



KADRI ZEKA

UNIVERSITETI "KADRI ZEKA" GJILAN
UNIVERSITY "KADRI ZEKA" GJILAN
Zija Shemsiu, 60000, Gjilan, Kosova
www.uni-gjilan.net

Rector

Assoc. Prof. Dr. Bajram Kosumi

Ref. no. 01/381

Dt. 10/05/2016

REGULATION

for writing the bachelor's thesis

Gjilan, 2016

Pursuant to the provisions of Article 16, paragraph 3 of the Law on Higher Education of Kosova No. 04/L-037 and Article 110 point 1,2,2,4 and 5 of the Provisional Statute of the University "Kadri Zeka", the Senate of UKZ in its regular meeting held on the 08.1.2016, approved this:

REGULATION

for writing the bachelor's thesis

GENERAL PROVISIONS

Article 1

a) This regulation determines the manner of submission, writing and evaluation of the diploma thesis at the Public University "Kadri Zeka" in Gjilan.

Article 2

a) In order to obtain a diploma on completed studies at the University "Kadri Zeka" (hereinafter the university), it is necessary for the student, in addition to the accumulated ECTS credits (which are earned with a number of passed exams) and fulfillment of other obligations, to write the selected diploma thesis, which is also evaluated with ECTS credits.

b) The student must, together with the diploma exam, accumulate at least 180 ECTS credits for the 3-year Bachelor's program and 240 ECTS credits for the 4-year Bachelor's program.

c) The diploma thesis is basically done from the courses that the student has passed during the studies at the faculty.

Article 3

a) The bachelor thesis is worked individually by the student, proving that the theoretical skills achieved during the studies can be successfully used to solve practical problems in certain scientific fields.

b) The bachelor's thesis can be elaborated together by two or three students (research group) and the contribution of each candidate must be clearly stated.

c) The council of the academic unit makes the decision upon the request for elaboration of the bachelor's thesis by two or three students.

Article 4

a) In the diploma 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 knows how to use it professionally and independently.

b) The final exam represents the independent and professional work of a particular theoretical, methodological, or professional problem or task.

c) In the program of writing the diploma thesis, the student is obliged to cooperate with the mentor.

Article 5

a) On the proposal of the dean of the respective faculty, the list of diploma topics that students can choose is approved. Diploma topics are initially proposed by the academic staff of the faculty.

b). The UKZ Senate by special decision can decide on the number of diploma topics that a professor can mentor during an academic year.

c) The list of the diploma topics, approved by the Faculty Council, is announced on the noticeboard at the beginning of the academic year.

Article 6

a) UKZ students can propose other topics which are not in the list of the diploma thesis topics, thematic issues that are in harmony with the needs and requirements of time in the respective fields but always in agreement with the professor of the course.

Article 7

- a) The student can submit the diploma thesis with minus one exam.
- b) The student can make the request for the diploma thesis from the beginning of the last semester of studies.
- c) The student submits the diploma thesis in a special form in which, in addition to the student data, it also includes: the title of the thesis, the course to which it belongs, the content of the thesis, the name of the mentor and the date of the thesis application. In the second part of the form are written: the date of diploma admission, the date of diploma submission, the date of diploma defense, the evaluation and defense commission. The dean of the Faculty verifies all the data. At the very end of the form is the ascertainment of the clerk that the student has earned the right to submit the diploma thesis.
- d) In the procedure of identifying the thesis topic, the student is obliged to determine, together with the topic and content of the thesis, the literature and other materials that will be used when writing the thesis.
- e) The diploma thesis application is received at the student service. The selected topic by the student should be signed by the mentor. The mentor with the consent of the Dean of the faculty can propose two commission members for the thesis evaluation and defense.
- f) The student submits the application form signed by the mentor to the student service in order to make the registration.
- g) The student can change the topic of the thesis if there are convincing and justifiable reasons. In this case, the student within a reasonable and sufficient deadline must notify the mentor and student service. On the application form, it is noted that the student has given up the submitted topic.
- h) The diploma thesis application is sent to the dean of the respective faculty for review. On the proposal of the dean, the Faculty Council allows the change of the thesis topic, appoints the mentor of the thesis and forms the commission for the thesis evaluation and defense. The mentor in this case or in other cases cannot be elected chairperson of the commission.
- i) After the student chooses the topic from the list of thesis topics approved by the Faculty Council, he/she can start working on it.

Article 8

- a) The approved topic of the thesis cannot be defended before 30 days from the day of admission.
- b) The student is obliged to submit the diploma thesis in 5 hard copies to the student service at least 7 days before the day of defense.
- c) The approved topic must be defended within a period of up to 6 months, after this deadline the thesis is canceled and the student must choose a new topic.

Article 9

- a) The student submits the completed diploma thesis to the student service within the deadline specified in Article 8.
- b) The student service registers the diploma thesis in the protocol and the same, in three copies, together with the thesis application form are submitted to the evaluation and defense commission, after ascertaining that the student has passed all the exams according to the study plan and has performed other obligations provided to defend the diploma thesis.

Article 10

- a) After receiving the diploma thesis, the commission within ten days evaluates the diploma thesis and if the evaluation is positive, in cooperation with the dean of the faculty assigns the date for the oral defense of the thesis.

Article 11

- a) If the thesis is positively evaluated, it can be defended by the candidate.
- b) Students are required to defend their thesis in front of the three-member commission (mentor and two members).
- c) The defense of the diploma thesis is public and is held at the time assigned by the mentor in agreement with the commission members. The mentor notifies the ECTS Coordinator or the University Administration about the time of the defense. They then inform the student.

Article 12

a) In the defense of the diploma thesis is verified the theoretical and practical knowledge as well as the ability of the student to defend and argue his/her own conclusions in relation to the material he has elaborated in the thesis.

b) The procedure for defending the diploma thesis is as follows:

- The chairperson of the defense commission opens the defense procedure;
- The candidate presents the basic research problems of the paper, the methods he/she used in the paper and the results of the paper. The presentation lasts 10 minutes.
- The members of the commission ask questions to the candidate.
- Each member can ask a maximum of 3 questions.
- After the questions are raised, the candidate has the right to think for up to 5 minutes, after which time he should answer the questions.
- After answering all the questions, the Commission examines the quality of the diploma thesis, the oral presentation of the candidate, his/her answers to the questions and based on this the Commission determines the final grade of the diploma thesis.
- The diploma thesis grades are: Excellent success (10 or 9), Very good success (8), Good success (7), Sufficient success (6), Insufficient success (5).

Article 13

a) In case of absence of a member of the Commission in thesis defense, the dean may appoint a replacement.

Article 14

a) If the mentor and the members of the commission come to the conclusion that the candidate has successfully defended the thesis or if they have come to the conclusion that at this point, he has not succeeded, they communicate to the candidate the evaluation (grade) directly after the defense.

b) The chairperson of the commission communicates the grade publicly to the candidate.

Article 15

- a) If the diploma thesis or defense of the diploma thesis is evaluated with an insufficient grade by the commission, the student must correct the diploma thesis and eliminate the shortcomings according to the instructions of the commission chairperson, within thirty days from the communication of the grade. The diploma defense procedure is repeated.
- b). If the corrected diploma thesis is evaluated with a positive grade, the defense procedure will be conducted in the same way.
- c) A student whose thesis topic has been evaluated with an insufficient grade may request to change the thesis topic and the mentor.

Article 16

- a) In the defense of the diploma thesis is verified the theoretical and practical knowledge as well as the ability of the student to defend and argue his/her own conclusions in relation to the material he has elaborated in the thesis.
- b) The procedure for defending the diploma thesis is as follows:
 - The chairperson of the defense commission opens the defense procedure;
 - The candidate presents the basic research problems of the paper, the methods he/she used in the paper and the results of the paper. The presentation lasts 10 minutes.
 - The members of the commission ask questions to the candidate.
 - Each member can ask a maximum of 3 questions.
 - After the questions are raised, the candidate has the right to think for up to 5 minutes, after which time he should answer the questions.
 - After answering all the questions, the Commission examines the quality of the diploma thesis, the oral presentation of the candidate, his/her answers to the questions and based on this the Commission determines the final grade of the diploma thesis.
 - The diploma thesis grades are: Excellent success (10 or 9), Very good success (8), Good success (7), Sufficient success (6), Insufficient success (5).

Article 17

a) On the occasion of the diploma thesis defense, the minutes on the diploma exam are compiled, which contains the following notes:

-Diploma Number

-Name and Surname of the student

-Registry number

-The date of first registration

-Student status

-Diploma thesis topic

-Volume of diploma thesis (number of pages, chapters, tables, figures, etc.)

-The mentor of diploma thesis

-The grade of diploma thesis

- Eventual remarks on the thesis and its defense

-The names and surnames as well as the signatures of the members of the defense commission.

b) The minutes are signed by the members of the commission and the dean.

c) The minutes of the diploma thesis defense are submitted to the Administration where they are placed and kept.

Article 18

a) The student who successfully defends his/her diploma thesis earns a Bachelor (BA) academic degree for the respective study program.

b) The student who successfully completes the final exam is issued a certificate in the name of the diploma for the completion of the 3 or 4-year bachelor studies in the respective program and the original diploma.

c) 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.

d) The diploma is solemnly handed over to the student.

e) Faculty administration keeps track of graduate students.

The methodology of writing the diploma thesis

Article 19

- a) When writing the diploma thesis, the student should be careful about the necessary structure and formal quality of the thesis.
- b) Formal qualities include: style, language, spelling, the pages of the thesis, classification and ordering of content, citation of sources with footnotes, regular register of literature used in alphabetical order of authors and other literature notes, register and overview of documentation.
- c) The quality of the content of the thesis includes: consistent observance of the topic, correct application of the method of analysis and synthesis as well as other corresponding scientific methods, argumentation of attitudes, regular expression of attitudes, conclusions, recommendations, etc.
- d) If the student during the studies has written one or more papers which in terms of content and volume correspond to the diploma thesis, that paper can be accepted as a diploma thesis and the normal defense procedure continues.

Article 20

- a) The diploma thesis is written on a computer in A4 format paper (21 X 29.7 cm) and it consists of:
 - the covers (appendix no. 1)
 - the empty sheet
 - the main inner sheet (appendix no. 2)
 - content
 - introduction
 - elaboration of topics according to chapters
 - conclusions
 - the list of references of other resources that have been used
- b) The literature is written this way:
 - Books (Surname of the author, name of the author, the book title, the place of publication, the year of publication)
 - Journals (title, author, publisher, place, year, number of the journal, number of pages)
 - Others (laws, regulations etc.)
 - the list of appendices (if the paper includes any)

c) The diploma thesis should have at least 30 pages using the following technique:

-left and right margins 30mm

-top-bottom margins 25mm

-line-spacing 1.5

-the font of text- Calibri 11 Justify

-the font of title-Arial Bold 14 Center

-the font of subtitles-Arial Bold 13 Center

-the font of footnotes-Calibri 9

-the font for tables, figures, images description – Times New Roman, Italic 10

Article 21

a) In the literature review chapter, the student is obliged to cite the literature and other sources that have been used.

b) Any other source, whether cited directly or indirectly or interpreted, it must be acknowledged with a footnote or endnote.

c) The quoted and interpreted parts should be marked with a numbered footnote, under the same page, at the bottom of the page. Footnotes should indicate:

-if it is a book: the surname and name (or initials) of author, the book title, the name of publisher, the place of publication, the year of publication and the page number

-if it is a journal: the surname and name of author, the title of article, the name of journal, the year of publication, the number of journal and the page number

d) The literature that was used when writing the diploma thesis is put at the end of the thesis. The literature list is compiled according to the alphabetical order of the authors' surnames.

e) All tables and figures in the text must be marked with numbers and have their own name and source.

f) Each table, image, figure, etc., must be described in such a way that it can be understood and automatically used without the part of the text.

Article 22

a) The diploma thesis is necessarily bonded (hardcover); the following should be written on the front cover page:

- University “Kadri Zeka”-Faculty of Education
- Logo of the University
- The title of diploma thesis
- Diploma thesis
- Mentor: the name of professor
- Student: the name of student
- Gjilan, month, year

b) On the second (inner) page of the thesis are written the following data:

- University “Kadri Zeka”-Faculty of Education
- Diploma thesis
- The course to which the thesis topic belongs
- The title of diploma thesis
- The name and surname of student
- Student status
- Registry number
- Program and degree level
- The mentor of the thesis
- Gjilan, month, year

Article 23

a) The diploma thesis is bonded (hardcover). The covers with the color of the University logo.

Article 24

The regulation comes into force immediately after being approved by the Senate of the University of Gjilan and signed by the Rector of UKZ.

Amendments and supplementations to this Regulation can be made according to the same approval procedure.

Rector

Assoc. Prof. Dr. Bajram Kosumi

Sample 1

Diploma thesis front cover

PUBLIC UNIVERSITY OF GJILAN “KADRI ZEKA”

FACULTY_____

PROGRAM_____



UNIVERSITETI
KADRI ZEKA
UNIVERSITY

DIPLOMA THESIS

Name and surname of the candidate

Gjilan, 2016

Sample 2

The first page of diploma thesis

PUBLIC UNIVERSITY OF GJILAN “KADRI ZEKA”

FACULTY_____

PROGRAM_____



UNIVERSITETI
KADRI ZEKA
UNIVERSITY

Diploma thesis title

DIPLOMA THESIS

Mentor:

Candidate:

Gjilan, 2016