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Decision. No. 01/1411 dt.05/8/2019

Pursuant to Article 49, paragraph 1, subparagraph 1.3; article 97, paragraph 1 and 2 and article 98, paragraph 1 of the Provisional Statute of the Public University "Kadri Zeka" in Gjilan, the Senate of the University in the meeting held on 29.07.2019, issued this:

REGULATION FOR MASTER STUDIES

General provisions

Article 1

This regulation defines the unique criteria for the organization and types of studies, the conditions of enrollment in studies, the conditions of enrollment of the year, the duration of studies, the change of the study program, the master's thesis, defense procedure, and other important issues for master studies at the University "Kadri Zeka" in Gjilan (hereinafter UKZ).

Organization and types of studies

Article 2

1. UKZ organizes regular master studies for obtaining a scientific degree in the defined master study programs.
2. UKZ can also organize multidisciplinary master studies or even with other universities on the basis of joint study programs and mutual memoranda of partnership.
3. Programs in master studies must be in harmony with the needs of scientific, professional, cultural and economic development in Kosovo as well as in harmony with the demands of the labor market.
4. The study program, the organization of the learning, the compilation of the syllabi, as well as the way of teaching and learning will be in harmony with the criteria of the Bologna charter.

5. The initiative for accreditation or re-accreditation of master study programs comes from the relevant departments which during this process interact with the academic development office of UKZ.
6. Faculties, respectively departments must fulfill the requirements and criteria of the Kosovo Accreditation Agency (hereinafter KAA) for accreditation or re-accreditation of study programs and other requirements for the accredited programs.
7. The UKZ Senate gives the final approval for the proposal and launching new programs, continuing with other procedures for fulfilling the legal requirements put forward by the KAA.
8. Faculties, respectively departments are responsible and must start the preliminary procedures (according to the standards and requirements of the KAA) for the study programs for which the accreditation period expires, in order for the same programs to get reaccredited.

Article 3

1. For the master studies have the right to apply all the candidates who have completed the basic studies (bachelor). Candidates who during the basic studies have accumulated 240 ECTS credits (4 years of study) can apply for master studies with 60 ECTS or 120 ECTS while candidates who during the basic studies have accumulated 180 ECTS credits (3 years of studies) can apply for master studies with 120 ECTS.
2. Due to the content of the programs, the faculties may set additional criteria regarding the right for enrollment for students who have completed bachelor studies in different fields of study from the studies of the master program in which they apply.
3. Candidates who have completed their basic studies abroad, whose diplomas have been recognized (validated) by the Ministry of Education, Science and Technology (hereinafter MEST) based on the law and regulations in force, have the right to apply for master studies.
4. The selection of candidates is done according to the criteria set by the Statute of UKZ, the conditions set out in the relevant accredited program and according to the conditions which are presented in the call for student enrollment.

Article 4

The master studies are completed with the passing of all exams as well as with the public defense of the thesis in which case the student receives the diploma with the number of ECTS depending on the study program (120 ECTS, 90 ECTS or 60 ECTS).

Article 5

1. The right to teach in master studies has the teaching staff with university titles: full professor, associate professor and assistant professor, who fulfills the conditions provided by the statute of UKZ. For the practice classes, according to the program definitions presented in the syllabi of the courses, assistants can also be engaged.
2. The assistant cannot be the course professor at the master studies. The assistant who does not have the title Dr. Sc. cannot give lectures.
3. In certain cases, two or more professors can teach a course. In cases where the teaching is held by two or more professors, the grades in UMS (University management system) are put by the responsible professor.

Article 6

Teaching in master studies is realized in the form of lectures, seminars, numerical / analytical / laboratory practice classes, practical work, field work, artistic work, study visits, discussions, professional consultations and through independent work of students or other forms defined in the syllabi of the courses.

Enrollment conditions

Article 7

1. The Faculty Council proposes the number of students for enrollment, which is approved by the UKZ Senate on the basis of accredited study programs. For joint study programs, the number of students for enrollment is proposed by the program study council and approved by the UKZ senate.
2. The final decision for announcing the public Call is taken by the university senate in cooperation with MEST.

Article 8

1. The selection of candidates according to article 3 of this regulation is made by the admission committee of three members which is approved by the faculty council, respectively the studies council of joint study programs.
2. The committee must be competent and professional, according to the field of studies.
3. The Faculty Council appoints an ad hoc complaints commission for matters of processing complaints regarding the decisions during the Call process for student enrollment.
4. Candidates who are not accepted in the master studies, can make a written complaint to the administrative service of the faculty by addressing the complaint to the Complaints commission of the relevant faculty within two working days after the publication of the results. The Complaints Commission compiles a report on candidates' complaints. This report is approved by the faculty council.
5. The decision, in accordance with the requests of the students, is taken within a period of two working days, after the review of the complaints by the complaints commission or according to the deadlines determined by the conditions of the Call.

Article 9

Enrollment of students in the first semester of master studies is done in the central administration of UKZ. The student gets the ID-card by the IT service after the verification by the student service for master studies at the faculty level.

Change of program of study

Article 10

1. Change of the study program or the transfer of the student from any other faculty of UKZ or from any other accredited University inside or outside the country, the provisions foreseen by the statute of UKZ apply.

Duration of studies

Article 11

1. Master's degree studies, depending on the study program, last two semesters with a total of 60 accumulated ECTS credits; three semesters with a total of 90 accumulated ECTS credits or four semesters with a total of 120 accumulated ECTS credits.
2. The student maintains the status of a regular student in the duration as much as twice the regular duration of the studies, performing the obligations foreseen according to the requirements of the program and other details, foreseen by the statute of UKZ.
3. The student can once request to extend the duration of studies for one or two years, a decision which is taken by the Faculty Council in accordance with Article 109, points 1 and 2 of the statute of the UKZ.
4. The beginning and the end of the semester are regulated according to the provisions of the UKZ statute.
5. Teaching in master studies takes place for 15 weeks within a semester (with the possibility of extending this period with a decision taken by the faculty council to adapt to the specifics of the respective programs).

Student rights and obligations

Article 12

1. Students have the right to complain against the decision made by the faculty bodies that have to do with their rights, obligations and responsibilities.
2. Such complaints are handled under the Article 134 of the UKZ Statute.

Conditions of the year enrollment

Article 13

The student enrolls the following year of master studies after having passed over 50% of the exams of the first year of studies.

Exam organization

Article 14

1. The student acquires the right to take the course exam after completing the obligations provided by the curriculum of master studies by respecting the exam schedule announced by the faculty.
2. The way of organizing the exam can be: analytical, numerical, laboratory, practical, theoretical, performing and which can be with a test or with oral questions / answers. For the evaluation of the student's success in the exam, other evaluation methods can also be applied, defined in the syllabi of the respective courses and in the specifics of the accredited program.

Article 15

The exams in the master studies are held during the academic year according to the deadlines published / approved by the faculty based on the Statute of UKZ and on special decisions of the Senate of UKZ.

Article 16

1. For the success achieved in the exam, including the evaluation of the diploma thesis, the student is evaluated with the following numerical grades: 10 and 9-excellent (A and B); 8-very good (C); 7-good (D); and 6-sufficient (E). Meanwhile, the numerical grade 5-insufficient (F) indicates that the student has not managed to pass the exam.
2. The grade of the master thesis is put in UMS by the mentor based on the minutes of the diploma thesis signed by the committee members.
3. The committee of the master thesis defense makes the evaluation immediately after the public defense. The evaluation of the master's thesis can be:
Defended it with excellent success (with a score of 100-85 possible points), very good (with a score of 84-70 possible points), good (with a score of 69-55 possible points), sufficient (with a score of 54-40 possible points) and when the candidate has less than 40 points, then he/she cannot pass his/her master's thesis defense. The committee after the defense fills in the form F5.
4. The decision is taken by a majority vote of the committee members for the master's thesis defense ascertained by their signature. The master's thesis, which has not passed the defense, can be reworked if the mentor gives approval for the continuation of the same diploma thesis and

submits for defense for the second time after a period of 1 to 2 years after which the right to redefend is lost.

5. For the defense procedure, the minutes are compiled in the Albanian language, and in case the defense is made in another language, the minutes are compiled in the respective language.

6. The grade is recorded in the UMS, with the ID card number and the report in paper form is sent to the student service.

7. The student, who fails the exam in 3 regular deadlines and after taking it with a commission, is obliged to repeat the respective course from the beginning.

Article 17

The students who are not satisfied with the evaluation and the grade obtained in the exam, the provisions of the UKZ statute apply.

Master's thesis

Article 18

1. The student can submit a request for the approval of the thesis proposal, respectively the project proposal for the master's thesis, after having completed all the following obligations from the study program: Students of study programs with 60 ECTS credits or 90 ECTS credits must have completed all exams of the first semester, while students of master study programs with 120 ECTS credits must have completed all exams of the first and second semester of studies.

2. The application form for the approval of theses/ diploma project proposal is the same for all master's programs at UKZ and it is received at the student service or on the university website (F1).

3. The request for approval of the master's thesis topic is made in written form. An integral part of the request should be the project proposal for the topic which should contain the following elements.

3.1. The definition and justification of the proposed topic;

3.2. The aim of the study and objectives;

3.3. The current state of studies for the researched problem (theoretical basis);

3.4. Hypotheses, research questions, and the formulation of the research problem;

3.5. Research methodology;

3.6. Research results;

3.7. Deadlines

3.8. References

3.9. Student biography

4. The completed request signed by the professor who may be a potential candidate for mentor is registered and submitted to the student service.

5. The diploma thesis mentor can be any professor who has one of the academic titles of professor at UKZ. If necessary, the mentor can also be the professor with one of the academic titles of professor outside the UKZ, but in this case a co-mentor within the UKZ should be proposed. The ordering will be: the mentor from UKZ, then the co-mentor (at least the scientific degree Dr. Sc.) outside UKZ. Thus, the administrative and procedural responsibilities up to the defense of the thesis will be the responsibility of the internal mentor (UKZ).

6. The master thesis is individual but can also be written by a research group of 2 or 3 students in compliance with Article 111, paragraph 3 and 4 of the UKZ statute.

Article 19

1. The leader of the master program in collaboration with the mentor reviews the student's request regarding the proposal for the master's degree project and proposes it to the faculty council which can approve it, return it for supplementation or even reject it. In case of approval, the faculty proposes the committee for evaluation of the thesis. One of them must be the thesis mentor. This proposal is voted by the faculty council.

2. After the proposal is approved by the faculty council, the committee is obliged to fill in the form (F2) approved by the faculty council within 15 days.

3. This form together with the request for evaluation (F1) must be part of the physical file of the candidate.

4. In case the leader of the master program in cooperation with the mentor proposes the supplementation of the project proposal, then the dynamics of the change is determined by the leader of the master program in cooperation with the mentor.

5. In case of rejection of the project proposal then the handling process of the request ends and the procedure starts from the beginning, with a new project proposal by the student.

Article 20

The master thesis is an independent scientific / artistic activity of the candidate / candidates and must prove that the student during the time of studies has acquired competencies according to the study program.

Article 21

1. At least three months after the date of the decision of the faculty council to approve the request for evaluation of the project proposal and in cooperation with the mentor, the candidate may submit a request for evaluation of the manuscript, request (F2).
2. The registered request together with 4 soft copies of the diploma thesis is submitted to the student service.
3. The printing of the master's thesis should be done on one side of the A4 sheet. The thesis must be written using the Times New Roman font, size 12. The line spacing 1.5 throughout the document. For specific accredited programs, the guideline for writing and ordering the diploma thesis approved by the respective faculties / departments must be respected.
4. After receiving the request and copies of the thesis, the committee prepares the evaluation report of the master's thesis for the faculty department / council.

Article 22

1. At the next meeting of the faculty council, the committee presents the report for the evaluation of master's thesis.
2. After the discussion, the faculty may reject, request supplementation of, or approve the thesis.
3. In case the faculty approves the report of the committee, it proposes to the faculty council to approve the committee for defense. At least two of the members of the public defense committee must be from the narrow field of the thesis.
4. At least two of the members of the defense committee must be from the respective faculty.
5. The mentor may also be in the defense committee (but not in the capacity of committee Chair) and a reserve member should be proposed.
6. Committee members can be academic staff with the academic title of the professor from UKZ and outside UKZ (except the Chair who is a professor in accredited programs and in the relevant field).

7. In this meeting, the faculty also proposes the modality for public discussion of the topic which should last 15 days.

8. In case the faculty proposes the supplementation and the change of the committee report, then the dynamics of the change is determined by the faculty.

Article 23

1. After the end of the time limit provided for the discussion, if necessary, the committee collects the recommendations from the public discussion and jointly evaluates whether or not they should be incorporated in the thesis and in the report.

2. In case of changes in the report (F3) as a result of the public discussion, then once again the faculty reviews the evaluation report.

3. In case the phase of public discussion has not produced significant changes with the report (F3) of the evaluation committee, then it is forwarded directly to the faculty council as a proposal treated according to article 22, point 3.

4. The report must be signed by the committee members.

5. In case one of the members of the evaluation committee does not sign it or has a negative opinion, then the members of the evaluation committee are allowed to present the independent opinion by writing another report.

6. The report as such is recorded and a copy together with the request (F2) is entered in the student file, one copy is given to the Chair and another copy is given to the mentor.

Article 24

1. The faculty council at the next meeting decides on the approval of the report (F3) and the formation of the defense committee.

2. If during the discussion in the faculty council a decision is made for a partial change of the report (F3), then the time dynamics is determined by the faculty council.

3. The committee defense has the obligation to organize the public defense, not later than 10 days from the date when the committee takes the decisions of the council.

4. In the meantime, the candidate, taking into account the last remarks and suggestions of the committee, revises the diploma thesis and prints it in 7 hard copies and according to the instruction.

5. Original copies of the diploma thesis must be recorded and submitted to the student service office.
6. In case the candidate does not complete the diploma thesis for a maximum of 1 year from the date when the topic was allowed by the faculty council, he / she can submit a request for the continuation of the thesis in the additional period of 6 months.
7. In case the candidate does not complete the diploma thesis even after the continuation allowed for 6 months by the faculty council, it is considered that the thesis has not been successful and the candidate is obliged to submit a new topic of the thesis in order to graduate in the relevant master program as well as with a new mentor.
8. Master studies end according to the deadlines set by the provisions of the UKZ statute.

Article 25

If the candidate's thesis is rejected by the relevant committee or the candidate for other reasons does not complete the thesis within the deadline under the previous article, he has the right to submit a written proposal for the new title of master's thesis. The candidate can use this opportunity only once.

Article 26

1. If the faculty council returns the thesis to the candidate for supplementation, in that case it can extend the committee for the evaluation of the supplemented thesis. The candidate must supplement the master thesis not later than 6 months.
2. When the committee receives the supplemented thesis, it is obliged to draft a new report on the evaluation of the thesis and send it to the faculty council through the faculty within 15 days from the day of receiving the thesis.

Article 27

1. The committee in agreement with the candidate and with the approval of the faculty appoints the date and place (hall) of the public defense of the thesis.
2. The secretary of the faculty in consultation with the evaluation committee announces the notification for the defense of the master's thesis at least 5 days before the day of the defense.

3. The notification is announced on the bulletin board at the faculty and on the University website. The announcement provides information about the candidate, topic of the thesis, date, time and hall of the public defense.
4. Public defense is led by the chair of the committee according to the defense form (F4).
5. Public defense of the master's thesis must be done within a period of not less than 5 days and not more than 30 days from the day of the decision.

Article 28

1. The candidate has successfully defended the master's thesis if the decision and the positive evaluation of the thesis defense have been made unanimously or by the majority of the committee members.
2. If the candidate has not successfully defended the master's thesis, he/she can submit a new proposal for the master's thesis within 6 months from the date of notification.

Article 29

1. A diploma is issued to the candidate who successfully defends the thesis according to the provisions provided in the accredited program and other statutory provisions.
2. The successfully defended master's thesis is published on the University website at least one week after the public defense and after earning the title.

Article 30

1. The candidate can be challenged to and deprived of a master's degree if it is proven that the master's thesis contains plagiarized material or is a work of plagiarism.
2. Doubts about plagiarism and other unethical practices in master thesis can be raised by any person inside and outside the University.
3. In case of reasonable doubt, the faculty proposes to the faculty council the composition of the three-member committee to review the doubts raised regarding the authorial ownership and the quality of the master's thesis.
4. The committee formed by the faculty council presents to the council a clear and argumentative final report. The faculty council reviews the report of the committee and if it ascertains the

doubts from the above paragraphs of this article, proposes to the UKZ senate to revoke the master's degree.

5. The UKZ Senate takes the final decision on revoking a master's degree.

Termination, extinction and closure of programs

Article 31

1. Master study programs can be closed in the following cases:
 - 1.1. On the proposal of the faculty and with the approval of the senate;
 - 1.2. Failure to apply for accreditation;
 - 1.3. Loss of Accreditation;
 - 1.4. Reduction of the defined number of academic staff as responsible people for accredited programs;
 - 1.5. Failure to fulfill other conditions set by KAA.
2. In case of closure of master study programs, the faculties continue to follow the generations of students enrolled in those programs until graduation or until the deadlines set for graduation according to the UKZ Statute or the decisions of the UKZ senate.
3. Students who graduate in these programs have all the rights that belong to them upon earning the title determined by those programs.

Transitional provisions

Article 32

1. For all other issues that are not included in this regulation, the provisions of the statute of the UKZ and the law on higher education of Kosovo will be implemented.
2. In addition to the regulation, the faculties must draft the following documents:
 - 2.1. Guidelines for project proposal;
 - 2.2. Instructions and forms for thesis evaluation (individual form for each committee member)
 - 2.3. Guidelines for the evaluation of the final work and presentation (a joint form for the committee).
3. The regulations and other accompanying documents in this article are approved by the faculty council and receive final approval from the UKZ statute.

Article 33

1. This regulation enters into force on the day of approval by the UKZ senate.
2. Amendments and supplements to this regulation can be made according to the procedure by which it is approved.

UKZ Rector

Assoc. Prof. Dr. Bajram Kosumi