



UNIVERSITETI - UNIVERSITY - UNIVERZITET  
"HAXHI ZEKË"



**REGULATION  
ON BASIC BACHELOR OF SCIENCE AND BACHELOR OF ARTS STUDIES**

**Peja, April 2022**

Pursuant to Article 83 paragraph 2 of the Statute of the University of Peja and on the proposal of the Studies Commission of the University of Peja, the Senate of the "Haxhi Zeka" University of Peja, in the meeting held on 04.04.2022, adopts:

## **REGULATION**

### **ON BASIC BACHELOR OF SCIENCE AND BACHELOR OF ARTS STUDIES**

#### **General Provisions**

##### **Article 1**

This regulation defines the unique criteria for the organization and conditions of enrollment in studies, academic year enrollment conditions, duration of studies, change of the study program, bachelor degree thesis procedure, from the submission of the request to its elaboration and defense, as well as other important issues for basic bachelor studies, lasting three (3) or four (4) years and requiring 180 and 240 ECTS credits respectively, at the University of Peja (hereinafter HZU) in Peja.

#### **Organization and types of studies**

##### **Article 2**

1. Bachelor studies are organized within the "Haxhi Zeka" University of Peja.
2. Bachelor studies are organized according to the study program, accredited by the competent institution.
3. Bachelor studies can also be organized in cooperation with other universities, based on agreements with accredited higher education institutions.

##### **Article 3**

1. Students, through the website and ESMS, are informed in time about the: structure of the study program, teaching schedule, schedule of consultations with instructors and exam schedule.
2. The teaching schedule and the exam schedule are announced at the beginning of the academic year, in accordance with the HZU Statute, and can be changed only with the prior approval of the vice dean responsible for teaching and student affairs.

##### **Article 4**

1. Instructors are obliged to inform students at the beginning of the new academic year about course syllabi, methods for determining academic success, and to provide them with at least two hours per week for consultations.
2. The subject instructor is obliged to upload the syllabi and the teaching material on the electronic platform - Electronic Student Management System (hereinafter ESMS).
3. In addition to their upload on the official website of the faculty, consultation and lecture schedules shall also be announced in the respective hall, amphitheater, as well as on the doors of instructor offices or halls determined by the academic unit.

## **Conditions for participation in the competition and enrollment into studies**

### **Article 5**

1. The competition for enrollment of new students is open for applications from all candidates who have completed high school and state matura exam, as well as candidates who have completed four years of secondary education (without state matura exam).
2. Candidates who have completed secondary education abroad, whose diplomas are recognized (converted and validated) by the Ministry of Education, Science and Technology, have the right to apply for basic bachelor studies, according to the law and regulations in force.
3. The number of new students for the study program, admission and enrollment criteria, dynamics of the process, entrance exam, announcement of the preliminary result, appeals and the announcement of the final result, are determined in detail with the public competition announced by the HZU Senate.

### **Article 6**

1. In order for the admission process of new students to proceed smoothly, the council of the academic unit appoints the relevant commissions from the ranks of the regular academic staff of the respective program.
2. The responsibilities and obligations of the commissions are defined in more detail by the decision of the council of the academic unit.
3. A member of the student admission commission cannot be appointed at the same time in the appeals review commission.
4. A member of the management of the academic unit cannot serve as a member of the commission at any stage.
5. The replacement of the member of the student admission commission and the appeals review commission is done according to the appointment procedure.

### **Article 7**

1. The selection of candidates is based on the criteria of the competition, while the lists with the preliminary results are made public on the websites of the academic units.
2. Candidates dissatisfied with the preliminary result of the entrance exam have the right to file an appeal within the deadline set by the competition.
3. The academic unit is obliged to publish on the website, without delay, the decision of the appeals review commission and the final result.

## **Academic year enrollment conditions**

### **Article 8**

1. The HZU Senate, by special decision, determines the student enrollment conditions of the following academic year.
2. Payments for bachelor studies will be made based on the fees set by the administrative instructions of MEST and the decisions of the HZU Steering Council.

### **Article 9**

1. The student starts the new academic year by enrolling in the winter semester.
2. Enrollment and certification of the winter semester is a condition for enrollment of the student in the summer semester.
3. A student can make the selection of elective courses of the study program of the respective semester, at the latest within the second week of classes.
4. A student shall be enrolled in the following academic year if they meet the conditions provided by a special decision of the HZU Senate, and if they have fulfilled all the obligations provided by the study program, which is certified by the instructors of the respective subjects, through the electronic platform - ESMS.
5. A student who does not meet the requirements for enrollment in the following academic year, shall re-enroll in the same year of study.
6. A student who does not meet the conditions for enrollment in the following year according to the program in which they started their studies, is obliged to enroll in the same year of studies in a re-accredited program. The decision is made by the Council of the academic unit upon proposal of the Commission for studies, after reviewing the student's request.
7. A student who has not achieved the condition for enrollment in the following year in a program that has not been re-accredited, is allowed unconditional enrollment in the following year in the program in which they began their studies.
8. The enrollment deadline for the semester is determined by a decision of the HZU Senate.

### **Fulfilling the obligations in accordance with the study program and taking of exams**

#### **Article 10**

1. A student shall not take the exams in the subjects for which they have not fulfilled their obligations in accordance with the study program.
2. The student shall not take the exams of the academic year in which they are attending their studies, prior to completing those of the previous year, unless otherwise decided by the Senate.
3. The exact period of the exams is determined by the general calendar of studies according to Article 107 of the Statute.
4. The time for taking the exams is determined according to Article 109 of the Statute.

#### **Article 11**

1. The regular attendance of the learning process and the performance of other obligations, foreseen by the study program related to the specific subject, is confirmed at the end of the semester on the ESMS electronic platform.
2. Confirmation on the performance of obligations is obtained (unless otherwise specified in the study program) when it is verified that the student has been present in at least 75% of the hours of lectures and exercises. In the case of laboratory exercises, the student is required to be present at all scheduled hours.

3. A student, who was absent in the laboratory exercises with prior permission from the vice dean for teaching and student affairs, based on the reasoned and recorded request, is also allowed a time limit for compensating for laboratory exercise hours.
4. The additional deadline for compensating laboratory exercises is usually allowed after the completion of the full cycle of laboratory exercises, no later than seven (7) days from the end of the semester.

#### **Mobility, continuation of studies, change of program and recognition of exams**

##### **Article 12**

Student mobility and change of study program are defined by Articles 140 and 151 of the HZU Statute and the relevant regulation approved by the HZU Senate.

##### **Article 13**

1. A request for change of study program, for the continuation of studies, and for the recognition of exams, must be done before the beginning of the academic year. Regarding the dynamics of the procedure - the time of submission, the documentation that must be attached to the application, the manner of submission, as well as the deadline for closing the application, students will be notified in time on the website of the respective academic units.
2. Student services will also inform students individually about the decision-making of the council of the academic unit by uploading the decision on the ESMS electronic platform.

##### **Article 14**

1. A student who fails to complete their studies in the study program in which they are enrolled (within the term defined by the statute), may have their studies term extended or may be allowed to continue their studies in a new (re-accredited) study program, provided that such a continuation is endorsed by a special decision of the HZU Senate.
2. In case of allowing the continuation of studies, according to the new (re-accredited) study program, the student must undergo examinations only in those subjects that were not part of the previous program or which are not recognized in the case of continuation of studies in the new (re-accredited) program.
3. In case the program undergoes more than 50% changes or is closed, then proceed according to Article 13 of this regulation.

##### **Article 15**

1. Student requests for change of study program, continuation of studies, and recognition of exams, are reviewed by the study commission of the academic unit.
2. The department, program leader or coordinator (in case there is no department), at the request of the vice dean for teaching and student affairs, proposes the comparability and equivalence of previous study programs with re-accredited ones, for the needs of the study commission.
3. Based on the proposal/report as in paragraph 2 of this Article, the studies commission of the academic unit treats the requests of the students and proceeds for further consideration.

4. The council of the academic unit makes a decision regarding the proposal of the study commission, based on article 139 of the HZU Statute.
5. For cases of change of study program from another university to the University of Peja, the same rules will apply as those during the change of study program within the university. The relevant service of the university must be notified without delay regarding the decision of the council of the academic unit.
6. If the student, after completing their studies in a study program, applies and enrolls in the new study program, then according to Article 138 paragraph 5 of the HZU Statute, this cannot be considered a change of program.
7. In such cases, the student is obliged to attend lectures and take exams, the same as other students.
8. The student applies to the new program for acceptance of the exams from the old program.
9. The review of the request for recognition of the exam grade given in the old program is done by the study commission, whereas the decision is made by the faculty council.

**De-enrollment from studies, regaining student status, and recognition of the previous period of studies**

**Article 16**

1. Student de-enrollment is done through the ESMS electronic platform by Student Services in the Central Administration of the HZU, after the preliminary approval of the student's request by the academic unit.
2. The student can submit the request for de-enrollment in person or through another person authorized by a notary deed.
3. Upon approval by the academic unit of the application for de-enrollment, the student:
  - 3.1. also withdraws the school documentation submitted on the occasion of the application for enrollment in the university;
  - 3.2. submits the index, respectively the student card, which is invalidated.
4. The de-enrolled student is not allowed access to the electronic services through the ESMS platform,
5. De-enrolled students have the right to submit an application to the relevant unit for the issuance of a certificate for the period studies at the HZU, transcript of grades or other standard documents.
6. Exceptionally, the student has the right to temporarily withdraw the school documentation, by submitting the identity card, passport, driver's license, and student card. The student is obliged to return the documentation within five (5) working days from the day of withdrawal, otherwise they are considered de-enrolled.
7. The de-enrolled student shall regain the status of a student upon enrollment in any of the accredited programs, according to the rules of the public competition.

**Evaluation and determination of academic success**

**Article 17**

Student evaluation and determination of academic success is done according to Articles 104 and 105 of the HZU Statute.

#### **Article 18**

1. The dynamics of the organization of the exam deadline, the manner, procedure and schedule of the exams are determined according to Articles 106, 107, 108 and 109 of the HZU Statute.
2. The deadline for the professors to determine their grades is no later than 14 days from the day of the exam, as well as the submission of the accompanying documents of the exams to the administration.

#### **Article 19**

1. The student has the right to file a written appeal to the dean of the academic unit against the grade received.
2. The term, reasons for filing an appeal, and the procedure for forming a student evaluation commission, are set out in Article 110 of the HZU Statute.

#### **Article 20**

The student realizes the right of re-examination in the subject they have not taken before, based on Article 111 of the HZU Statute.

#### **Duration of studies**

##### **Article 21**

1. Basic bachelor studies, treated according to this regulation, last three (3) or four (4) years and require 180 and 240 ECTS credits respectively.
2. Upon successful completion of basic bachelor studies, the title "Bachelor of Science" or "Bachelor of Arts" is awarded.

##### **Article 22**

1. Students complete their studies by defending their bachelor degree thesis, by passing the exam before the commission or by passing the final exam, respectively as provided in the accredited program.
2. The bachelor degree thesis is produced individually by the student, proving that the theoretical and practical skills, achieved during their studies can be successfully used to solve problems in certain scientific/creative fields.
3. The bachelor degree thesis can be written by two or three students (research group) and the contribution of each candidate shall be clearly marked.
4. The request for elaboration of the bachelor degree thesis by two or three students is decided by the council of the academic unit.

#### **Initiation of the procedure, elaboration and review of the request for permission to work on the bachelor degree thesis**

##### **Article 23**

A student has the right to submit the request for initiating the procedures for the preparation of the bachelor degree thesis after having enrolled in the last semester within the study program, and provided that they have completed all the exams of the previous semester. The beginning of the procedures for the degree thesis in no way frees the student from performing the obligations foreseen for the last semester.

#### **Article 24**

1. After being consulted and having received the signed confirmation of the potential mentor of the bachelor degree thesis, the student submits the request for registration in the archive of the academic unit (form F1B), then with Student Services.
2. The department head, secretary, program leader or coordinator, upon notification, without delay, withdraws requests from Student Services, which are addressed at the department meeting.
3. The department reviews the request and, in case of approval, appoints the mentor and the defense commission. In this regard, the department completes the F1B report and submits it together with the student's request to Student Services.
4. In cases when a student fails to obtain the approval of a mentoring instructor, the student has the right to apply to the department for permission to work on a bachelor degree thesis and to appoint a new mentor. Regarding the request, the department decides within one month from the date of submission of the request.
5. In academic units, in which there are no departments or in cases when the number of department members is fewer than 3, the request under paragraph 3 of this Article is handled by the program leader or coordinator, after consultation with the proposed mentor.
6. In cases when none of the instances function as in paragraph 5, the request under paragraph 3 of this Article is handled by the study commission of the academic unit.

#### **Mentoring and public defense commission**

#### **Article 25**

1. The mentor may be the instructor from the academic staff, who hold at least the title of Dr.sc. at HZU or equivalent in the Faculty of Arts.
2. The members of the bachelor degree thesis public defense commission are appointed from the ranks of regular HZU academic staff and external (from other accredited universities and in accordance with the field of study). The appointment of external members is decided by the council of the academic unit, based on the reasoned proposal of the department.
3. The chair of the public defense commission must hold at least the academic title of assistant professor.
4. The candidate's mentor can also be appointed as a member, but not as chair of the public defense commission.
5. As member of the commission, but not as mentor, may also be appointed an assistant authorized to give lectures within the meaning of paragraph 3 of Article 17 of the HZU Statute.

6. In accordance with paragraph 5 of this Article, in the academic units where it is relevant, a lecturer of foreign languages may also be appointed a member of the commission.

#### **Bachelor degree thesis writing**

##### **Article 26**

1. The bachelor degree thesis must be clearly written, in accordance with the norms of academic writing, with an elaborate terminology and with the necessary editing and technique according to HZU guidelines.
2. A student submits the bachelor degree thesis in hard copy (protocol) and in electronic form, at least seven (7) days before the public defense.
3. Exceptionally from points 1 and 2, in the Faculty of Arts the degree thesis is realized through an exhibition, performance or concert.
4. The degree thesis must successfully pass the anti-plagiarism control using SAP according to the anti-plagiarism regulation.

#### **Bachelor degree thesis public defense**

##### **Article 27**

1. Public defense of the bachelor degree thesis can be done after the student has completed all the required exams and other obligations in accordance with the relevant study program.
2. Completion of all exams, fulfillment of other obligations in accordance with the relevant study program, and other requirements of an administrative nature, are ascertained by Student Services at least five (5) days before the public defense.
3. Regarding the fulfillment of the student's obligations in accordance with the respective study program and other requirements of administrative nature, Student Services download from the ESMS electronic platform the report on public defense and final evaluation (F2B form), which must be withdrawn by the commission or the mentor of the candidate before the public defense.
4. The date of defense is set no earlier than five (5) calendar days from the date of completion of the last exam and the notice is published on the website of the academic unit.
5. At least one (1) month must pass from the date when the application for permission to write the bachelor degree thesis and the appointment of a mentor is approved, until the date of public defense, but no more than one (1) calendar year.
6. A student has the right to submit only once a request with evidence for the extension of the deadline for the defense of the degree thesis. The request must be accompanied by the written consent of the mentor that the topic is current and relevant evidence of the reasons for the delays that have prevented the completion of the topic on time. The Dean of the academic unit examines the request for extension of the term of the public defense of the degree thesis.

##### **Article 28**

1. The defense of the bachelor degree thesis is public and takes place before the commission appointed according to Article 25 of this regulation.
2. After the public defense, if the candidate's bachelor degree thesis is evaluated positively, the commission completes the report as in paragraph 3 of Article 27 and returns it to Student Services.
3. The final evaluation grade on the ESMS electronic platform is entered by the candidate's mentor.
4. The mentor submits to Student Services the completed report signed by the commission for public defense, together with the physical application generated by the ESMS electronic platform after the evaluation. This documentation becomes part of the candidate's hard copy file.
5. The candidate, who has not successfully defended their bachelor degree thesis, has the right to resubmit to the public defense within three (3) months. They can exercise this right only once.

#### **Article 29**

1. The student, upon completing the basic bachelor studies receives the title of "Bachelor of Science" or "Bachelor of Arts", according to the accredited program.
2. Until the day of graduation, the student is issued a graduation certificate signed by the dean of the faculty.
3. Upon graduation, the academic unit must also provide the candidate with the diploma supplement.

#### **Article 30**

1. The overall success of the student at the end of studies is determined by the average grade, which represents the final average of the passing grades of all exams, including the degree thesis exam.
2. The University, by special decision, stipulates what the graduate student file must contain, before being issued the graduation certificate and diploma.

#### **Disciplinary responsibility**

##### **Article 31**

The procedures for establishing students' disciplinary responsibility are defined in the relevant regulation, approved by the HZU Steering Council.

##### **Article 32**

All actions and procedures within the scope of this regulation, initiated by preliminary acts, must be completed no later than three (3) months from the approval of this regulation.

#### **Transitional Provisions**

##### **Article 33**

1. This regulation, upon the proposal of the study commission, is approved by the HZU Senate.

2. For all issues not included in this regulation, the provisions of the HZU Statute, the Law on Higher Education in the Republic of Kosovo and other acts issued by university bodies, will apply.

**Repeal**

**Article 34**

The entry into force of this Regulation shall repeal Regulation No. 351 of 18.02.2020 on amending the regulation on basic studies no. 193 of 10.02.2016.

**Entry into force**

**Article 35**

1. This regulation shall enter into force on the day of its approval by the HZU Senate.
2. Amendments to this regulation are made by the same procedure with which it was approved.

HZU Senate

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Prof.Dr. Armand Krasniqi, Chair



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Prot. No.:

FIB Form

Date: \_\_\_\_\_

To: Department:

From: \_\_\_\_\_, student in the study program

Subject: Request for permission to work on a bachelor degree thesis and appointment of a mentor.

Based on the Regulation on bachelor studies at HZU, I ask the above department to allow the \_\_\_\_\_ writing \_\_\_\_\_ of \_\_\_\_\_ the \_\_\_\_\_ bachelor \_\_\_\_\_ degree, entitled: \_\_\_\_\_

\_\_\_\_\_ and approve the proposal for appointment of \_\_\_\_\_ in the quality of mentor.

To the request is attached:

1. Grades' Certificate;
2. Student Status Certificate

Signature of proposed Mentor: \_\_\_\_\_

Student signature: \_\_\_\_\_

Tel: \_\_\_\_\_

Email: \_\_\_\_\_

The request is submitted by the student after consulting with and receiving the signature confirmation of the potential mentor. The request, in two original copies, is submitted for protocol registration to the office for archive and protocol. After the protocol registration, a copy is submitted to the bachelor studies service, for withdrawal by the person authorized by the department.

The certificate must certify that the student has completed the penultimate semester exams.



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FIB Report (To be completed by the department)

**REPORT**

**of reviewing the application for permission to work on the bachelor degree thesis and approval of proposed mentor**

Department of \_\_\_\_\_, at the meeting held on

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_, has reviewed the request with

protocol no. of \_\_\_\_/\_\_\_\_/\_\_\_\_ of the student \_\_\_\_\_ to permit working  
on the bachelor degree thesis entitled:

\_\_\_\_\_

\_\_\_\_\_ and the appointment of \_\_\_\_\_ in the quality of mentor.

With this in mind, the department approves the application for permission to work on the bachelor degree thesis and

the proposed mentor, as well as appoints the defense commission.

The bachelor degree thesis defense commission has the following composition:

1. \_\_\_\_\_ - chair,
2. \_\_\_\_\_ -member,
3. \_\_\_\_\_ -member.

Reasoning in case of rejection of the request and the proposal of the department:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Peja, on \_\_\_\_/\_\_\_\_/\_\_\_\_

Department Head: \_\_\_\_\_

Name and last name: \_\_\_\_\_

Signature: \_\_\_\_\_

This report, together with the student's request, is submitted to the bachelor studies service and becomes an integral part of the student's file.