



Universiteti Publik "Kadri Zeka" University  
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Pursuant to Article 49, item 1.3 of the Provisional Statute of the University "Kadri Zeka" Gjilan, the Senate of this University on the proposal of the Faculty of Education in the meeting held on the 26.12.2013, issued this:

## REGULATION ON BASIC STUDIES-BACHELOR AT THE FACULTY OF EDUCATION

### I. General provisions

#### Article 1

1. The Faculty of Education is an academic unit within the "Kadri Zeka" University of Gjilan.
2. The Faculty of Education is headquartered in Gjilan and offers basic bachelor studies, four years, eight (8) semesters.

#### Article 2

1. Basic bachelor studies are organized and held according to the syllabus approved by the Faculty Council.
2. The study plan and the syllabus can be changed or supplemented. Changes or additions to the syllabus are approved on the proposal of the Faculty Council.

#### Article 3

Faculty organizes regular and part-time studies.

#### Article 4

1. Classes are delivered through lectures, theoretical exercises, laboratory exercises, practical training, seminars, mid-term tests, professional consultations, independent student work as well as excursions of an education-scientific nature.
2. Course content can be lectured for weeks during one or two semesters, or can be held as a lecture block in one semester.

#### Article 5

1. The academic year begins on October 1st and ends on September 30th of the following year.
2. The winter semester begins on October 1st and ends on January 15th of the following year.
3. The summer semester begins on February 16 and ends on May 31st of the following year.

#### II. Duration of studies

#### Article 6

Basic bachelor studies in this faculty last four years, respectively eight semesters, with the requirement of completing at least 240 ECTS credits until the completion of studies. The student must obtain 60 credits each year from the exams in compulsory and elective courses.

#### Article 7

Upon successful completion of these studies, the student earns a Bachelor (BA) academic degree for the respective study program (faculty).

#### III. Study programs

#### Article 8

1. The Faculty of Education in Gjilan offers basic bachelor studies with these programs-departments:

-Primary

-Preschool

2. The study programs contain:

-Title of the study;

-Type of the study;

-Academic title;

-Conditions for enrollment;

- Objectives and results;

-Details on the syllabus;

-Competencies

- Value in points according to ECTS (courses, diploma thesis) etc.

IV. Language of studies

#### Article 9

-The Faculty of Education organizes studies in Albanian and in other official languages of Kosova.

- By decision of the Senate and on the proposal of the faculty council, lectures may be held in other languages as well.

V. Enrollment in the first year of studies

#### Article 10

Candidates interested in admission and enrollment in this faculty, must fulfill these requirements:

- to have completed high school and passed the state Matura exam;

- to have completed high school in the Republic of Kosova (which is certified by a diploma);

- to have successfully completed primary and secondary school with at least twelve years of schooling (certified with relevant diploma);

-to have validated and certified the high school diploma earned outside the Republic of Kosova by the Ministry of Education, Science and Technology of the Republic of Kosovo.

#### Article 11

1. The competition, admission and enrollment of new students are done in accordance with the conditions set by the competition announced and published by the University “Kadri Zeka” Gjilan;
2. Candidate is eligible for admission and registration when successfully passing the entrance exam, based on the number of points earned according to the ranking up to the number set for admission to the respective program/department.
3. The entrance exam is held with a test, unless otherwise stated in the competition.
4. The conditions, terms, organization and manner of taking the entrance exam are defined in more detail in the competition published by the University "Kadri Zeka” Gjilan.

#### Article 12

1. The candidate, who has not acquired the right of registration, has the right to appeal, to ask for clarification, to check his/her test submitted for evaluation.
2. The appeal must be submitted to the dean of the faculty within 24 hours of the day of notification, i.e., the day of the publication of the result of the entrance exam.
3. The Dean without delay is obliged to submit the complaints to the Complaints Commission formed by the Rector of the University.

#### Article 13

1. Candidates who have applied must submit these documents:
  - Online application through the University website.
  - Diploma and High School certificates (originals),
  - Birth certificate,
  - Receipt with bank payment for the entrance exam.
2. Documents are submitted to the student affairs office within the legal deadlines.

#### Article 14

1. Students who have earned the right to admission and enrollment, must also submit these additional documents:
  - Payment receipt on behalf of semester registration, downloaded from the university/faculty website;
  - Completed application form for admission which is taken at the faculty.
2. Supplementary documents are submitted to the student affairs office within the deadlines provided for this purpose.

#### VI. Student status and registration requirements for the following year of studies

##### Article 15

1. Students in this faculty are enrolled in regular and part-time status, unless otherwise stated in the competition.
2. Upon registration, the student is issued a student identification card (ID).

##### Article 16

1. Enrollment in the first year of studies is done at the time determined by the competition.
2. Enrollment in the second and third year of studies is made from October 1<sup>st</sup> to October 15<sup>th</sup>.
3. Semesters are certified from the 15<sup>th</sup> to the 20<sup>th</sup> January (for the winter semester) and from the 2<sup>nd</sup> to the 5<sup>th</sup> of June (for the summer semester).

##### Article 17

1. The full-time student is obliged to attend lectures, exercises, practical lessons, as well as to perform all other duties related to the continuity of daily lessons, until the completion of studies.

##### Article 18

1. The student who does not participate in lectures and exercises, he/she has no right to certify the respective semester nor to register the following semester.

2. Exceptionally, the student is allowed to certify the respective semester only in exceptional and reasonable cases.
3. The Dean makes the decision.

#### Article 19

1. The student has the right to enroll the second year of studies, if he/she has obtained/passed 70% of the credits/exams, out of the total number of credits/exams from the courses of the first-year studies.
2. The student can enroll the third year of studies, if he/she has obtained/passed 50% of the credits/exams, out of the total number of credits/exams from the courses of the second-year studies.
3. The student can enroll the fourth year of studies, if he/she has obtained/passed 30% of the credits/exams, out of the total number of credits/exams from the courses of the third-year studies.

#### Article 20

1. The student cannot enroll the following year without passing all exams of the previous year.
2. The student has the right to repeat the registration of the same year of studies as twice the duration of the studies.

#### Article 21

1. The student who fails to obtain the credits provided in the Article 19 of this regulation by the September deadline, for the following year's registration must repeat the academic year registration.
2. The student who repeats the registration of years of study pays the administrative and tuition fees, just like other full-time students respectively part-time students.
3. The student may request once more to extend the duration of full-time studies for one or two years.
4. The final decision on this is taken by the dean of the academic unit.

#### Article 22

The Faculty Council has the right to make special decisions on maintaining the status of

full-time student in cases when: the student has special achievements in the fields of education, science, technology, culture and sports.

#### Article 23

1. The student may request temporary suspension from full-time student status in these cases:

- Severe illness;
- Child care under the age of three;
- In other justifiable cases.

#### Article 24

The student who has completed all the exams foreseen by the syllabus, in the relevant program, has the right to retain the status of full-time student for two more years. During this time, the student must pass all exams and defend his/her thesis.

#### Article 25

1. The student who has certified the eighth semester (VIII) for the first time enjoys the status of an undergraduate.
2. The undergraduate status lasts one year. After this time, the student who has not completed all the exams successfully, loses the undergraduate status and is subject to all obligations that apply to other students (repeating academic year registration, registration fee etc.)
3. The undergraduate does not pay the administrative and tuition fees.
4. After the deadline for 12 months (the undergraduate status), the student pays the administrative and tuition fees.

#### Article 26

The student after no more than 2 years of interruption, can enroll again as a full-time student and can continue in the same study program that was valid at the time of the first enrollment, even if in the meantime the study program has changed.

#### Article 27

1. The student loses full-time status in these cases:

- When he/she abandons the studies voluntarily,
- Upon finishing the studies,
- When he/she has not completed his/her studies in the double period of study duration.

#### VII. Change of study program

#### Article 28

1. The student has the right to request the change of study program in the same or another academic unit of the University.
2. The student is allowed to change the program, if at least 50% of the exams have been passed successfully in the previous program and are accepted in the new study program.

#### Article 29

1. The change of program is allowed only in the period from the 15<sup>th</sup> to the 30<sup>th</sup> of September of the following year.
2. The student may be allowed to enroll in the new study program at least in the second year of study in the respective programs and departments.
3. The consent from paragraph 2 of this Article is given by the study commission while the decision is taken by the faculty council.
4. The change of the study program is not allowed to the student who has to re-enroll in the first year of studies in the new study program.
5. The request for change of the program or department of studies is submitted to the study commission of this faculty.
6. In addition to the request, the student also submits the certificate of exams passed in the previous program.
7. An appeal may be made to the Faculty Council, against the decision of the study commission.
8. The appeal is submitted within 8 days from the day of publication of the decision of the commission.



## VIII. Transfer from other faculties

### Article 30

1. The student who is enrolled in other faculties, has the right to transfer to other academic units if he fulfills the conditions according to article 29 in the respective programs (departments).
2. Transfer is allowed from the 1<sup>st</sup> to the 15<sup>th</sup> of October respectively from the 15<sup>th</sup> of January to the 15<sup>th</sup> of February.
3. If the candidate is allowed to transfer to the respective department, then he/she is obliged that for each accepted exam and the transfer permission to pay based on the administrative instruction of MEST, in the account of the faculty-university.

## IX. Exam organization

### Article 31

1. Exams are public.
2. Basic studies exams are held at the deadlines and dates set and published on the notice board and the website of the University.
3. Regular exam deadlines are:  
January term - (starts January 20<sup>th</sup> to February 15<sup>th</sup>),  
June term (starts June 5<sup>th</sup> to June 30<sup>th</sup>),  
September term (starts September 1<sup>st</sup> to September 30<sup>th</sup>).

### Article 32

1. The exams published in the bulletin boards are mandatory for both the examiner and the student.
2. The exam schedule is determined in such a way so that the student does not have more than one exam within the same day.

### Article 33

1. The exam schedule is announced at the beginning of the academic year.
2. The Dean prepares and publishes the exam schedule, having previously received the exam dates, from the head of the programs of the respective departments.

3. Changing the exam date is allowed only in reasonable cases by the Dean of the Faculty.

#### Article 34

1. Submission of exams is done:

- For the January term: January 15<sup>th</sup> to January 20<sup>th</sup>,
- For the June term: June 1<sup>st</sup> to June 5<sup>th</sup>,
- For the September term: August 20<sup>th</sup> to August 30<sup>th</sup>.

2. Delayed examination submission is allowed by special decision of the Dean for special reasons.

3. Submission of exams is done by ID card through university management system (UMS).

#### Article 35

The professor is obliged to submit the exam report together with the student list and the physical copies of the applications downloaded from the university management system to the service officer within 24 hours after the end of the exam.

#### Article 36

1. Examination forms are:

Written exam;

Oral exam;

Written and oral exam;

Test exam;

Practical exam;

Mid-term test.

2. The combined written and oral examinations are held within 7 days.

#### Article 37

The assessment of the exam is marked with a grade:

- Grades 10 and 9 represent excellent success: AB
- Grade 8 represents very good success: C
- Grade 7 represents good success: D

- Grade 6 represents sufficient success: E
- Grade 5 represents insufficient success (poor): F

#### Article 38

1. Exams are assessed by a professor or by commission.
2. Commissioned exams are held:
  - When the student complains about the evaluation of the exam held:
  - When the student takes the exam after the third time.

#### Article 39

1. The student has the right to file a written complaint to the Dean against the grade received on the exam and to request the viewing of the submitted exam and evaluated by the professor or commission.
2. The appeal must be filed within 48 hours after the announcement of the results of the examination.

#### Article 40

1. The dean appoints a three-member commission to hold the exam.
2. The previous lecturer does not participate in the assigned commission.
3. The student has no right to file a complaint against the evaluation of the commission.

#### Article 41

1. The exam passed in contradiction with the provisions of this regulation is canceled.
2. The decision to cancel the exam is made by the Dean.
3. The student has the right to appeal against this decision.
4. The appeal is submitted to the faculty council within 48 hours of being notified.

#### Article 42

The student has the right to request postponement of the exam only in reasonable and justified cases. The decision for this is made by the Dean

#### a. Practical lessons – Professional internship

#### Article 43

1. Students of the Faculty of Education are obliged, based on the study program and syllabus, to hold practical lessons-professional internship.
2. Practical lessons-professional internship is compulsory for all students in all years of academic studies.

#### Article 44

1. The practical lessons of students in the respective institutions are supervised by the mentor teachers. For this, they keep official record.
2. The data on the practical lessons are written in the evaluation form which is verified by the supervising professor.

#### Article 45

Students who do not complete the practical lessons-professional internship cannot take the final exam defense (the diploma thesis defense)

#### b. Student rights and obligations

#### Article 46

1. Admitted students have these rights:
  - Participate in all lectures, theoretical exercises, laboratory exercises, hands-on learning, fieldwork, seminars, scientific-educational discussions, professional consultations, excursions of a teaching-scientific nature as well as in other forms of teaching that are organized with the study plan and syllabus.
  - Use the faculty facilities according to the relevant teaching and learning rules.

- To use the library of the university in accordance with the relevant rules on the operation of the library.
- To participate in student elections for their representation on faculty bodies.
- Attend meetings of bodies and committees where they are appointed members and perform such duties with commitment and responsibility.
- To seek to become familiar with the rules laid down for basic studies at this faculty.

#### Article 47

1. The student, who fails to comply with the statutory and legal obligations under this regulation or any special decision of the Dean of the Faculty throughout the study period, commits a breach of obligations of studies and is therefore subject to disciplinary and legal liability.

#### Article 48

1. The student has the right to appeal against any decision that considers that his/her rights have been violated during his/her studies.

2. The appeal is filed:

- Against the decision of the Dean, when he/she has decided as a body of first instance - Faculty Council;
- Against the decision of the study commission, when it has decided as a body of first instance - the complaints commission of this faculty;
- Against the decision of the Faculty Council, when it has decided as the first instance body, the study commission of the university.

c. Student organization

#### Article 49

1. Students' interests are realized directly in the Student Council and through their representation on:

- Student Council.
- Student Parliament
- Faculty Council
- Senate of the University

#### Article 50

1. Students have the right to establish student organizations to which all students can belong.
2. The establishment of student organizations is done in accordance with the statute and regulations approved by the student parliament of the university.

d. Completion of studies and the defense of final exam (defense of thesis)

#### Article 51

Four-year basic bachelor studies at this faculty are completed after passing the final exam (defense of thesis).

#### Article 52

1. The student takes the final exam after having successfully completed all the exams provided in that program of study and after having accumulated at least 230 ECTS credits necessary on the basis of passed exams, as well as after having completed all the other obligations provided by law, statute and this regulation.
2. The data for the fulfillment of these conditions are checked and verified by the authorized official.

#### Article 53

The deadlines for the defense of the final exam (thesis) are:

- January term
- June term
- September term.

#### Article 54

1. The defense of the final exam (thesis) is public.
2. The final exam defense is done in front of a three-member commission.
3. The commission is appointed by the Dean in cooperation with the head of program.

#### Article 55

In the final exam (thesis), the student must demonstrate theoretical knowledge and skills acquired during the studies in mastering the given topic, proving that the subject was prepared with methods that respond to the thesis, that he or she knows the literature and know how to use it professionally and independently.

#### Article 56

- The final exam represents the independent and professional work of a particular theoretical, methodological, or professional problem or task.
- The final exam is elaborated and defended individually.

#### Article 57

1. Submission for the final exam is made to the faculty administration, to the clerk or to the person authorized for the matter.
2. Application forms are provided from the student service office.
3. The form is filled in with all student data that is submitted for the final exam defense.
4. In addition to applying for the final exam, the student also submits:
  - ID card.
  - Application form for the final exam (which is taken to the student affairs clerk)
  - Diploma thesis (in 4 copies)

#### Article 58

1. Minutes are taken during the defense of the final exam (diploma thesis).
2. The minutes are signed by committee members and the dean.

#### Article 59

The student who successfully defends the diploma exam earns a bachelor's degree for the respective program.

#### Article 60

1. The student who successfully completes the final exam is issued a certificate in the name of the diploma for the completion of the four-year bachelor studies in the respective program and the original diploma.
2. The form of the certificate and original diploma is determined by a special decision of the university according to the administrative instruction from the Ministry of Education, Science and Technology of the Republic of Kosova.

#### Article 61

The diploma is solemnly handed over to the student.

#### Article 62

Faculty administration keeps track of graduate students.

### XIII. Transitional Provisions

#### Article 63

This regulation comes into force on the day it is approved by the Senate of the University

#### Article 64

For all other matters not covered by this regulation, the provisions of the provisional Statute of the University of Gjilan “Kadri Zeka” and the Law on Higher Education in Kosova as well as other normative acts shall apply.

#### Article 65

Amendments and supplements to this regulation can be made according to the procedure by which it is approved.

Rector

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Assist. Prof. Dr. Arben Dërmaku, Acting Rector