



UNIVERSITETI "KADRI ZEKA" GJILAN
"KADRI ZEKA" UNIVERSITY
FACULTY OF APPLIED SCIENCES
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Based on article 65 item 4 of the Statute of the University "Kadri Zeka" in Gjilan, the Senate of this university on the proposal of the Faculty of Applied Sciences, in the meeting held on 24.02.2022 issued this:

REGULATION
ON BASIC STUDIES – BACHELOR

I. GENERAL PROVISIONS

Article 1

1. The Faculty of Applied Sciences is an academic unit within the "Kadri Zeka" University of Gjilan.
2. The Faculty of Applied Sciences (abbreviated FAS) is headquartered in Gjilan and offers basic 3-year (6) semester-bachelor studies.

Article 2

1. Basic bachelor studies are organized and held according to the curriculum approved by the Faculty Council, the University Senate, and accredited by the Kosovo Accreditation Agency (KAA)
2. The curriculum and syllabus can be amended or supplemented during the accreditation and re-accreditation process. The amendments or supplements to the curricula shall be adopted on the proposal of the Faculty Council and the approval of the University Senate.

Article 3

The Faculty organizes regular studies.

Article 4

1. Teaching is conducted through lectures, theoretical exercises, laboratory exercises, practical learning, seminars, mid-term tests, professional consultations, independent student papers as well as excursions of educational-scientific character.

2. The course can be lectured for weeks during one or two semesters or 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 16th and ends on May 31st of the following year.

II. DURATION OF THE STUDIES

Article 6.

Basic bachelor studies in this Faculty last three (3) years, respectively (6) semesters with the requirement of completing at least 180 ECTS credits until the completion of their studies.

The student must obtain 60 credits for each year of study from the exams in compulsory and elective courses.

Article 7

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

III. STUDY PROGRAMS

Article 8

1. The Faculty of Applied Sciences initially offers studies in the program:

Educational Mathematics

2. The study programs contain:
 - Title of the study;
 - Type of the study;
 - Academic title;
 - Conditions for enrollment;
 - Objectives and results;
 - Details on the curriculum;
 - Competencies
 - Value in points according to ECTS (courses, diploma thesis), etc.

IV. LANGUAGE OF STUDY

Article 9

- The Faculty of Applied Sciences organizes studies in Albanian and 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 the following requirements:

- have completed high school and passed the state Matura exam;
- have completed high school in the Republic of Kosova (which is certified with a diploma),
- have successfully completed primary and secondary school with at least 12 years of schooling (certified with relevant diploma),
- have validated and certified the high school diploma earned outside the Republic of Kosovo by the Ministry of Education, Science, Technology, and Innovation of the Republic of Kosovo.

Article 11

1. The competition, admission, and enrollment of new students is done under the conditions provided by the competition which is announced and published by the University "Kadri Zeka" Gjilan;
2. The candidate gains the right to admission and registration when he/she successfully passes the entrance exam based on the number of points earned according to the ranking up to the number determined for admission in the program, respectively the respective study program.
3. The entrance exam is held with a test unless otherwise foreseen by the competition.
4. The conditions, deadlines, organization, and manner of taking the entrance exam are defined in more detail in the competition published by the University "Kadri Zeka" in Gjilan.

Article 12

1. The candidate who has not acquired the right to registration has the right to file a complaint to seek clarification and view his/her test submitted for evaluation.
2. The complaint is submitted to the dean of the faculty within 24 hours, from the day of notification, respectively from the day of publication of the result of the entrance exam.
3. The Dean is obliged to submit the submitted complaints without delay to the Complaints Resolution Commission formed by the Faculty Council.

Article 13

1. Candidates, who compete for admission, are required to submit the following documents:
 - online application through the university website.
 - diploma, along with the certificates of the secondary school (original, or officially verified if obtained abroad).
 - birth certificate
 - copy of ID card.
 - payment from the bank for the entrance exam.
2. The documentation is submitted to the student affairs officer within the legal deadlines.

Article 14

1. In addition to the above-mentioned documents, the candidates, who have earned the right for admission and enrollment, must submit these other additional documents:
 - The payment receipt on behalf of the semester registration / is downloaded from the website of the University/Faculty
 - Completed registration form which is obtained at the Faculty.
2. Supplementary documentation is submitted to the student affairs officer within the deadlines provided for this purpose.

VI. STUDENT STATUS AND REGISTRATION REQUIREMENTS FOR THE FOLLOWING YEAR OF STUDIES

Article 15

1. The student is enrolled in this faculty with regular status unless otherwise is foreseen by the competition for enrollment.
2. Upon enrollment, the student is issued an identification card (ID).

Article 16

1. Enrollment in the first year of studies is done at the time determined by competition, in accordance with the Statute and the decision of the UKZ Senate.
2. Enrollment in the second and third years of studies is done from October 1st to October 15th.
3. Certification of semesters is done from the 15th to the 20th of January (for the winter semester) and from the 1st to the 5th 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 obligations related to the continuity of daily learning until the completion of studies.

Article 18

1. A student who does not regularly attend 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 verify the respective semester only in exceptional and reasonable cases.
3. The decision on this matter is made by the Dean of FAS.

Article 19

1. The student has the right to register for the second year of studies if he/she has obtained/passed 70% of the credits or exams from the total number of credits in the first year of study courses.
2. In The third year of studies, the student can register if he/she has obtained/passed 40% of the credits or exams from the total number of credits in the second year of study courses.

Article 20

1. The student cannot take the next year's exams without passing all the previous year's exams.
2. The student has the right to repeat registration of the same year of studies as long as it doesn't exceed double the length of studies.

Article 21

1. The student who in the September term does not obtain the credits provided by article 19 of this regulation, for the registration of the following year, he/she must repeat the registration of the same academic year.
2. The student who repeats the registration of the year of studies, pays the tuition fee just like other full-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 FAS.

Article 22

The Faculty's Council has the right to make special decisions on maintaining the status of full-time students in special cases for the student's achievements in the field of education, science, technology, culture, and sports.

Article 23

The student may request a temporary suspension from full-time student status in the following cases:

- Severe illnesses,
- Childcare under the age of three as well as
- In other justified cases.

Article 24

The student, who has completed all the examinations provided by the curriculum for the respective study program, has the right to retain the status of a full-time student for another two years. During this time, the student must successfully complete all exams and pass the diploma exam.

Article 25

1. The student, who has certified the sixth (6) semester for the first time, enjoys the status of an undergraduate.
2. The undergraduate status lasts for one year. After this time, the student who has not successfully completed all the exams loses the undergraduate status and is subject to all other obligations that apply to other students (repetition of academic year registration, registration fee, etc.).
3. Undergraduate students do not pay tuition fees.
4. After the expiration of the deadline of 12 months (undergraduate status), the student pays the tuition fee.

Article 26

The student after no more than two 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

A student loses his/her full-time status in the following cases:

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

VII. CHANGE OF STUDY PROGRAM

Article 28

1. The student has the right to request the change of the study program in the same unit 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 program of studies.

Article 29

1. The change of study program is allowed only at the time foreseen by the Statute of the UKZ.
2. The student may be allowed to enroll in the new study program: in the second year onwards in the respective program and study program
3. The consent from paragraph 2 of this Article is given by the Studies Commission, while the decision is taken by the Faculty Council.
4. Changing the study program is not allowed to the student who has to re-enroll in the first year of study in the new study program.
5. The request for change of the study program is submitted to the Studies 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 lodged with the Faculty Council against the decision of the Study Committee.

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 make the transfer to the study programs of FAS if he/she meets the conditions according to article 29 of this regulation in the respective programs (departments).
2. The transfer is allowed from 1st to 15th September and from 15th January to 31st January, respectively for the timeline provided by the Statute.
3. If the candidate is allowed to transfer to the respective program then he/she is obliged for each accepted exam and being allowed the transfer must pay the fees set by the Administrative Instruction of the MESTI, in the account of the Faculty-University.

IX. EXAMS ORGANIZATION

Article 31

1. The exams are public.
2. Basic studies exams are held within the set terms and dates published in the notice board and web page of the Faculty/University.
3. Regular exam periods are:
 - January period - (beginning from January 20th until February 15th).
 - June period - (beginning from June 5th until June 30th)
 - September period - (beginning from September 1st until September 30th).
4. Exam period may be changed by decisions of the University Senate.

Article 32

1. The published examinations are obligatory for both the examiner and the student.
2. The exam schedule is determined in such a way 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 compiles and publishes the exam schedule, after having previously received the dates of the exams from the heads of the respective programs and study departments.
3. Changing the date of the exam is allowed only in reasonable cases with the permission of the Dean.

Article 34

1. The submission of the exams is done:
 - for the January period - from 5th until 15th of January.
 - for June period - from 1st until 5th of June.
 - for September period - from 20th until 30th of August.
2. Delayed examination submission is allowed by a special decision of the Dean.

3. The submission of exams is done with an ID card through the UMS system.
4. The University Senate can make decisions on exam deadlines.

Article 35

The Professor is obliged that after submitting the grades in the UMS, within the set period after 48 hours, not more than 7 days, to hand over to the service officer the exams report together with the student list and physical copies of the downloaded applications from the UMS system.

Article 36

1. Examination forms are:
 - Written exam,
 - Oral exam,
 - Written and oral exams,
 - Practical exam
2. Combined written and oral exams are held within seven days.

Article 37

The assessment of the exam is marked with a grade:

- | | |
|--------------------------------------|------|
| - Grade 10 and 9 – excellent success | A, B |
| - Grade 8 – very good success | C |
| - Grade 7 – good success | D |
| - Grade 6 – sufficient success | E |
| - Grade 5 – insufficient success | F |

Article 38

1. Exams are assessed by a Professor or by Commission.
2. The student has the right to a retest in the subject he/she did not pass.
3. The student has the right to enter a maximum of three (3) times in the exam he/she did not pass.
4. The student has the right to complain.
5. The student after complaining, with grounded reasoning, may be allowed by the Dean to enter the exam for the fourth time. The exam can then be held in front of a commission of three (3) members, who are appointed by the Dean of the academic unit.
6. In case the same year is registered again, the previous number of failed student exams is not taken into account.

Article 39

1. The student has the right to file a written complaint to the Dean of the academic unit against the grade received. The complaint must be filed within two (2) working days after the results have been announced.
2. The complaint can be made for the following reasons:
 - 2.1. for the written exam - a complaint is filed against the grade obtained in writing;
 - 2.2. for the oral exam - a complaint is filed against the grade obtained orally;
 - 2.3. for the combined written and oral exam:
 - 2.4. a complaint is filed against the grade obtained in writing, before entering the oral exam;
 - 2.5. a complaint is filed against the grade obtained orally, which means that the grade from the

written exam has been accepted.

3. Upon timely receipt of the complaint, the Dean of the academic unit evaluates the claims from the complaint and if he/she deems it reasonable, forms the examination commission within two (2) working days after receiving the complaint and appoints three (3) professors, but without the Professor against whose grade the student complained.

Article 40

1. The student has no right to file a complaint against the evaluation of the commission.

Article 41

1. The exam given in contradiction with the provisions of this regulation is canceled.
2. The decision on the cancellation of the exam is made by the Dean.
3. The student has the right to appeal against this decision.
4. The complaint is submitted to the Faculty Council within 48 hours of being notified.

Article 42

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

X. STUDENT'S RIGHTS AND OBLIGATIONS

Article 43

Admitted students have the following rights:

- to participate in all lectures, theoretical exercises, laboratory exercises, seminars, practical training, fieldwork, scientific-educational discussions, professional consultations, excursions of an educational-scientific nature as well as in other forms of teaching that are organized according to the study plan and syllabus.
- use the equipment of the faculty according to the relevant rules for teaching and learning exercises.
- use the university library following the relevant rules on the operation of the library.
- participate in the student elections for their representation in the faculty bodies,
- to participate in the meetings of the bodies and commissions where they are appointed as members and to perform such duties with commitment and responsibility.
- seek to be acquainted with the rules set out on basic studies at this faculty.

Article 44

1. The student, who does not comply with the legal, statutory obligations as well as the rules and obligations provided by this regulation or by a 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.
2. The Faculty Council expels from the University permanently or temporarily students who seriously violate the rules. Students accused of violations have the right to be heard by the Disciplinary Commission, which advises the Faculty Council. Expelled students have the right to complain to the Complaints Commission at the level of the academic unit as a second instance.

Article 45 (Article 149 of the Statute)

1. Students have the right to appeal against the decision taken by the University bodies,

academic units, and organizational units related to their rights, obligations, and responsibilities.

2. Such appeals are submitted to the Studies Commission of the academic unit within fifteen (15) working days after the announcement of the decision.
3. The study commission is obliged to submit the report on the decision taken to the Council of the academic unit, within thirty (30) working days after receiving the complaint.
4. The appeal against the decision in the second instance is decided by the Senate.
5. Students have the right to challenge the decision of the Senate in the competent court

XI. STUDENT ORGANIZATION

Article 46

The students' interests within the Faculty of Applied Sciences are realized directly in the Student Council and through their representation in the Faculty Council

Article 47 (Article 155 of the Statute)

1. Students have the right to establish student organizations, to which all students can belong.
2. The Student Council is the student representative body in the Academic Unit.
3. The total number of student council members is one percent (1%) of the total number of full-time students enrolled in the academic unit, with a minimum of five (5) and a maximum of twenty-one (21) members.
4. Members will be nominated by the student organization, based on the total number of votes won during the student elections in the academic unit, according to the priority lists of candidates published by the student organization, at the beginning of the election campaign.
5. The members of each student council elect a chairman and a vice-chairman.
6. Each student council proposes a list of one candidate for a student member of the Senate to be elected by the Student Parliament.
7. The mandate of the members of the Student Council of the Academic Unit lasts two (2) years, without the right of re-election.
8. The chairman of the student council is an ex-officio member of the total number of student members of the Faculty Council. The Student Council of each academic unit elects a student member of the Council of the Academic Unit.
9. Students have the right to establish professional associations or clubs for any purpose allowed by the Law on Higher Education in Kosovo.

COMPLETION OF STUDIES AND THE DEFENSE OF THE FINAL EXAM – (defense of diploma thesis)

Article 48

Basic studies 3/three/years-Bachelor in this faculty, are completed after passing the final exam (defense of diploma thesis).

Article 49

1. The diploma thesis work for Bachelor's is done individually by the student, verifying that the

theoretical abilities achieved during the time of study can be successfully used for solving practical problems in certain scientific fields.

2. The procedures for application, elaboration, defense, and evaluation of the bachelor's diploma thesis are determined by the Faculty Council.

Article 50

Deadlines for protection of the final exam (diploma thesis) are:

- January term,
- June term,
- September term,

Article 51

1. The defense of the final exam (diploma thesis) is public.
2. The defense of the final exam takes place before a three-member commission.
3. The Commission is appointed by the Dean in cooperation with the Heads of study programs.

Article 52

In the final exam (diploma thesis), the student must demonstrate the knowledge and theoretical skills acquired during the studies, in mastering the given topic, provided that the topic was prepared with the method that corresponds to the thesis, that he/she knows the literature and knows how to use it professionally and independently.

Article 53

- The final exam represents the independent and professional work of a specific theoretical, methodological or professional problem or task.
- The final exam is elaborated and defended individually.
- In special cases, with a special decision of the Faculty Council, it may be allowed to elaborate and defend the final exam by two students jointly.

Article 54

1. The submission for the defense of the final exam is made in the administration of the faculty to the official or the authorized person on this matter.
2. Application forms are available at the student service.
3. The form is completed with all the data for the student who submits for the defense of the final exam.
4. In addition to the request to submit the final exam, the student also submits:
 - ID card
 - Application for the final exam (obtained from the student affairs clerk)
 - Diploma thesis (in four copies)

Article 55

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

Article 56

The student, who successfully defends the final exam, earns the BACHELOR degree for the respective study program.

Article 57

1. The student, who successfully completes the final exam, is issued a certificate on behalf of the diploma on the completion of the bachelor studies of the respective program or the corresponding study program and the original diploma.
2. The form of the certificate of the diploma and the original diploma is determined by a special decision of the University according to the Administrative Instruction from the Ministry of Education, Science, Technology, and Innovation of the Republic of Kosova.

Article 58

The diploma is solemnly handed over to the student.

Article 59

Faculty administration keeps records of graduate students.

XII. TRANSITIONAL PROVISIONS

Article 60

This regulation entered into force when approved by the Senate of the University "Kadri Zeka" on the proposal of the Council of the Faculty of Applied Sciences.

Article 61

For all other matters which are not included in this regulation, the provisions of the Statute of the University "Kadri Zeka" in Gjilan, the Law on Higher Education in Kosovo, as well as other normative acts shall apply.

Article 62

Amendments and supplements to this regulation are made in the manner in which this regulation is adopted.

Gjilan, 24.02.2022

