



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

Senate

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## **REGULATION FOR POSTGRADUATE STUDIES (MASTER)**

Peja, 2020

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 27.12.2019 issued the following:

## **REGULATION FOR POSTGRADUATE STUDIES (MASTER)**

### **Article 1**

#### **I. General provisions**

1. By means of this regulation on Master studies is defined: organization and development of Master studies, conditions of study registration, duration of studies, student status, procedure of obtaining an academic degree of Master of Science (MSc) Master of Arts (MA), Professional Master (PM), deadlines, presentation and manner of organization of exams, procedures for submitting, elaborating, defending and evaluating master's thesis as well as other important issues for master studies in all faculty departments of University " Haxhi Zeka in Peja.

### **Article 2**

#### **II. Organization and types of study**

1. Postgraduate studies – (master studies) are organized by departments of academic units of University “Haxhi Zeka” in Peja in accordance with study curricula.
- ~~2.~~ Joint study programs can be developed between University “Haxhi Zeka” and other Universities on the basis of partnership contracts.
- ~~3.~~ Master study programs should be harmonized with the needs of scientific, professional, cultural and economic development in Kosovo and harmonized with (requests) of labor market as well.
- ~~4.~~ Study program, organization of teaching, compilation of syllabuses as well as teaching and learning manner is harmonized with the criteria of National Framework for Qualifications and Bologna Charter.
- ~~5.~~ Initiative for accreditation or re-accreditation of master study programs is carried out by faculties, respectively departments, which in this process cooperate with the Office for Academic Development of University “Haxhi Zeka”.
6. Faculties, respectively departments should comply with requests and criteria of KAA for accreditation or re-accreditation of study programs as well as other requests for accredited programs.
7. Senate of University “Haxhi Zeka” gives final approval to the proposal and launch of new programs within the University, continuing with other procedures for meeting the legal requirements set forth by the KAA.
8. Faculties, respectively departments are responsible and should initiate preliminary procedures (according to KAA standards and requirements) for study programs whose accreditation ends with the aim that the same programs have continuity.

### **Article 3**

1. Postgraduate studies - (master studies) program, is led by the Commission for Postgraduate Studies of the relevant department, which consists of all teachers engaged in the implementation of master-study programs in the respective departments. The commission Chairman for postgraduate studies is the Vice Dean for Teaching unless otherwise decided by the Faculty Council.

2. Commission of postgraduate studies establishes respective Faculty Council, whereas mandate, composition and responsibilities of commission of studies are set out in the University Statute in detail.
3. Postgraduate studies – (master studies) according to curricula of respective department are organized and developed as regular studies.

#### **Article 4**

1. Postgraduate studies – (master studies), will be organized in all Departments of academic units of University “Haxhi Zeka” in Peja, which foresee these studies with their planning.

#### **Article 5**

1. The right to teach in master studies is given to teaching staff with the academic title of professor (full professor, associate professor and assistant professor) that comply with the conditions set by the Statute of UHZ. Assistants with at least the title of Master or equivalent diploma are entitled to providing exercises, seminars in master studies.
2. In certain cases in a subject, two or more teachers could provide classes. In case teaching is held by more teachers, the name of the holder of the subject is noted in the student index.

#### **Article 6**

1. Postgraduate studies – (master studies), are conducted according to modular system based mainly in specialized related subjects within respective departments of faculties.
2. Teaching is conducted in the form of lectures, seminars, theoretical exercises, practical and field work, professional and scientific-teaching excursions, discussions, professional consultations and through independent student work, as well as final work (diploma) to achieve master title.
  1. The system of work in these studies should also include the hours of practical work, namely the research practice that the students must complete.
  2. In postgraduate studies (master), organization of studies, grading system, ECTS system is similar to bachelor studies.

#### **Article 7**

1. The relevant faculty is obliged to establish a special service for keeping evidence and providing regular teaching, through a special technical-administrative service which is separate from the basic studies.
2. Faculties set out the manner of organization of master studies and the bodies they form for the implementation of these studies.

#### **Article 8**

1. Master studies last from 1 to 2 years and require the achievement of 60-120 ECTS credits, unless otherwise specified by specific programs.
2. Exams in master studies can be held within the time frame set by the Statute.

#### **Article 9**

##### **Conditions for enrollment in studies**

1. Academic units of University “Haxhi Zeka” in Peja, enroll students according to their personnel and technical capabilities, as well as the needs of society and the labor market.

2. The proposal for the registration of new students is done by the respective department and approved by the Faculty Council. The final decision on the announcement of the public competition (open call) is done by the Senate of University "Haxhi Zeka" in Peja.

#### **Article 10**

1. Two-year postgraduate studies - (master studies), have the right to enroll all students who have completed basic studies (bachelor studies), in relevant degree and who have gained at least 180 ECTS credits.

2. One-year postgraduate studies - (master studies), have the right to enroll all students who have completed four-year basic studies in the relevant field and have gained at least 240 ECTS credits, subject to the conditions and curricula of the relevant departments of academic units of University "Haxhi Zeka" in Peja.

3. Students who have achieved an average grade of 7.5 or higher during their bachelor studies can be directly admitted to the master studies, based on ranking up to the limit of the number foreseen by the competition.

4. In cases when the number of candidates is less than the number announced by the competition, then students with average grade below 7.5 can be admitted, but they will be subject to the qualification exam, based on criteria which are set by the Faculty.

5. In cases when the number of candidates with an average grade of 7.5 or higher is larger than the number announced by the competition, then all candidates are subject to the qualification exam, based on the criteria set by the Faculty.

6. Candidates who have completed their bachelor studies abroad recognized by the EUA (European University Association) or an institution recognized by an international accreditation agency have also the right to enroll in master studies

7. The Ministry of Education, Science and Technology makes the equivalence and nostrification of the foreign diplomas - certificates according to the relevant law and regulations.

8. Students who have completed basic studies in one academic unit can apply for postgraduate studies (master studies) in another academic unit if this is permitted by the criteria set out in the admission competition.

#### **Article 11**

1. Selection of candidates for master studies is done by the relevant commission of at least 3 members, which is elected by the Faculty Council.

2. The commission should be competent and professional according to the field of studies. The commission in cooperation with the faculty dean's office announces the list of candidates who have applied, have entered the admission exam and have been admitted.

3. Candidates who have not been admitted to the master studies who claim any eventual violation, can submit a written complaint to the dean's office within two working days from the publication of the result.

#### **Article 12**

1. The decision on written complaints is taken within two working days after submission of complaint.

2. Student enrollment in the first semester in master studies is done in the central administration of UHZ.

### **Article 13**

1. When applying, candidates must present these documents:
  - birth certificate
  - diploma (certificate) of faculty completion (notarized copy)
  - the decision on recognition of degree abroad.
2. Admitted candidates for their enrollment must present :
  - completed registration form which is taken upon enrollment;
  - three photos (format 4,5 x 6cm)
  - payment in the amount set by University "Haxhi Zeka".
3. Documents submitted by the student upon enrollment remain in the student service. The student service records new students in the register book, in the special computer program, and forms the student file.

### **Article 14**

#### **The change of program – field of studies**

1. For the change of study program or transfer from the respective faculty of other local universities or from any other university abroad in the departments of University "Haxhi Zeka" in Peja, the dean of the faculty decides upon the proposal of the Postgraduate Studies Collegium and the approval of the council of the relevant department based on the provisions of the Statute.

### **Article 15**

#### **Duration of studies**

1. Master studies depending on accreditation and study program in different academic units of UHZ, last one year (two semesters), respectively 2 years, (four semesters) and for each semester by passing exams are gained 30 ECTS, which means that for the completion of these studies there have to be 60 or 120 ECTS credits achieved.
2. Upon completion of the last regular semester of master studies, student will have a period of twelve (12) months to finish his exams (graduation period).
3. Student can request once from the dean of academic unit the continuation of graduation period for twelve (12) other months.
4. The beginning and the end of the semesters are done according to the statutory provisions.
5. Teaching in master studies is conducted for 15 weeks in one semester.

### **Article 16**

#### **Conditions for gaining and losing student status**

1. Person enrolled in master studies has the status of full-time student.
2. Student status is proved by ID card, index or other equivalent document. In case of loss of ID card, respectively the index, the student with the permission of the dean of his/her academic unit is given the "duplicate document." The duplicate index request must be accompanied by proof that the ID card or index has been declared invalid and that payment has been made in accordance with the regulations.
3. The conditions for gaining and losing student status are regulated by the UHZ Statute.

4. The Faculty Council has the right to expel from the faculty, temporarily or permanently, students who violate the rules set by the Code of Ethics and the Regulation for Disciplinary Procedure of UHZ.
5. Student disciplinary responsibility is defined by the Code of Ethics and the Regulation for Disciplinary Procedure of UHZ.

#### **Article 17**

##### **Students' rights and obligations**

1. The rights and obligations of students set forth in the Articles of the UHZ Statute apply to students of master studies in all academic units of the UHZ.
2. Students have the right of complaint against the decision taken by the faculty bodies regarding their rights, obligations and responsibilities.
3. Such complaints must be submitted to the study commission of the faculty within 8 working days upon the announcement of the decision.
4. The study commission is obliged to submit the complaint to the Faculty Council within 30 working days after receiving the complaint, the report of decision on the announced measure.
5. The complaint against the first instance decision is decided by the University Senate.

#### **Article 18**

##### **Registration conditions for the following year**

1. The student has the right to register the second year of studies if he/she has gained 70% of the credits or exams from the total number of credits from the subjects of the first year of study.
2. The student cannot take the exams of the following year without having successfully passed all the exams of the previous year.
3. The student who does not earn credits in September term provided for in point -1- of this Article must repeat the academic year registration.
4. 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 19**

##### **Exams and success in exams**

1. Students are obliged to submit and pass exams according to the schedule set by the respective academic unit. The exams are taken from all subjects foreseen in the study plan, after completion of study of the respective subject. The student gets the right to take exam in a subject after completing the obligations set by the study program.
2. Exams are held in written, oral or combined written and oral. When the exam consists of the written and oral part, the student can enter the oral exam part only when he/she has received the positive mark in the written part.
3. To determine a student's academic success, the following forms of work may be applied: seminar paper, research paper, test, and practical exercises.

#### **Article 20**

1. Exams in master studies are held during the academic year, according to the terms allowed by the statute and instructions of the UHZ Senate.

#### **Article 21**

1. Student success in exam is expressed with grades 5 (five) to 10 (ten).
2. The grade is marked with number and text on the application form and index, respectively in SEMS.
3. The application forms and the minutes of the exam are sent to the clerk who not later than 2 days after the exam registers it in the computer, the register book and the student file.
4. The exams are public and are published on the notice board and on the website of the relevant department.

#### **Article 22**

1. For students who are not satisfied with the evaluation and grade taken on the exam, the provisions of the UHZ Statute apply.

#### **Article 23**

##### **Diploma work – master thesis**

#### **Article 24**

1. The request for permission of diploma work for master's degree in the one-year system may be submitted after passing all exams in the first semester and registration in the second semester (2<sup>nd</sup>). Whereas, in the system of two-year studies, after passing all the first year exams and registration of the third semester (3<sup>rd</sup>).
2. The request is submitted to the relevant department and is archived in the archive of the respective faculty. It is submitted to the clerk for master studies, which is protocolled and sent to the head of department.
3. The permission for diploma work of the master's degree is taken from the council of the relevant department and ratified at the next meeting of the Faculty Council.
4. The Department at its next meeting appoints a commission of three-members for the evaluation of the suitability of the diploma thesis title in the relevant field and submit it to the Faculty Council for approval.

#### **Article 25**

1. Teachers who participate in the teaching of master studies during the academic year propose to the council of master studies one or more topic titles for the master thesis work with an appropriate justification.
2. Students, in agreement with the subject teachers, can also propose other titles of diploma topics - master thesis.
3. The teacher who proposed the topic is a potential mentor for that topic.

#### **Article 26**

1. The Faculty Council shall decide by a specific decision on the number of diploma topics - master thesis for which a teacher can be the mentor during an academic year.

#### **Article 27**

1. The written proposal for permission of diploma topic - master thesis, should contain: title with justification of the proposed topic, scientific purpose of the paper, basic hypotheses to be taken into account, research questions, methods and instruments to be applied for conducting research.

#### **Article 28**

1. The Faculty Council, upon a written proposal of the department, respectively of the master studies collegium, approves the proposed title and allows the diploma work - master thesis. In this case, the Council appoints the mentor who guides the student while working on the diploma work - master thesis.

#### **Article 29**

1. Master diploma work can be elaborated only on individual manner.
2. Diploma work - master thesis represents an independent professional work of the candidate, proving that the theoretical, respectively scientific and experimental skills acquired during the study, can be successfully applied for solving complex problems in certain scientific fields.
3. Master diploma work is elaborated by two (2) or three (3) students-research group, where the contribution of each candidate should be clearly stated.
4. The application for elaborating master's diploma work by two (2) or three (3) students is decided by the council of academic unit.
5. The procedure for submitting, elaborating, defending and evaluating master's diploma work is determined by the council of academic unit.

#### **Article 30**

1. The candidate not later than one year after verification of the last semester of master studies must submit the completed written diploma work for evaluation.
2. At the request of the candidate, the Faculty Council can appoint a new term of up to six months at most to submit the diploma work – master thesis. The reasons for postponing the deadline are evaluated by the Faculty Council.
3. If the candidate fails to submit the completed master diploma work for evaluation within the time limit set by this Article, the candidate shall resume the procedure for allowing the diploma work with a new topic and in order to return to full-time student status according to provisions of the UHZ statute.

#### **Article 31**

1. The candidate submits the work of the completed diploma thesis in 5 physical copies. Upon submission of the paper from line 1 of this article, the candidate must submit:
  - List of professional and scientific works,
  - Biographic records,
  - Authorship statement

#### **Article 32**

1. The master thesis diploma work should be clearly written, in accordance with literary norms, with elaborate terminology and necessary editing and technique, 12-point font, line spacing 1.5
2. As regards the form, master diploma thesis should have:

a. On the front page the name of the University, the name of the faculty and department, the university logo, subject title, name of the mentor and name of the candidate and at the end year of the work.

b. At the beginning of the work should be written:

- content
- entry
- purpose of research
- material and methods
- results
- discussions
- conclusions/ending
- resume
- literature
- biography

### **Article 33**

1. Upon submission of the completed diploma work for evaluation, the Faculty Council, on the proposal of the Collegium of Studies of the relevant department, establishes the commission for evaluation of the master thesis within 60 days from the day of submission of the candidate's request.
2. It is the task of the commission after review of the paper to present a written report to the Faculty Council in no longer than three months.
3. Evaluation commission of master diploma work, with the majority of its members, proposes to the Faculty Council the work to be approved and the candidate be permitted to defend it, or work to be completed or rejected.
4. The member of the commission who does not agree with the proposal from the preceding line of this article is obliged to share the opinion and present it in written form.

### **Article 34**

1. The commission for evaluation of master diploma work consists of three members. If necessary, the Faculty Council may form a five-member commission.
2. Members of the commission may be teachers with the academic title of professor (full professor, associate professor, assistant professor).
3. In case a member of the commission resigns (then the Faculty Council replaces him/her)

### **Article 35**

1. Based on the proposal of the commission, the Faculty Council makes a final decision on the commission report, the validity of the master diploma work and permission for public defense.
2. The defense commission is composed in accordance with section 32 of this Regulation. The mentor cannot be chair of the commission for public defense of the master diploma work.

### **Article 36**

1. If the candidate's work is rejected by the relevant commission, or the candidate for other reasons fails to complete the work in accordance with the preceding article, the candidate has the right to submit a written proposal for the new title of master's paper. The candidate can only use this opportunity once.

#### **Article 37**

1. If the Faculty Council returns the work to the candidate to complete it, in that case it may extend the commission for evaluation of the completed job.
2. The candidate must complete the master's work within six months at the latest. When the commission receives the completed paper, it is obliged to prepare a new report on the evaluation of the paper and submit it to the Faculty Council within 30 days from the day of reception of the paper.

#### **Article 38**

1. Master's work which is positively evaluated by the members of the commission is placed in public discussion together with the reports of the commission in the secretariat of the Faculty within 15 days.
2. During the public discussion, the work is available for observation by those who are interested and might give possible remarks and suggestions.

#### **Article 39**

1. The Faculty Council, after expiration of the deadline from the previous article and the approval of the report of the commission on positive evaluation of the master work, establishes the commission for public defense of the master work.
2. The commission in agreement with the candidate appoints the date and venue (room) for public defense of the paper.
3. Public defense of the master work has to be done within the time frame which cannot be shorter than 5 days nor longer than 30 days from the day of the decision.

#### **Article 40**

1. The faculty administration gives notice of the master work defense 7 days before the day of defense. The announcement is given on the faculty web site. The notice gives details of the candidate, the topic of the work and that the defense is public.

#### **Article 41**

##### **Procedures of defense**

1. The head of commission makes the opening of the session for public defense of the master work, presents the data related to the procedure developed until the issuance of decision on permission of work defense and presents the biographical and bibliographical data of the candidate.
2. The mentor presents briefly the report of the commission for evaluation of the master work. The candidate makes a presentation - summary of the work, but not longer than 30 minutes.
3. The mentor is obliged to remind the student to control the work for plagiarism through the UHZ Anti-plagiarism platform.
4. The members of the commission, by asking questions to the candidate and his/her answers, verify the authorship of the work and evaluate the level of recognition of the issues addressed in the paper.

#### **Article 42**

1. The head of commission concludes the defense and invites the commission to assemble in order to evaluate and make the final decision on public defense.
2. Decision of the commission is made public to the audit.

#### **Article 43**

1. The candidate has defended master work is the majority of members of commission have given positive evaluation on work defense.
2. If the candidate has not successfully defended master work, he may submit a new master work proposal within six months from the date of notification that he has not publicly defended the master work.

#### **Article 44**

1. After completion of studies and successful defending of the master work, the candidate earns the academic master's degree of the respective field.
2. After earning master academic degree, the candidate receives from the respective faculty and university services a signed certificate by the dean and signed diploma by dean and rector.
3. Faculty and university keep evidence of graduated students in master studies.

#### **Article 45**

1. The master title of the candidate may be contested or cancelled, in case it is concluded that diploma paper is plagiarism or some kind of falsification.
2. In the case of based suspicion, the Faculty Council forms a commission of three members to examine the doubts raised related to the master work.
3. The Faculty Council reviews the report of the commission and, if it concludes the doubts from the preceding paragraphs of this article, proposes to the UHZ Senate the cancellation of the master title.
4. Senate of University "Haxhi Zeka" in Peja takes the final decision for cancellation of the master title.

#### **Article 46**

##### **Transitional provisions**

1. This regulation, on the proposal of the Study Commission, is approved by the Senate of University "Haxhi Zeka" in Peja.
2. All the other issues which have not been included in this Regulation, the provisions of the Statute of UHZ and the law on Higher Education of Kosovo shall apply.
3. This Regulation enters into force on the day of its approval by the Senate of University "Haxhi Zeka" in Peja.
4. Amendments to this Regulation may be made in accordance with the procedures by which it has been approved.

Temporary Chairman of the Senate  
Prof. Dr. Fadil Millaku

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