



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEQA"

**REGULATION
ON MASTER OF SCIENCE AND MASTER 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 MASTER OF SCIENCE AND MASTER OF ARTS STUDIES

General Provisions

Article 1

This regulation defines the unique criteria for the organization and types of master studies, study enrollment conditions, academic year enrollment conditions, duration of studies, change of the study program, master degree thesis, defense procedure, as well as other important issues for master studies at the "Haxhi Zeka" University in Peja.

Organization and types of studies

Article 2

1. The "Haxhi Zeka" University in Peja organizes regular studies of the master level for obtaining the master of science and master of arts degrees in the defined programs of master studies.
2. The "Haxhi Zeka" University in Peja can also organize interdisciplinary master studies or with other universities on the basis of joint study programs and mutual partnership memoranda.
3. Master studies programs must be in line with the demands of the labor market, with the needs of scientific, professional, cultural and economic development in Kosovo.
4. The study program, the organization of learning, the compilation of syllabi, as well as the manner of teaching and learning are in harmony with the criteria of the Bologna Charter, the criteria of the National Qualifications Framework, and the criteria set by the Accreditation Agency of the Republic of Kosovo.
5. The initiative for accreditation or re-accreditation of master study programs comes from the respective faculties, respectively the relevant departments, which in this process interact with the Office for Academic Development of the "Haxhi Zeka" University in Peja.
6. Faculties or departments must meet the requirements and criteria of the KAA for accreditation or re-accreditation of study programs, as well as other requirements for accredited programs.

Article 3

1. In the master level studies have the right to apply all the candidates who have completed the basic studies (bachelor) with 240 ECTS credits (four years of study) for master studies with 60 ECTS, 120 ECTS or 180 ECTS (three years of study).
2. In the master level studies have the right to apply all the candidates who meet the conditions of the competition, according to the contents of the accredited program.
3. Due to the contents of the programs, the faculties may set concrete criteria regarding

the right to enrollment for students coming from study programs different from the field of study where they wish to apply.

4. Candidates who have completed their basic studies abroad, whose diplomas are recognized (converted and validated) by the Ministry of Education, Science and Technology, have the right to apply for master studies, based on the law and regulations in power.
5. The selection of candidates is done according to the criteria set by the Statute of the "Haxhi Zeka" University in Peja and according to the conditions set out in the accredited program and which are set in the competition.

Article 4

The master studies end with the completion - public defense of the thesis and the student receives the diploma with 120 ECTS or 60 ECTS, depending on the study program.

Article 5

1. Teaching staff with academic titles: full professor, associate professor and assistant professor, who meet the conditions provided by the Statute of the "Haxhi Zeka" University in Peja, have the right to teach in master studies. For numerical, analytical, artistic and laboratory exercises, they can also engage assistants.
2. Assistants conduct the teaching process by holding exercises, seminars, discussions, counseling, etc. The assistant cannot be responsible for the course at the master level, nor give lectures.
3. In certain cases, two or more instructors can teach a subject. In cases when the lesson is held by two or more instructors, the grades in ESMS are entered by the one responsible for the course.

Article 6

1. Master studies are conducted according to the modular system and are mainly based on narrow subjects of specialization within the relevant departments of the faculties.
2. The teaching is realized in the form of lectures, seminars, theoretical exercises, practical and field work, professional and scientific-educational excursions, discussions, professional consultations, and through independent works of students, as well as the final thesis (diploma) to achieve the master title.
3. The organization of studies, the grading system, the ECTS system, is similar to the basic studies (bachelor).

Enrollment Conditions

Article 7

1. The proposal for the number of students for enrollment is submitted by the department and is approved by the Faculty Council based on the accredited study programs.
2. The final decision on announcing the public competition is made by the Senate of the "Haxhi Zeka" University in Peja in cooperation with MESTI.
3. Enrollment conditions for master studies are set in the public competition announced by the HZU.

Article 8

1. The selection of candidates according to Article 3 of this Regulation is made by the respective Commission, composed of at least 3 members, which upon the proposal of the department is approved by the Faculty Council.
2. The commission must be competent and professional according to the field of study.
3. The Faculty Council appoints an ad hoc Appeals Commission for complaints processing issues related to decisions during the registration competition process.
4. Candidates who are not admitted to the master level studies can file a written appeal with the administrative service of the faculty, addressing the appeal to the Faculty Appeals Commission, within two working days after the publication of the results. The Appeals Commission compiles a report on the appeals of the complaining candidates. This report is approved by the Faculty Council.
5. The decision regarding student requests is made within a period of two working days after the review of the appeals by the Appeals Commission or according to the deadlines that are otherwise set by the competition.

Article 9

Student enrollment in the first semester of master studies is done in the Central Administration of the "Haxhi Zeka" University in Peja, while the provision of students with ID-cards is done by the IT service at the Faculty after verification by Student Services for master studies at faculty level.

Change of program / pathway of studies

Article 10

For the change of the study program or for the transfer of the student from any other Faculty of the "Haxhi Zeka" University in Peja, or from any other University accredited inside or outside the country, the provisions provided by the Statute of the "Haxhi Zeka" University in Peja apply.

Duration of studies.

Article 11

1. The master level studies last one year (two semesters) and 2 years (four semesters) respectively, depending on the accreditation/re-accreditation of the program. Upon completion of these studies, the student accumulates 60 ECTS credits or 120 ECTS credits, depending on the study program.
2. The student maintains the status of a regular student for twice the period of the regular duration of studies, performing the obligations provided by the requirements of the program and other details provided by the HZU Statute.
3. The student can request once to extend the duration of studies for one or two years, a decision which is made by the faculty council, in accordance with the HZU Statute.
4. The beginning and the end of the learning semesters are done according to the provisions of the Statute of the "Haxhi Zeka" University in Peja.
5. Teaching in master studies takes place for 15 weeks within a semester, with the possibility of extending this period by a decision made by the Faculty Council to adapt to the specifics of the respective programs.

Rights and obligations of students

Article 12

1. Students have the right to appeal against the decision imposed by the bodies of the Faculty that have to do with their rights, obligations and responsibilities.
2. Such appeals are handled according to the HZU Statute and regulations.

Academic year enrollment conditions

Article 13

1. The academic year enrollment conditions are provided in the HZU Statute.
2. The HZU Senate, Peja, determines by special decision enrollment conditions for the following year of studies.

Organization of exams

Article 14

1. The student gains the right to take the exam in a subject after completing the obligations provided by the curriculum of master studies, and by respecting the schedule of exams announced by the Faculty
2. The manners of organizing the exam can be: analytical / numerical / laboratory / practical, theoretical, performing, and it can be a written test or oral examination.
3. Other evaluation methods, defined in the syllabi of the respective subjects and in the specifics of the accredited program, can be applied for the evaluation of student exam success.

Article 15

Exams in master studies are held during the academic year according to the terms published / approved by the Faculty based on the Statute of the "Haxhi Zeka" University in Peja and by special decisions of the Senate of the "Haxhi Zeka" University in Peja.

Article 16

1. For the success achieved in the exam, including the evaluation of the degree thesis, the student is evaluated with a grade of 10 (excellent) down to 5 (insufficient).
2. The grade of the master degree thesis is entered into the ESMS by the mentor, based on the minutes of the defense of the degree thesis signed by the members of the commission.
3. The master thesis defense commission makes the evaluation immediately after the public defense of the master thesis. The evaluation of the defense of the master thesis can be:
 - Defended it with excellent success, very good, good, sufficient (with a score of 100-90 possible points = "excellent", 89-80 possible "very good"; 79-65 possible points = "good", 64 -50 possible points = "sufficient"; 49 or less possible points = "no pass"), or did not defend it. The Commission, upon defense, completes Form F4.
4. The decision is made by a majority vote of the members of the master thesis defense commission, ascertained by their signature. The thesis that has not passed the defense, can be rewritten if the mentor gives the approval for continuation of the same degree thesis, and it may be submitted for the defense for the second time, after a period of 1 to 2 years, after which the right to defense is lost.
5. Minutes are compiled for the defense procedure, in Albanian, and in case the defense is done in another language, the minutes are compiled in that language as well.
6. The grade is entered into the ESMS with ID card number, and the hard copy of the report is sent to Student Services.
7. The student who fails to complete the exam in 3 terms, is obliged to repeat the relevant subject from the beginning.

Article 17

For students dissatisfied with the evaluation and grade obtained in the exam, the provisions of the Statute of the "Haxhi Zeka" University in Peja apply.

Writing of master degree thesis

Article 18

1. A student can submit a request for approval of the thesis proposal, namely the draft proposal for the master degree thesis after completing all the obligations provided by the study program, respectively for students of study programs with 60 ECTS, all first semester exams completed, while for students of master study programs with 120 ECTS to have completed all exams of the first year semester of studies;
2. The form of the request for approval of draft degree theses for all students of the "Haxhi Zeka" University in Peja, is the same and it is received from Student Services or on the website of the faculty. (FI)
3. The request for approval of the master thesis is made in writing. An integral part of the request should be the draft proposal for the topic, which should contain the following elements:

- 3.1. Reasoning of the proposed topic,
 - 3.2. Purpose of study,
 - 3.3. Overview of literature,
 - 3.4. Research question and hypothesis(es),
 - 3.5. Research methodology
 - 3.6. Expected research results
 - 3.7. References of reviewed literature.
4. The completed request and signed by the instructor who may be a potential candidate for mentor, is recorded and submitted to the service.
 5. The mentor of the degree thesis can be any instructor of the respective field who hold one of the titles of professor at HZU. In case of need, the mentor can also be an instructor of the respective field holding one of the titles of professor outside the HZU, but in this case a co-mentor must be proposed within the HZU. The ranking will be: the mentor from HZU, then the external co-mentor (at least the scientific degree Dr.sc.). Thus the administrative and procedural responsibilities, up to the defense of the diploma thesis, will be the burden of the internal mentor (HZU).
 6. The master degree thesis is individual and can be written by a research group of 2 or 3 students, respecting the HZU Statute which specifies this issue.

Article 19

1. The department, within 7 days, reviews the student's request regarding the proposal for the draft master degree thesis, and proposes to the faculty council to either approve it, return it for completion, or reject it.
2. In case of approval, the department proposes the degree thesis evaluation commission, in which the mentor of the degree thesis must be a member. The department proposal is forwarded to the faculty council for approval.
3. After the proposal of the department is approved in the faculty council, the commission is obliged to complete the form (F2) approved by the department within 15 days.
4. Form (F2) together with the evaluation request (F1) must be part of the candidate's hard copy file.
5. In case the department proposes the completion of the draft proposal, then the dynamics of change is determined by the department.
6. In case of rejection of the draft proposal, then the request processing ends.

Article 20.

The master degree thesis is an independent activity (scientific / artistic of the candidate and must prove that the student has acquired competencies during the studies 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 draft proposal of the master thesis, and in cooperation with the mentor, the candidate may submit a request for evaluation of the diploma thesis manuscript, using form (F2).

2. The registered application, together with four electronic copies of the degree thesis, is submitted to the service.
3. The master thesis must be printed on double-sided A4 sheets. The paper must be written using the *Times New Roman font*, size 12. Spacing between lines should be 1.5 throughout the document.
4. After receiving the request and copies of the thesis, the commission prepares the evaluation report of the manuscript of the master thesis for the department, respectively the faculty council - using form (F3)

Article 22

1. At the next meeting of the department, the commission presents the report for the evaluation of the diploma thesis manuscript - form (F3).
2. After review, the department may reject, request supplementation, or approve the report.
3. In case the department approves the report of the commission, it also proposes the public defense commission to the faculty council for approval.
4. Members of the defense commission must be at least two members from the respective Faculty.
5. The mentor may also be a member of the defense commission (as a member and not as chair of the commission), and a back-up member may be proposed.
6. The members of the commission can be from HZU academic staff and holding the titles of professor, or from outside the HZU, except for the chair, who is a full-time professor in the respective program and in the respective field.
7. At the same meeting, the department proposes the modality for public discussion of the topic, which lasts 15 days.
8. In case the department proposes additions and changes in the report of the commission, then the dynamics of the change is determined by the department.

Article 23

1. After the end of term for discussion, if necessary, the commission collects the recommendations from the public discussion and jointly evaluates whether they should be incorporated into the thesis and report or not.
2. In case of changes to the report (F3), as a result of the public discussion, then once again the department reviews the evaluation report.
3. In case the public discussion phase has not produced significant changes in the report (F3) of the evaluation commission, then it is forwarded as a proposal treated according to Article 22 paragraph 2 of this regulation.
4. The report must be signed by the commission.

5. In case one of the members of the evaluation commission does not sign it or has a negative opinion, then on the proposal of the department, the faculty council refreshes the commission.
6. The report as such, is recorded and a copy together with the request (F2) goes into the student file, one for the chair, and one for the mentor.

Article 24

1. The faculty council, in the next meeting, decides on the approval of the report (F3) and the formation of the public defense commission.
2. If during the debate 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 defense commission has the obligation to organize the public defense, no later than 10 days from the date when the commission receives the decisions of the council.
4. The commission is obliged to fill in the thesis defense F4 form.
5. In the meantime, the candidate, taking into account the latest suggestions of the commission, makes the improvement of the degree thesis and prints it in 5 copies with hard covers according to the standard of the degree thesis.
6. Original copies of the degree thesis must be registered and submitted to Student Services.
7. In cases when the candidate does not complete the degree thesis at the latest one (1) year from the date when the thesis was allowed by the faculty council, the candidate may submit a request to continue the thesis for the additional period of 6 months.
8. In case the candidate does not complete the degree thesis even after the 6-month extension allowed by the faculty council, it is considered that the thesis is not successful and the candidate is obliged to present the new degree thesis in the relevant master program, as well as the new mentor.
9. Master studies are completed according to the terms set by the provisions of the HZU Statute.

Article 25

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

Article 26

1. If the faculty council, upon the proposal of the department, returns the paper to the candidate to further work on it, in that case it may expand the Commission for the evaluation of the completed paper. The candidate must complete the master thesis no later than within 6 (six) months.
2. When the Commission receives the completed manuscript, it is obliged to draft a new report on the evaluation of the paper and send it to the faculty council through the

department within 15 days from the day of receipt of the manuscript.

Article 27

1. The commission, in agreement with the candidate and with the approval of the department, determines the date and place (hall) for public defense of the thesis.
2. The secretary of the faculty (department), in consultation with the evaluation commission, announces the defense of the master thesis at least 5 days before the day of defense.
3. The announcement is published on the bulletin board at the Faculty and on the Faculty website. The announcement provides information about the candidate, topic of the thesis paper, date, time and hall of public defense.
4. Public defense is led by the chair of the commission, according to the defense form (F4).
5. The public defense of the master thesis must be done within a period of no less than 5 days and no more than 30 days from the day of the decision.

Article 28

1. The candidate has successfully defended the master thesis if the decision and the positive evaluation of the thesis defense are made unanimously or by a majority of the members of the Commission.
2. If the candidate has not successfully defended their master's thesis, they can submit a new proposal for the master thesis within six months from the day of notification.

Article 29

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

Article 30

1. The candidate can be challenged and deprived of a master's degree if it is determined that the master thesis is the result of plagiarism, fabrication or forgery.
2. Suspicions of plagiarism practices and other unethical practices in master degree thesis can be raised by any person inside and outside the University.
3. In case of reasonable doubt, the Department proposes to the Faculty Council the composition of the three-member Commission to review the doubts raised regarding the copyright and the quality of the master thesis.
4. The commission set up by the Faculty Council submits the final report to the Council with a clear and well-argued conclusion. The Faculty Council reviews the report of the Commission and, if it establishes the doubts from the above paragraphs of this article, proposes to the HZU Senate to withdraw the master title.
5. The Senate of the "Haxhi Zeka" University in Peja makes the final decision to withdraw

the master title.

Completion/termination/closure of programs

Article 31

1. Master study programs can be closed in the following situations:
 - 1.1. Upon proposal of the faculty and with the approval of the senate;
 - 1.2. Non-application for re-accreditation;
 - 1.3. Failure to obtain re-accreditation;
 - 1.4. Decrease in the number of academic staff defined as responsible persons of accredited programs;
 - 1.5. Failure to meet other conditions set by the Kosovo Accreditation Agency (KAA).
2. In case of closure of master study programs, the faculties continue to follow the generations of students enrolled in that/those programs until graduation or until the terms set for graduation according to the HZU Statute or the decisions of the HZU Senate.
3. Students who graduate in these programs have all the rights that belong to them by obtaining the title defined by those programs.

Transitional Provisions

Article 32

1. 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.
2. HZU faculties draft their own regulations on master studies by harmonizing them with this regulation.

Repeal

Article 33

The entry into force of this Regulation shall repeal Regulation No. 352 of 18.02.2020 on amending the regulation on post-graduate (master) studies no. 192 of 10.02.2016.

Entry into force

Article 34

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

Prof. Dr. Armand Krasniqi, Chair



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"HAXHI ZEKA"

Faculty _____

Prot. No.: _____

Department _____

Date: _____

Program _____

REQUEST

To the Department of _____

Subject: Establishment of the Commission for the evaluation of the draft master thesis proposal.

Pursuant to the Regulation on master studies, I request from the department to propose the establishment of the commission for the evaluation of the draft thesis proposal entitled:

For the master thesis I consulted with prof.: _____

(Name Last Name, and Signature)

To the request is attached:

1. Grades Certificate
2. Student Status Certificate
3. Draft thesis proposal

On: ___/___/___ Peja

Name and Last Name.

Tel: _____

Email: _____

Student Signature



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F1 Form

DRAFT PROPOSAL EVALUATION REPORT

FACULTY	
Department/Program	
Project proposal	
Candidate	
Draft proposal evaluation	
Peja, _____	
Commission:	
1.	_____
	Prof. - mentor
2.	_____
	Prof. - member

3. _____

Prof. - member

P.S. Add pages as needed. Place, date and signatures at the end.



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F2 Form

Faculty _____

Prot. No.: _____

Department _____

Date: _____

Program _____

REQUEST

To the Department of _____

Subject: Establishment of the Commission for the evaluation of the master thesis manuscript.

Pursuant to the Regulation on master studies, I request from the department to propose the establishment of the commission for the evaluation of the manuscript entitled:

Mentor: Prof.: _____

(Name Last Name, and Signature)

To the request is attached:

4, soft cover copies

On: ___ / ___ / ___ Peja

Name and Last Name

Tel: _____

Email: _____

Student Signature



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Form 3

MASTER DEGREE THESIS MANUSCRIPT EVALUATION REPORT

FACULTY	
Department/Program	
Project proposal	
Candidate	
Mentor	
Approval of the draft proposal in the Faculty Council	Date:
	Decision No.:
Manuscript Evaluation	
Peja, _____	
Commission:	
1.	_____ Prof. - mentor
2.	_____ Prof. - member
3.	_____ Prof. - member

P.S. Add pages as needed. Place, date and signatures at the end.



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Form 4

Faculty _____

Prot. No.: _____

Department _____

Date: _____

Program _____

MASTER DEGREE THESIS DEFENSE FORM

Commission Chair

Prof. _____

Peja, _____ Hall _____, Time _____

LADIES AND GENTLEMEN,

According to the Regulation of master studies, allow me to open the session for the public defense of the candidate's master's thesis _____, entitled

" _____ "

The procedure as a whole ran as follows:

1. The Faculty Council, in the meeting held on __ / __ / ____ /, based on the review of the draft proposal at the department level, has approved the proposal of the department for the appointment of the mentor _____ and the commission for the evaluation of the master thesis manuscript, composed of:

1. Prof. _____ Chair
2. Prof. _____ member
3. Prof. _____ member

2. Decision no ._____ dated ___ / ___ / _____, on the approval of the report of the commission for the evaluation of the master thesis manuscript, and the establishment of the defense commission was approved at the meeting of ___ / ___ / _____, of the Faculty Council, composed of:

1. Prof. _____ Chair
2. Prof. _____ member
3. Prof. _____ member
4. Prof. _____ member/back-up.

- The chair then presents the CV of the candidate, while the mentor presents in brief points the content and rationale of the master thesis.
- The chair gives the floor to the candidate to defend the master thesis for up to 30 minutes.
- At the end of the presentation, the chair asks the candidate if they can continue with questions or if they needs a short break.
- After the candidate accepts the continuation, respectively after a short break, the chair gives the opportunity for questions and discussion.
- The members of the commission ask questions first, and then the audience. If necessary, the diploma thesis mentor can help in answering questions.
- After questions, answers and discussion, the commission withdraws for consultation and voting.
- After the consultations of the defense commission, the chair announces the result of the evaluation (those present in the hall stand up).

Ladies and gentlemen, the commission evaluating the idea of the draft proposal, research methods, candidate's work, thesis paper, public discussion, presentation, and discussion, takes this:

DECISION

The master thesis is evaluated with a grade of _____, therefore we conclude that all legal conditions are met for the candidate _____ to be given the title of

“ _____ ”

Commission / Name Last Name, and Signature:

1. Prof. _____
2. Prof. _____
3. Prof. _____