPS campus facilities, students are required to display, present and behave according to the standards required in KAPS premises.

Some of the facilities on the KAPS campus are presented below:

- Administrative building.
- Main building.
- Library.
- Sports halls.
- Dormitories.
- Canteen/kitchen.
- Ambulance and medical services.
- Shooting ranges and firearms simulation room (FATC)

ADMINISTRATIVE BUILDING

The Administration building houses the Management of KAPS and other employees who deal with the smooth running of KAPS's work. This building has an area of 621.2 m² and has modern infrastructure.

MAIN BUILDING

The main building is the main facility and has a total of 20 classrooms which are equipped with projectors, computers and have full Wi-Fi coverage.

The building of the Faculty of Public Safety has also been functionalized within the campus, which has an amphitheater and modern classrooms. In order to meet the needs of students, there is a computer lab which has 30 computers, a smart board and a projector.

Each classroom in this facility has 15 desks and 30 chairs, which means that 30 cadets/students/trainees can attend classes in optimal conditions in one classroom.

Part of the main building is also a considerable number of offices that serve the administration employees who operate within the KAPS.

LIBRARY

Functions and tasks of the library - The library provides materials, information and library services in the function of training and higher education offered by KAPS and the development of the skills of students and training and teaching staff.

The library offers the lending of books and other materials, information services, training of readers in the use of the library, and reading space.

Use of the library - Students of the Faculty of Public Safety have the right to use the library and borrow library materials.

Reading room at the Library - The user who uses the Library reading room must register on the daily registration form at the Library. Also in the reading room are installed 10 computers for reading, exam preparation and seminars.

- **Borrowing terms** - the borrowing period of materials is no more than 20 calendar days, at the maximum of three (3) titles.
- **Borrowing period** can be extended for a second period, if the book has not been reserved in advance by someone else.
- **The certificate/diploma** will not be given to the student until he/she returns all library books and has no obligations to the library.
- **Book titles** - all titles must be registered in the personal card and signed by the user, who undertakes to implement the provisions of this regulation and not to give the titles he/she has borrowed to third parties.

The library in special cases has the right:

- a) To establish a shorter borrowing period.
- b) To prohibit the borrowing of materials.
- c) To request the material before the expiration of the return period.

Late delivery, damage or loss of materials - In case of failure to return the materials on time, the user cannot borrow material until the material is returned and the material borrowing service is suspended for one (1) month from the moment the material is returned.

Whereas, the user who has lost or damaged a material is obliged to replace it with an equal volume.

SPORTS HALL

The sports hall facility has an area of 1222.68 m² which enables the development of sports activities for all students attending the Bachelor's Program and is also used for holding the admission test. This facility also includes a hall and space with fitness equipment.

Sports halls at KAPS can be used by students according to schedules prepared by Student Services for the development of activities such as: volleyball, football, basketball, handball,

ping-pong, weightlifting, etc., but always without hindering the smooth running of the learning process.

It is prohibited in sports halls:

- a) Entering the sports halls with non-sports shoes and other footwear that may damage the floor.
- b) Using sports equipment without the permission of the responsible persons of the sports hall.
- c) Demolition and damage to assets is handled according to the relevant procedures in force and
- d) *Equipment used during various exercises must be returned to their respective places.*

DORMITORIES

The dormitories at KAPS serve for accommodation and within the KAPS campus, these dormitories are located as follows:

- a) **Male dormitory/dormitory** - dormitory dedicated to the male gender.
- b) **Female dormitory/dormitory**
- c) **VIP dormitory/dormitory** - dormitory dedicated to high-level persons.

Those interested in accommodation will be individually charged in advance with the relevant sleeping equipment from the DFJS such as: blankets, pillows, sheets, etc..

Dormitory rooms - Students will be responsible for the cleanliness of their dormitories, and are not permitted to change their assigned bedroom that has not been assigned to them by staff.. Also, *equipment for preparing food, heating drinks or heating is prohibited in dormitories/sleeping rooms.*

Sleeping in KAPS dormitories - Quiet hours (including "turning off the lights" in the rooms) must be respected in the dormitories from 22:00.

Participation in noisy and uncontrolled activities that disturb, disturb or annoy any other person at KAPS is prohibited.

CANTEEN/KITCHEN

In order to use the right of the daily meal, the student must be equipped with the electronic card for access to the kitchen.

Daily meals - the right to use three food rations at KASP belongs to students who are accommodated in KASP dormitories, while the lunch meal only belongs to those students who are not accommodated in KASP dormitories. *Meals belong to students from the beginning of the semester until the end of the semester.*

The canteen facility covers an area of 548.75 m² and serves to provide food rations.

AMBULANCE AND MEDICAL SERVICES

The medical sector is the sector where first aid and medical treatment is provided to students and staff of KAPS during teaching/working hours at KAPS.

This sector is a referral and companion for medical services in cases where the need for specialists in the relevant fields of medicine is assessed.

The sector is equipped with a general practitioner and two general medical technicians and also has an ambulance.

POLYGONES AND STAZ

KAPS possesses a driving range, open and closed shooting ranges, as well as a firearms training simulation room.

All activities that take place in these areas are of high risk, therefore the rules must be followed explicitly according to the command given by the firearms instructor/officer, gunsmith and person in charge of the firearms stimulation and training room.

This manual will serve as a facilitating tool for students to be informed and to make individual decisions regarding all the processes that students follow during their studies. The handbook will be published on the FSP website.

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