



**UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"**

Senate

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REGULATION FOR BACHELOR STUDIES

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Based on Law No. 04 / L-037/2011 on Higher Education in the Republic of Kosovo and Article 48 point 1.8 of the Statute of University "Haxhi Zeka" in Peja, Senate of this University, in its meeting held on issued the following:

REGULATION FOR BASIC STUDIES – BACHELOR

I. General provisions

Article 1

1. This regulation defines the unique criteria for student enrollment in the first cycle of studies (bachelor studies), the duration, organization and development of studies and the manner of their completion in all academic units of University "Haxhi Zeka" in Peja.
2. This Regulation supplements the Statute of UHZ and extends its effects to all academic units, students and staff of University "Haxhi Zeka" in Peja.

Article 2

1. The bachelor studies at University "Haxhi Zeka" in Peja, aim professional education and scientific qualification of students through the integration of teaching process and scientific research.
2. These studies are organized and maintained by the academic units according to the curricula proposed by the Faculty Council, approved by the University Senate and accredited by the Kosovo Accreditation Agency.
3. The curricula may be amended or supplemented upon the proposal of the relevant Faculty Council only if approved in advance by the University Senate and the Kosovo Accreditation Agency.

Article 3

1. In all Faculties of University "Haxhi Zeka" in Peja, teaching is performed through lectures, theoretical exercises, laboratory exercises, practical learning, seminars, tests, professional consultations, independent student work as well as excursions of teaching-scientific character.

Article 4

1. Depending on the accreditation and the nature of the programs, academic units of University "Haxhi Zeka" in Peja organize full-time and part-time studies.

Article 5

II. Language of studies

1. In academic units of University "Haxhi Zeka" in Peja studies are organized in Albanian and other official languages.
2. Upon decision of the Senate, with proposal of the academic unit council, lectures may be held in other languages as well.
3. Upon the proposal of the academic unit council, the Senate may decide whether study programs will be offered exclusively in a foreign language if there are relevant arguments (promoting academic

exchange, labor market situations, student interest, and academic orientation of teachers) that support these measures and favor the academic development of the University.

Article 6

III. Academic year

The academic year is the base time unit of study that begins on October 1 and ends on September 30 of the following year. One academic year consists of 2 semesters:

- Winter semester begins on October 1 and ends on January 15 of the following year.
- Summer semester begins on February 16 and ends on May 31 of the same year.

Article 7

IV. Duration of studies

1. At the Faculties of University "Haxhi Zeka" in Peja, bachelor studies last:
 - The 3 year system lasts 6 semesters and requires at least 180 ECTS credits to be completed by the end of studies.
 - The 4 year system lasts 8 semesters and requires at least 240 ECTS credits to be completed by the end of studies.
2. The student must obtain 60 ECTS credits for each year of study from the passed exams in compulsory and selective subjects, unless otherwise regulated by some other act.

Article 8

1. Upon successful completion of these studies, the student obtains the BACHELOR (BA) academic degree for the program, respectively the certain study course.

Article 9

1. Study programs at the academic units of University "Haxhi Zeka" in Peja are drawn up in accordance with the accreditation criteria, study plan, respecting academic freedom, and the rights and obligations of academic staff and students.

Article 10

1. The development of new study programs is done according to the needs of society and the labor market, existing regional conditions and development prospects of the country.
2. The requirements and aims of the study programs for each cycle are drawn up in accordance with the University Statute, the Law on Higher Education and the guidelines of the MEST and accreditation standards.

Article 11

VI. Application, admission and enrollment of new students

1. Candidates interested in admission and enrollment in the first cycle of studies organized by academic units at UHZ must meet the following requirements:
 - To have completed secondary school and passed state Matura exam, as well as candidates who have completed secondary school certified by a diploma (generations without state Matura exam).

- To have successfully completed primary and secondary school with at least 12 years of education (certified with a relevant diploma).
- To have validated and certified the obtained secondary education diploma outside Republic of Kosovo, by the Ministry of Education, Science and Technology of the Republic of Kosovo.

Article 12

1. Application, admission and enrollment of new students is done in accordance with foreseen conditions of competition (open call) which is announced by the senate of University "Haxhi Zeka" in Peja.

Article 13

1. Candidates who apply for admission are obliged to:
 - Apply online through University web-site
 - Bring diploma along with certificates of secondary school (in original), birth certificate and a copy of ID card,
 - Make the payment for admission exam, unless foreseen different by the competition.
2. Documents are submitted to the competent officer for student affairs.

Article 15

The number of students in each study program, for each academic year and for all study cycles, is proposed by the academic units, approved by the Senate and sent to MEST for approval.

Article 15

VII. Organization of admission exam

1. University "Haxhi Zeka" in Peja has the right to propose special criteria for the selection of candidates who have completed the Matura, to be admitted in the first cycle of studies. These criteria are proposed by the Faculty Council and evaluated by the University Senate.
2. Conditions, deadlines, organization and manner of organization of the admission exam are set out in more detail in the competition published by the University.
3. Candidate has the right for admission and enrollment in the first year of studies when he/she successfully passes the admission exam based on the number of points earned by the ranking up to the number set for admission in the program, respectively the certain study course.
4. Admission exam is in written, unless otherwise foreseen by competition.

Article 16

1. The candidate, who has not acquired the right to enroll, has the right to make a complaint, request clarification and view his/her test submitted for evaluation.
2. The complaint is submitted to the dean of the faculty within 48 hours from the day of notification, respectively from the day of publication of the result of the admission exam.
3. The dean is obliged to submit the complaints submitted without delay to the commission for revision of complaints established by the Faculty Council.

Article 17

VIII. Enrollment in the first year of studies

1. Candidates who have gained the right for admission and registration must submit the documents mentioned above and these additional documents:
 - Payment receipt of semester registration,
 - Completed registration form which is downloaded from the website of University "Haxhi Zeka" in Peja.
2. Additional documents are submitted to the officer for student affairs within the legal deadlines and confirmation is received from the office for student affairs.
3. The candidate gains the right to attend the first academic year in the required study program if he/she gets registered in the office for student affairs (OSA) by submitting the relevant documentation and has paid the tuition fee within the deadline set by this regulation of the university and MEST administrative instructions. Otherwise the student will eventually lose the right to register.

Article 18

IX. Student status and conditions of registration of following year of studies

1. The student is registered in the relevant faculty with the full-time status, unless otherwise provided by the registration competition.
2. Full-time students are expected to complete the first cycle of study in a period of three or four years. The study period may be shorter if the student receives credit from previous studies.
3. Students wishing to transfer from part-time status to full-time students and vice versa must make a request addressed to the dean of the faculty. Transfer from status of part-time student to full-time student will only be possible for those students who have completed the first year or previous year of study in the foreseen time frame and have an average grade of minimum 8.0.
4. Upon registration, the student is issued an ID/card.

Article 19

1. Registration in the first year of studies is done at the time specified by the competition.
2. Registration in the second, third and fourth year of studies is done at the time from September 01 until October 05. Students who do not fulfill their obligations until this time period are not allowed to take exams and are suspended from the teaching process.
3. The exclusion of point 2 of this article is done only with a special reasoning approved by the dean of the academic unit.
4. Semesters are certified from 15 to 20 January (for winter semester) and from 1 to 5 June (for summer semester).

Article 20

The first cycle of studies at University "Haxhi Zeka" in Peja can also be attended by foreign students and visiting students based on bilateral or multilateral agreements.

Article 21

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

Article 22

1. The student who is not regular in lectures and exercises does not have the right to attend the respective semester nor to register the following semester.
2. Exceptionally, the student is allowed to attend the respective semester only in exceptional and reasonable cases.
3. The decision for this is taken by the dean based on this regulation and the Statute of university.

Article 23

1. The student has the right to register the second year of studies if he/she has accumulated a minimum of 42 ECTS credits out of the total number of credits from the subjects of the first year.
2. The third year of studies, student may register if he/she has accumulated a minimum of 36 ECTS credits out of the total number of credits from the subjects of the second year.
3. The fourth year of studies, student may register if he/she has accumulated a minimum of 30 ECTS credits out of the total number of credits from the subjects of the third year.

Article 24

The student cannot take the exams of the following year without having successfully passed all the exams of the previous year.

Article 25

1. The student who in September term fails to earn the credits provided for in Article 24 of this Regulation, repeats the academic year registration.
2. The student who repeats the registration of the year of study, pays the tuition fee as other full-time students, respectively those who are part-time.

Article 26

Full-time student loses status for these reasons:

1. when he/she decides to leave studies;
2. when he/she has completed his studies;
3. when he/she fails to register in the academic year;
4. when he/she has not completed his/her studies in the double period of study duration;
5. when he/she reaches the maximum number of years of re-registration without successfully completing his studies;
6. in the case of expulsion, on the basis of a decision issued after disciplinary procedures.
7. the student may ask once to extend his studies for one (1) or two (2) years. The decision is taken by the council of the academic unit. If a positive decision is taken, the student will have the status of a full-time student again.

8. the academic unit council applies the special rules for maintaining the status of full-time student in the following cases:
9. for special achievements in the field of sport, certified by amateur or professional status at regional level or further;
10. for special achievements as a recognized artistic creator, certified by the relevant media response and confirmed by the council of Faculty of Arts
11. for persons with special needs, certified by a medical collegium certificate. The registration decision is taken annually by the academic unit council.

Suspension of student status:

The student may request temporary suspension from the status of full-time student in proven cases, such as:

1. severe illness;
2. Looking after children under three (3) years of age;
3. pregnancy and maternity;
4. other justified illnesses. The final decision is taken by the dean of the academic unit

Article 27

The student may be re-registered as a full-time student without any obstacle related to the period of temporary suspension of full-time student status under this Statute. The period of temporary suspension of full-time student status under this Statute is not counted in the duration of studies.

If the valid curricula at the time of first student registration are not developed in the following year of student registration following the temporary suspension of full-time student status under this Statute, committee's study of the academic unit decides on differential exams or additional obligations as a condition of continuing studies.

Article 28

Full-time student status is maintained within two years after all exams have been completed. During this time the student must pass the diploma exam to complete his/her studies successfully.

A student who has exceeded the required time to successfully complete the degree may submit a request to the dean of the academic unit for an extension of this period for another (1) year.

Article 29

1. The student who has certified the sixth (VI) semester or eighth (VIII) semester for the first time enjoys the status of an undergraduate
2. The status of undergraduate lasts for one year. After this time, the student who has not completed all the exams successfully, loses the status of undergraduate student and is subject to all other obligations that apply to other students (repeating the academic year registration, registration fee, etc.).
3. Graduate students do not pay the tuition fee
4. Upon the expiration of 12 months (graduate student status), the student who loses the status must pay the tuition fee upon repeating re-registration of the year.

Article 31

If the student has stopped his studies for not more than two years, he can re-register as a full-time student and may continue in the same study program that was valid at the time of first registration, if that program exists or in the re-accredited program.

Article 32

X. Change of course of study

1. The student has the right to request the change of 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 successfully passed in the previous program and which are accepted in the new study program.
3. The student may be allowed to register in the new study program:
4. a. in the second year and on of studies in relevant study programs and courses
5. The consent from paragraph 2 of this article is given by the Study Commission, and the decision is taken by the Faculty Council.
6. Change of study program is not allowed for the student who must re-register in the first year of studies in the new study program.
7. The request for change of study program or study course is submitted to the study commission of the respective faculty.
8. Parallel to the request, the student presents the certificate of passed exams of the previous program.
9. Against the decision of the study commission, a complaint may be addressed to the Faculty Council.
10. The complaint is submitted within 8 days from the date of publication of the decision of the commission.
11. When procedure for the change of course is completed, the student has no right to return to the previous course.

Article 33

XI. Transfers and change of program by the student (deadlines)

1. When changing the study program from another university to the University "Haxhi Zeka" in Peja, the same rules as when changing the study program within the University will apply.
2. Transfer/change of student's program is allowed from 1 to 15 September in winter semester, and from 1 to 15 February in summer semester.
3. If the candidate is allowed to transfer to the relevant course then he/she is obliged to pay the relevant fee according to the MEST Administrative Instruction, for every passed exam as well as the permission for transfer, in the account of the University.

Article 34

XII. Organization of exams

1. The student is allowed to take a subject exam when he/she has attended at some certain extent classes, seminars, exercises, laboratories and various practices.

2. In case of non-attendance of exercises the student is declared insufficient in the respective subject.
3. A student who has completed not less than 60% of the exercise work is given the opportunity to complete the remaining exercise work within a period specified by the department concerned prior to the fall re-testing season. Other students complete them in the coming year.
4. Practical work and theoretical part are evaluated altogether with a grade.
5. Student is given the right to take an exam, after the subject teacher has communicated the right in the last session of the lecture.
6. Teachers hand in to the department the list of students who have obligations. The Head of department submits to the office for student affairs the list of students who, due to obligations, cannot take the exam. The office for student affairs in coordination with the IT office disables students who have obligations to submit the exam.
7. The exam minutes are automatically prepared in the Electronic Student Management System (SEMS) based on the student submissions and only the subject teacher has access

Article 35

1. Exams are public.
2. The exams for bachelor studies are held on the terms and dates set and published on the notice board.
3. Regular exam terms are:
 - January term - (which starts from 20 January to 15 February).
 - June term –(which starts from 5 June to 5 July) and
 - September term – (which starts from 1 to 30 September).

Article 36

1. Exams published on the Web site and in notice boards are obligatory for both the professor/interrogator and the student as well.
2. Schedule of exams is set in that manner that the student does not have more than one exam per day.

Article 37

1. Schedule of exam organization is announced at the beginning of the academic year
2. The Dean compiles and publishes the exam schedule, having previously received the dates for the organization of the exams from the respective program managers and respective study courses.
3. Changing the date of the exam is allowed by the dean of the faculty only in cases when such action is considered as reasonable.

Article 38

1. Submission of exams is done for:
 - January term - from 15 to 20 January,
 - June term - from 1 to 5 June,
 - September term - from 20 to 30 August

2. Delayed submission of exam is allowed only with a specific decision of the dean.
3. Submission of exams is done with ID card through SEMS system or with INDEX.
4. The student has the right to improve the exam result in no more than two subjects developed in that academic year only. For this the student must submit a written request to the appropriate dean's office, specifying precisely the subject for which he/she wishes to be re-tested to improve the exam result.
5. To be allowed to take the remaining exams, the student must register in SEMS, submitting a written request up to 3 (three) days prior to the exams.

Article 39

1. A student who, for whatever reason, does not show up in the exam or fails to succeed in other modes of evaluation, is considered to have failed in the subject concerned.
2. Also, the student is considered to have failed in certain subject when:
 - Leaves the exam,
 - Copies,
 - Cheats with non-allowed helping tools (in this case he/she is sent out of the exam), and will be subject to disciplinary procedures.

Article 40

Upon announcement of the results, the teacher is obliged to submit the exam report along with the student list and the minutes downloaded from the SEMS system within 48 hours at the latest to the service officer.

Article 41

1. Modes of taking exam are:
 - a) Written exam,
 - For disciplines that have theory, exercises, or seminars, topics are composed to contain questions about the theory and practice of the entire discipline developed.
 - Exam duration is 1-3 hours.
 - The final evaluation consists of 60 - 80 points in the exam season and 100 points in the re-examination seasons. The minimum required score for a positive successful exam pass is 51 points.
 - Student tests should be kept at the department for up to 1 (one) year after the exam.
 - b) Oral exam:
 - The subject teacher composes enough topics to include the whole subject.
 - The topic is chosen by the student himself.
 - Evaluation is done with a grade.
 - Exam time is no more than 30 minutes for each student.
 - The score is communicated to the student immediately after the answer, by placing necessarily the student's score on minutes of the grade
 - c) Written and oral exam:
 1. Same rules as above apply,
 2. Written exam is taken first,
 3. A prerequisite for passing the oral exam is that student earns at least 35 points in:

- a) Text exam,
 - b) Practical exam,
 - c) Colloquium.
2. Combined exams of written and oral, are taken within seven days.
 3. Student shows up in exam only with identity card.
 4. After passing the topic in the written exam, it is not allowed to enter the exam (in the room where exam is being held) of other students of the group or certain subject.
 5. It is not allowed to enter the room where exam is being taken of external people whether they are members of the academic staff of university, except the head of department, the dean of the faculty, representatives of the Rectorate and other authorized people in written form by the Dean or Rectorate to conduct control.
 6. After announcement of the exam results, the teacher-commission is obliged to place the grade in the minutes of the grade.
 7. The members of the exam commission of the subject supervise its correct development. If during the exam students in the hall or outside persons do not allow the regular exam process, the commission has the right to interrupt the exam and request the assistance of all instances (up to the bodies of public order keeping) for the resetting normal conditions of the exam. For this, members of the exam commission notify the dean immediately, who appoints another date for the exam. In this case the exam is only in written form. Students who have passed the oral exam up to that moment, regardless of the result are not subject to the written exam.
 8. Repeating an exam within the same period or the same exam term is not allowed.

Article 42

Exam evaluation is expressed with a grade:

- grade 10 and 9 – express excellent success;
- grade 8 – expresses very good success;
- grade 7 – expresses good success;
- grade 6 – expresses sufficient success;
- grade 5 – expresses insufficient success (poor).

Article 43

Grades and putting of grades

1. Grades are determined by the teacher based on the evaluation of a student's classroom performance (participation in class discussions, presentations, etc.) and/or homework and exams. Although a final exam is required, the student's final grade for the course is based on overall semester work and is not determined by the final exam. Students will earn points for various activities carried out during classes in class, lab etc.
2. In order to ensure systematic evaluation of knowledge, the teacher should evaluate the students' knowledge at least three times per semester, and that through: final exam, mid-semester exam (colloquiums) and another form of evaluation, depending on the nature of the subject (seminar, presentation, quiz, etc.).

3. The teacher will evaluate all activities and report these results to the office for quality, both electronically and in hard copy, within ten days upon completion of the final exam.

Article 44

Student progress

1. Evaluation of student progress is done with a grade.
2. The degree of acquisition of study program is evaluated with a system of 10 grades. The lowest grade for passing exam in a subject is 6.
3. In forms of written control is used the evaluation system with points, the result of which is necessarily converted into a grade.
4. Student evaluation is done in two parts: continuous evaluation during the year for the elements specified in the discipline/module program and evaluation in the exam. The ongoing evaluation during the year represents 50% of the final evaluation. Determination of the relationship between continuous evaluation during the year and final evaluation is done by each teacher and is presented in the discipline/module program.
5. Continuous evaluation during the year should be counted to the student only in the exam term and not in the re-examination term. In the re-examination term, the student's final grade will consist only from the evaluation in exam.
6. If the student is declared non-passing in at least one of the modules during their completion, the subject is not considered to be completed. He is not calculated the credit points (ECTS) of the module which counts for the following year. The student has the right to complete the modules in the exam term or in other terms. The exam of separate discipline in modules is organized on an appointed date in the exam schedule in a room, where the student has the right to carry out all incomplete modules within the time specified in the regulation. After evaluating each module with a separate mark, the grade is noted into a specific record. When all discipline modules have been completed they are reflected in the final record containing the specific module grades and the final grade, which is expressed as the average grade. The final grade is noted in the grade register of the office for student affairs.

Article 45

Notification on conditions of grades and evaluation

1. In the beginning of the semester, teachers should hand in to the students a curricula (syllabus) of the subject, which contains a brief description of the subject, the goals and study outcomes of the subject, as well as the evaluation and assessment method. The syllabus, among other things, describes the activities that will take place during the class and the dates of the colloquium and final exam.
2. Exams are evaluated by an interrogator (teacher/professor) or by a commission.
3. Exams with a commission are held:
 - when the student complains about the evaluation of the taken exam,
 - when the student takes the exam after the third time.
 - In absence of professor of the specific field

Article 46

1. The student has the right to file a written complaint to the dean against the grade taken in the exam and to request the revision of the submitted test and evaluated by the interrogator or the commission,
2. The complaint must be filed within 24 hours after the results of the exam have been announced.

Article 47

1. The dean appoints a three-member commission to organize the exam.
2. The previous interrogator (professor) does not participate in the appointed commission.
3. The student has no right to file a complaint against the evaluation of the commission.

Article 48

1. The exam passed in contradiction with the provisions of this Regulation is canceled.
2. The decision to cancel the exam is taken by the dean.
3. The student has the right to complain against this decision.
4. The complaint is submitted to the Faculty Council within 24 hours from the day of notification for cancelation of exam.

Article 49

The student has the right to request removal of the exam only in reasonable and justified cases. The Dean made the decision.

Article 50

1. If the student thinks that there was a mistake in the calculation, or when writing the grade, then he/she must file a complaint within three (3) days after writing the grade in the transcript
2. The student may attempt to resolve the disagreement by written complaint which is addressed to the dean of the faculty. The person responsible for the subject should provide all evidence for knowledge evaluation (test, seminar papers, etc.)
3. If the student feels that he/she has not properly been graded, then he/she can make a complaint, submitting the same to the Dean of the Faculty and requesting that the commission resolves the case. In these cases the dean of the faculty appoints a commission of three members

Article 51

XIII. Practical teaching, professional exercises and practice

1. Students are obliged, according to the curricula of the respective academic unit, to hold practical lessons, exercises respectively professional practice.
2. Practical learning, exercises and/or professional practice should be monitored by the mentor teacher. For this, he keeps official records.
3. Data on practical lessons, exercises and professional practice are recorded in the evaluation form, which are certified by the supervising teacher.
4. The student, who does not participate in the exercises, does not complete practical lessons or professional practice, cannot take the subject exam or defend the final exam (diploma defense).

Article 52

XIV. Part-time studies

1. Organization and development of part-time studies is done on the basis of these criteria;
 - Admission of candidates in the part-time system is done according to MEST guidelines.
 - Department and faculty where part-time studies are organized, with the approval of the Rectorate, determine: the study structure, the way of teaching, the deadlines and the manner of tuition fees payment. All these are made known to the candidates at the beginning of the academic year.

Article 53

XV. Students that are admitted at the university have the right:

1. to participate in all lectures, seminars and lessons organized in the subjects of the chosen study program according to the progress of the studies;
2. make use of university libraries and other student services;
3. to participate in the election of student representatives of university bodies, to attend regularly the meetings of the bodies and commissions in which they have been appointed as members and to perform such duties in a zealous and honest manner. In case of a conflict of interest regarding the content, delegated student members do not attend meetings of the university's governing bodies;
4. students have the right to present new ideas and debatable opinions without risking the loss of student status or privileges they may enjoy from the university;
5. students have the right to complain about the quality of the teaching process or the university infrastructure;
6. students have the right to challenge a university decision or action against them in the Ministry and the competent court.

Article 54

Students that are admitted at the university have these obligations:

1. respect the regulations issued by the university;
2. respect the rights of other staff and students;
3. pay close attention to their studies and participate in academic activities;
4. to attend lectures in accordance with the rules of the specific study program;
5. behave well both on and off areas of university so as not to discredit the university;
6. respect the rules of the code of ethics;
7. pay the tuition fees and charges that are set.

Article 55

A student who fails to comply with legal, statutory obligations, code of ethics and rules and obligations set forth in this regulation or by any specific decision of the dean of the faculty during the entire study duration, violate the study obligations, he/she shall respond in disciplinary and legal aspect.

Article 56

Students have the right to complaint against any decision they consider to have been violated during their studies.

Complaints are addressed to:

- Faculty Council - against the decision of the Dean, when he has decided as a first instance body,
- Complaints commission - against the decision of the Studies Commission, when it has decided as a first instance body of the Faculty,
- Commission for university studies - against the decision of the Faculty Council, when it has decided as a first instance body.

Article 57

XVI. Organization of studies

Students' interests are achieved directly in the Student Council and through their representation in:

- Student Council,
- Student Parliament,
- Faculty Council and
- University Senate.

Article 58

1. Students have the right to establish student organizations to which all students may belong.
2. The establishment of student organizations is done in accordance with the Statute and regulations adopted by the Student Parliament of the University.

Article 59

XVII. Completion of studies and final exam defense (diploma defense)

In academic units of University "Haxhi Zeka" in Peja, depending on the nature of the program and its accreditation, the basic Bachelor studies are completed after the successful completion of all exams or after the successful completion of the final exam, respectively the defense of diploma.

Article 60

1. The student is subject to the final exam after having successfully completed all the exams foreseen in that study area and after having accumulated at least 170/230 credits needed from the passed exams as well as after fulfillment of all other obligations provided by the Law on Higher Education, the Statute of the University and this Regulation.
2. The data for fulfillment of these conditions are checked and verified by the authorized official

Article 61

Terms for defense of the final exam (diploma) are:

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

Article 62

1. Defense of final exam (diploma) is public.
2. Defense of final exam is done in front of a three member commission.

3. The commission is appointed by the dean in coordination with managers of the study programs.

Article 63

In the final exam (diploma), the student must demonstrate theoretical knowledge and skills acquired during the duration of study, in mastering the given topic, that he/she worked on the topic with the method that corresponds to the paper, that he knows the literature and knows how to use it in a professional and independent manner.

Article 64

1. The final exam represents the independent and professional work of a particular theoretical, methodological, or professional problem or task.
2. Final exam is elaborated and defended in person.

Article 65

1. The submission for the defense of the final exam is made in the administration of the faculty to the official or the person authorized for this.
2. The forms for submission of the final exam are taken at the student service office
3. The form is filled in with all student data that is submitted for the final exam defense.
4. Parallel to the request for submission of final exam, student introduces also:
 - ID card,
 - Submission application form for final exam (which can be taken from student affairs officer)
 - Diploma work (in four copies).

Article 66

1. Defense of final exam (diploma) is held with taking of records.
2. Taken records are signed by the members of commission or the dean.

Article 67.

The student, who successfully defends the final exam, obtains the BACHELOR title for the relevant study direction.

Article 68

1. The student, who successfully completes the final exam, is issued a certificate on behalf of the diploma on completion of the Bachelor studies of the respective study program and original diploma.
2. The form of diploma certificate and original diploma are determined by a separate decision by the University in accordance with the Administrative Instruction from Ministry of Education, Science and Technology of the Republic of Kosovo.

Article 69

Diploma is handed in to the student in a solemn manner in three terms;

1. January term,
2. June term,

3. September term.

Students who have completed studies with all grades ten are awarded a gold medal and respective certificate. The gold medal and his/her name are recorded in the university book.

For students who during their studies have achieved over 80% of grades ten and the rest nine, are awarded the certificate "Excellent Student".

Article 70

Faculty administration keeps evidence of graduated students.

XVIII.TRANSITIONAL PROVISIONS

Article 71

This Regulation enters into power on the day of approval by the Senate of University "Haxhi Zeka" in Peja.

Article 72

For all other issues not included in this Regulation, the provisions of the Statute of University "Haxhi Zeka" in Peja and the Law on Higher Education in Kosovo, as well as other normative acts will apply.

Article 73

Amendments and complements to this Regulation are done in the same manner in which this Regulation has been approved.

Temporary Chairman of the Senate
Prof.Dr. Fadil Millaku

Explanation: This regulation is translated in English but signed and protocoled in Albanian.