



REPUBLIKA E KOSOVËS REPUBLIKA KOSOVA MINISTRIA E ARSIMIT, SHKENCËS DHE TEKNOLOGJISË		UNIVERSITETI 'HAXHI ZEKA' PEJË
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UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

Senate

Pejë. Dt. 18.11.2024

In accordance with Articles 42, 47, and 48 of the Statute no. 04-V-622 of the University "Haxhi Zeka" Pejë, the Senate of the University "Haxhi Zeka" in Pejë, in its meeting held on November 18, 2024, issues the following:

DECISION

- I. The Regulation for Doctoral Studies is hereby APPROVED.
- II. Upon the entry into force of this Regulation, the Regulation no. prof. 369/20 dated February 18, 2020, on Doctoral Studies is hereby REPEALED.
- III. The Regulation for Doctoral Studies is an integral part of this decision.
- IV. This decision shall enter into force on the date of signature.

Senate Chairman
Prof. Dr. Armand Krasniqi

The decision shall be sent to: Office of the Rector, Members of the Senate, Acting Secretary General, IT Office, Archive of UHZ.



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

In accordance with Article 128 of the Statute of the University "Haxhi Zeka" in Peja and the provisions of Law no. 04/L-037 for Higher Education in the Republic of Kosovo, University Senate at the meeting held on dt. 18.11. 2024 approved this:

**DOCTORAL STUDIES REGULATION
GENERAL PROVISIONS**

**Article 1
Purpose**

This Regulation regulates the organization and implementation of doctoral studies at the University "Haxhi Zeka" in Peja (herein: University), The institution responsible for organizing the studies, the formats and duration of the studies, the criteria for enrollment in studies, the mode of delivery of the studies, teaching and research, the procedures for submission, evaluation, and defense of the doctoral thesis, the rights and obligations of the student in doctoral studies (hereinafter: the doctoral candidate), the rights and obligations of the mentor, the methods of ensuring quality, and other matters related to the organization and implementation of doctoral studies.

**Article 2
Implementation scope**

The provisions of this Regulation apply to all individuals involved in the activities defined in this regulation.

Definitions 3

The expressions used in this regulation have this meaning:

1. **"CCDS"** means the Central Council of Doctoral Studies. The Central Council of Doctoral Studies has this composition
 - Rector;
 - Vice-Rector for Teaching, Student Affairs and Scientific Research;
 - A representative from the Academy of Sciences and Arts of Kosovo;
 - A regular professor or associate professor from the biotechnical sciences;
 - A regular professor or associate professor from the business sciences;
 - A regular professor or associate professor from the law school;
 - A regular professor or associate professor from the tourism sciences
 - A regular professor or associate professor from the arts.
 - A doctoral student;
 - Director of the Head Office of Doctoral Studies, without voting rights.
- 1.1. The members of the Central Council of Doctoral Studies are proposed by the Rector and elected by the Senate
- 1.2. The Central Council of Doctoral Studies is chaired by the Rector.

2. **"DSC"** -refers to the Doctoral Studies Council within the academic unit. Initially, a temporary Doctoral Studies Council of the academic unit is formed, consisting of all professors in doctoral studies, one student, and the coordinator of the doctoral office. After one year of operation, the Doctoral Studies Council of the academic unit is elected, with 5-7 members from the ranks of professors from each department of the academic unit and one doctoral student. The first (constitutive) meeting is called and led by the dean of the academic unit. After the constitution of the Doctoral Studies Council of the academic unit, the Council elects the chairperson from among its members.
3. **"TCDS"**- means the Temporary Council of Doctoral Studies.
4. **"Responsible Institution of Studies"** refers to one or more academic units or one or more universities, both within and outside the country, which organize and conduct doctoral studies and complete the procedure for obtaining a scientific/artistic doctoral degree.
5. **"Mentor"**- refers to the person appointed with an academic-scientific or artistic-teaching title, who supervises the doctoral candidate during the preparation of the doctoral dissertation.
6. **"Co-Mentor"**- It is a person who guides the candidate as a co-mentor, providing evaluations, comments, or analyses regarding a topic or any other material. The co-mentor may be a professor at UHZ or another university.
7. **"Industrial Co-Mentor"** – It is a person who supports and advises the candidate on the contribution of the dissertation to the sector.
8. **"Doctoral file"**- It refers to the file that contains all essential records of the doctoral candidate, from the moment of their admission until their promotion.
9. **"Academic unit" means-** It refers to the academic unit in which the student is enrolled, which is responsible for collecting and storing the data in the file according to the forms developed.

Article 4

1. Doctoral studies provide academic units (faculties) and/or Universities in one or more scientific areas, if they have a signed contract for full-time working relations with at least half of the number of professors engaged in that study program.
2. The fundamental characteristics of doctoral studies at the University are research and learning through research, internationalization, transparency, international quality assessment, and international competition.
3. In order to ensure quality and promote mobility of doctoral students and professors, doctoral studies are open to all forms of collaboration with similar institutions both domestically and internationally.

Teaching and research in doctoral studies

Article 5

1. The essential component of doctoral studies is scientific/artistic research and creation.
2. The formats of work in doctoral studies include lectures, laboratory exercises, laboratory research work, research seminars, workshops, and discussion groups, aimed at developing research work, critical thinking, mastery of methodology, and general skills.
3. Teaching in the form of lectures must not exceed 20 percent of the total workload defined by the study program and calculated according to the European Credit Transfer System (ECTS).

4. According on available opportunities and pre-defined conditions, participation in doctoral studies is open to all doctoral candidates of the University. Certain parts of the research and teaching in doctoral studies may also be attended by doctoral candidates from other universities, in accordance with the terms specified in a previously signed agreement between the respective universities.
5. To achieve interdisciplinarity and based on justification and the approval of the mentor, as well as the approval of the Doctoral Studies Council, doctoral candidates may carry out certain parts of their research and artistic creativity in other academic units of the University or in other relevant institutions within or aboard.
6. The Doctoral Studies Council may assign supplemental courses to doctoral candidates from the group of subjects within the accredited program to acquire fundamental knowledge essential for continuing and completing their studies.

Formats of Doctoral Studies

Doctoral Studies 6

1. Doctoral studies can be organized in one of the following forms:
 - 1.1. Doctoral studies, for which the institution responsible is only an academic unit or university;
 - 1.2. Joint studies conducted by two or more universities, of which only one institution is a responsible institution.
 - 1.3. Double doctorate, in which the doctorates receive two degrees and for which double mentorship (model: cotutelle de thèse) is obligatory. It applies in cases where by special agreement, the doctorate is regised in doctoral studies at two partner universities, and both universities appoint the respective mentor for the doctorate. The procedures for doctoral registration and the realization of doctoral studies are foresighted in the special agreement concluded between the two universities.
 - 1.4. The model in which a doctoral student enrolls in a university and obtains the diploma of the responsible institution of studies, while research is carried out in more institutions and may have co-mentor.
 - 1.5. Joint studies as an accredited program of two or more universities, at least one of which is outside the Republic of Kosovo, where each university participates in the enrollment of doctoral candidates. The doctoral candidate may obtain either a single diploma issued jointly by two or more universities or the diploma of the university where they registered for doctoral studies, which specifies that the studies were conducted jointly.
2. It is not permissible to transfer doctoral studies from one academic unit to another within the University "Haxhi Zeka" in Peja, nor from other universities at the University "Haxhi Zeka" in Peja. Students are accepted only on the basis of the competition declared by the University "Haxhi Zeka" in Peja.

The terms of registration and duration of studies

Article 7

1. In accordance with the conditions set out by the Kosovo Accreditation Agency, academic units propose the number of students for registration, while the Senate makes the final decision on the number of students and the announcement of

the public call, considering the research, teaching and mentoring capacities of the academic unit.

2. The call for enrollment in doctoral studies is announced by the University Senate at the request of the academic units, at least three months before the start of the academic year. The call is published on the website of the University 'Haxhi Zeka' and remains open for two months.
3. Candidates eligible to apply for enrollment in doctoral studies must have an average grade of no less than 8.00 in each of the previous levels of study, bachelor's and master's, separately, and must have graduated in one of the following levels:
 - 3.1. Graduates prior to the implementation of studies under the Bologna Declaration, who must hold a Master's degree in the respective field of science;
 - 3.2. Graduates after the implementation of studies based on the Bologna Declaration – scientific master's degree level;
 - 3.3. Graduates who have at least 300 ECTS credits (European Credit Transfer System);
 - 3.4. By exception to points 3.1, 3.2, and 3.3, in cases where candidates come from outside the Bologna system, the recognition by the respective ministry will be taken as a basis.
4. Criteria for evaluation of candidates for enrollment in doctoral studies include:
 - 4.1. Candidates must have completed their previous studies in the same field or a closely related one to the doctoral studies. Related fields are determined by the Doctoral Council of the respective academic unit and are valid for the entire accreditation period of the respective program. These fields are published in the call as part of the specific conditions section for the respective academic unit. The evaluation of the candidate's field is carried out by the Doctoral Council of the respective academic unit before the candidate is subjected to the entrance examination.
 - 4.2. Success in education during studies, with an average grade of 8.00 or higher in both the bachelor's and master's (master's) levels, separately. Specifically, the average grade of integrated studies is evaluated with a maximum of 30 points, which is calculated by multiplying the arithmetic average of the bachelor's and master's studies by 3
 - 4.3. Proof of English language proficiency. The criteria for evaluating English language proficiency are the same for all academic units. Each candidate must demonstrate proficiency in English, at least at the B2 level. Candidates who have certificates from internationally recognized tests, such as TOEFL and IELTS, administered by accredited institutions according to the Common European Framework of Reference for Languages (CEFR), must show that they have achieved the following results: for TOEFL, a score of 72 points grants 10 points, while for IELTS, a minimum of 5.5 grants 10 points. Expressed numerically, the scores are as follows: for TOEFL, 72-79 = 10 points, 80-87 = 15 points, above 88 = 20 points. For IELTS, 5.5 = 10 points, 6.0 = 15 points, above 6.5 = 20 points. English language proficiency is evaluated with a maximum of 20 points. Candidates who do not present TOEFL or IELTS certificates are required to take an entrance exam for English at the B2 level, which is organized by the university, according to the schedule announced in the call for doctoral student admissions.
 - 4.4. Published scientific/artistic activities are evaluated with a maximum of 20 points:

- 4.4.1. For every article published in the last five years and indexed on the Web of Science platform (SCIE, SSCI and AHCI) and/or SCOPUS (Q1, Q2, Q3, Q4): first author/correspondent 5 points, others 2 points.
 - 4.4.2. For every article published in the last five years in other international journals indexed on platforms specified in the regulation in force for selective procedures related to academic staff: first author/correspondent 3 points, others 1 point.
 - 4.4.3. For every article published in the last five years in local academic journals subject to professional review: first author 2 points, others 1 point.
 - 4.4.4. For a published university book in the last five years in a specialized field: first author 5 points, co-author 3 points. A published monograph in the field relevant to the candidate is evaluated with 4 points.
 - 4.4.5. For each presentation of a paper in the last five years at indexed international scientific conferences, congresses, or symposiums, and published in the proceedings: first author 2 points, others 1 point.
 - 4.4.6. For every presentation in the last five years at conferences, congresses, or local scientific symposiums: first author 1 point, the others 0.5 points.
- 4.5. The entrance exam is organized and administered by academic units, respecting the highest academic standards. In cases of conflict of interest, the involvement of the relevant staff in all stages of the entrance examination should be avoided. If there are such situations, the university senate may require the faculty to take additional measures to avoid discrediting the entrance exam.
- 4.6. Candidates are invited to interview if the respective faculty commission finds in advance that they meet the conditions of the competition and have submitted the necessary completed documentation.
- 4.7. The entrance exam includes the exam related to the professional/scientific aspect. From the professional entrance exam, candidates can earn a maximum of 30 points.
- 4.8. The project proposal of doctoral thesis from the respective field where he applies, and the interview of the candidate, is evaluated with a maximum of 40 points.
- 4.9. Candidates are ranked on the list according to the points earned, and the selection of accepted candidates is done on the basis of the points accumulated, considering the number of students determined for registration by the University Senate.
4. After the proposal of the academic unit and after the review in the Central Council of Doctoral Studies, the university senate approves the list for admission of students to doctoral studies. The names of candidates accepted with all selection criteria data are publicly announced on the university website.
 5. Doctoral studies last no less than three years and not more than six years. After enrolling the sixth semester, the student acquires the student status which is valid for up to three years.
 6. In case a doctoral candidate fails to successfully complete his doctoral studies, the University "Haxhi Zeka" issues a certificate which will report on the subjects that the candidate has completed with the respective ECTS credits.
 7. Doctoral studies number one hundred eighty (180) ECTS credits. If the quality of the doctoral work, assessed with the annual progress reports implemented by the Doctoral Studies Council, does not meet the criteria foreseen, the Council of

Doctoral Studies may propose to the Council of the academic unit, and the Senate, to decide to take the doctorate right to continue the studies.

8. In order to regulate possible dispute issues, after the admission of the candidate in doctoral studies, the Contract between the University "Haxhi Zeka" is signed, the doctoral student and mentor (co-mentors).
9. A requirement for obtaining the title of Doctor of Science is the successful completion of doctoral studies and the successful defense of the doctoral thesis before the Defense Commission.

Duration and phases of doctoral studies

Article 8

1. Doctoral studies are organized as full-time studies, lasting no less than three years and divided into six semesters. The completion of these studies is accompanied by the public protection of the PhD topic within a period of six (6) years from the date of registration at the University "Haxhi Zeka".
 2. Doctoral studies may continue for one more year added by the Doctoral Studies Council of the academic unit with an acceptable justification from the candidate. If within this period, the candidate fails to complete his doctoral studies successfully, including the public protection of his or her work, he or she loses his doctoral status.
 3. This is the exception of candidates who become parents during the doctoral studies. In these cases, after submitting the facts to the Doctoral Studies Council, the candidate/candidate concerned is allowed to continue studies for one more year.
 4. In case the candidate loses his doctoral status, the University "Haxhi Zeka" issues a certificate that proves this, along with evidence for the completed courses. The certificate issued is signed by the dean of the respective faculty.
 5. With a specific request submitted by the candidate and the approval of the mentor, the candidate may enter part-time studies for a period of no more than two consecutive academic years (in addition to one full-time academic year), and no more than three years in total throughout the entire study period. In such cases, the candidate's request must be approved by the Doctoral Studies Council of the academic unit.
 6. The organization and implementation of the program plan for the first and second semesters are the responsibility of the administrator or coordinator of the program assigned by the academic unit. At the start of the second semester, the doctorate, in consultation with the potential mentor, proposes the draft doctoral proposal and mentor (F1 Form). The candidate's proposal for topic and mentorship is reviewed and approved by the Faculty Council, based on the assessment of the Doctoral Council of the unit. After the approval of the draft proposal, the doctoral student collects 10 ECTS credits. The Faculty Council may recommend revision of the doctoral proposal for mentoring and subject matter.
 7. If the Faculty Council approves the candidate's project proposal and the mentor, the candidate is obligated to propose the evaluation committee as well.
 8. For the registration of the third semester, the doctoral student must have collected at least 45 ECTS credits, and for the fourth semester 90 ECTS credits.
- Scientific publications and participation in international scientific conferences are mandatory activities that must be completed within the first three semesters, including:

- a. **Publication as first author or corresponding author** of a scientific work based on doctoral results in international journals indexed in SCOPUS or WOS, as well as a publication in other indexed journals such as EBSCO, DOAJ, WorldCat, EconWorks, etc. – 28 ECTS credits, which are realized during the second and third semesters.
- b. **Presentation at an international scientific conference** as first author or corresponding author – up to 10 ECTS credits, which is done during the third semester.
- c. **In the remaining three semesters, the doctoral student must collect 90 ECTS credits in total as follows:**
- d. **Presentation of progress of doctoral dissertation** – 60 ECTS credits.
- e. **Public defence of Doctoral Dissertation** – 30 ECTS credits.
- f. **Mentors Approval:** All doctoral publications and presentations must have prior approval of the mentor as co-author.

Mentoring Article 9

1. The right to lead doctoral candidates has:
 - 1.1. The professor who is in regular employment at UHZ, if he has at least three years of research experience after doctoral defence and approved academic title, as well as at least three (3) works published in international review journals in the last 5 years.
 - 1.2. The mentor may, in particular, be professor emeritus who meets the conditions according to point 1.1. of this article
2. The mentor, without exception, must be from the specific scientific field in which the doctoral thesis is being prepared.
3. Each candidate may have external co-mentors, with conditions foreseen in point 1.1. of this article
4. The industrial co-mentor is preferable to be part of the mentorship of the candidate.
 - 4.1. The industrial co-mentor should have at least 5 years of experience in the sector of interest of the candidate and university qualification.
5. The external co-mentor and industrial co-mentor must submit the CV to the Doctoral Council of the academic unit in advance.
6. A mentor cannot lead more than three candidates at the same time.
7. The professor of an academic unit of the University "Haxhi Zeka" can be a mentor at another university if he has permission from the academic unit.
8. The mentor who is appointed to this post before retiring is entitled to carry out the mentorship until the end.
9. In the case of programs in the interdisciplinary/multidisciplinary field, dual mentorship is obliged.
10. The decision on the mentor, co-mentor and industrial co-mentor is taken by the Senate, on the proposal of the Doctoral Council of the academic unit.

Obligations of mentor Article 10

1. The mentor has an obligation to conduct the doctorate during the doctoral work, to convey the quality of the doctoral work, to support the publication of his works, and to enable him to participate in scientific and artistic projects, as possible.

2. If they are more than one mentor, each of them bears their own responsibilities for the research part set out in advance and for the working procedure in the doctoral work.
3. The mentor is obligated to submit an annual report on the doctoral student's work to the Doctoral Studies Council of the academic unit, using the University's official forms.
4. The mentor is obliged to consult the candidate once a month.
5. The mentor is obliged to answer questions/requests of the candidate within a period of one month.
6. In the case of intentional delays, the candidate may file a complaint with the Doctoral Studies Council of the academic unit.

Obligations and rights of doctoral student

Article 11

1. After the mentor is appointed, the doctoral student is obligated to submit an annual report on their work to the Doctoral Studies Council (with the option to present their research). The report is submitted using the form provided by the university (Form 2)
2. The doctoral student has the right to change their mentor or topic once during their studies, but not after the approval of the project proposal and topic by the Senate. This change is based on a written request, along with a declaration from the previous mentor. Exceptionally, in the case of the mentor's inability to continue mentoring (confirmed with a certificate), or in the case of death, legal violations, or any other reason approved by the Doctoral Studies Council of the academic unit, the request may be granted. The request is submitted using the form provided by the University (Form 3).
3. The doctoral student is obligated to have at least one scientific paper published in a peer-reviewed international journal indexed in SCOPUS or WEB OF SCIENCE before defending their doctoral dissertation. The scientific paper must be part of the doctoral research results (in which the student is the first author or corresponding author), or it should involve the public promotion of an artistic work in public spaces. A paper may qualify only one doctoral student
4. The candidate is obligated to present the progress of their topic once a year, within the deadline set by the Doctoral Studies Council.
5. The doctoral candidate is obligated to fulfill all the requirements according to the applicable legal provisions

Doctoral work

Article 12

The doctoral thesis is a scientific work written by the candidate, which comprehensively and uniquely addresses one or more relevant scientific topics and undergoes public scientific or artistic evaluation.

Exceptions to this procedure are special doctoral theses as specified in Article 13 of this regulation.

Article 13

The forms of doctoral work are:

1. **Scientific monograph** from which a scientific work should be published in international review journals indexed on the SCOPUS platforms and WEB OF SCIENCE; or
2. **The doctoral work** is a collection of at least 3 scientific works, of which the doctorate publishes at least one as first author or corresponding author, in international review journals indexed on the SCOPUS and WEB OF SCIENCE platforms, while 2 others must be at the scientific level for publication.
3. **The doctoral work** in the art subject is original artistic research in the context of contemporary artistic creativity and ends with the presentation of the artwork and with a theoretical work.

Article 14

1. The doctoral work must be written in Albanian.
2. In special cases, after the approval of the Doctoral Council, the doctoral work may be written in another language, but the resume of the work in Albanian also must be submitted.
3. The title, resume and keywords of the doctoral work must be written in Albanian and English. The resume should enable understanding of the purpose of the work, the research methods, the results and general conclusions.

Procedure of submission, evaluation and acceptance of the topic of doctoral research

Article 15

1. During the first year of doctoral studies, the doctoral student proposes the mentor and the subject, or the external co-mentor and industrial co-mentor, as well as before the agreement on working conditions, and eventually the terms of research funding.
2. The doctoral candidate initiates the procedure for submitting the doctoral thesis project proposal by submitting the application form, which includes the candidate's personal information, curriculum vitae, proposed thesis title, details of the proposed mentor, external reviewer, and industrial reviewer (if applicable), along with their competencies, justification for the topic, and expectations regarding the scientific contribution of the proposed research. It should also include an assessment of the research expenses, as well as a declaration stating that no doctoral thesis has been previously submitted on the same topic in other university studies, or at any other university. The thesis topic is presented in the doctoral studies forms attached as an annex to this regulation.
3. The Council of the academic unit, upon the proposal of the Doctoral Studies Council, appoints the commission for evaluating and assessing the suitability of the topic and the proposal of the mentor/co-mentors within one month from the date of the submission of the request. This commission consists of three or five members, of whom at least one member must not be a professor member of the relevant study program or employed in the academic unit (faculty) responsible for the studies. The proposed mentor and external reviewer cannot be members of the Evaluation Commission.
4. The commission for evaluating the topic provides an assessment of the original

scientific/artistic contribution and the feasibility of the research in terms of financial and organizational aspects. It also makes the proposal for the mentor(s) no later than one (1) month after the submission of the request.

5. The Doctoral Studies Council of the academic unit should review the proposal of the commission for evaluation of the topic and the proposal of mentor/co-mentors in the third semester of doctoral studies.
6. The draft proposal of the doctoral work is defended before the Council of Doctoral Studies of the academic unit, before the evaluation committee and the proposed mentor/co-mentors, 15 days after the submission of the report of the evaluation commission.
7. The Central Council of Doctoral Studies, upon the proposal of the Council of the academic unit, submits the topic and the mentor(s) for approval by the Senate of the University. After receiving the opinion of the Central Council of Doctoral Studies, the Senate examines the topic and mentor(s) no later than two months from the receipt of the request by the academic unit.
8. The Senate's decision may:
 - 8.1. Accept the original proposal,
 - 8.2. Ask the candidate to expand or change the subject
 - 8.3. Ask the Council of the Academic Unit to propose another mentor
9. All scientific research involving humans, human-related subjects, or animals must comply with the provisions of the Ethics Council Regulation. The research must have the approval of the Ethics Council of the faculty or university, as well as the institution where the research is conducted. Furthermore, the research must obtain consent from all participants individually (patients or volunteers) if they are capable of providing it, or from their guardians or legal representatives.

Doctoral Evaluation Procedure **Article 16**

1. The doctoral dissertation, with the approval and written opinion of the mentor and external reviewer (if applicable), signed for the conducted research and the achieved original scientific contribution, is officially submitted by the doctoral candidate to the faculty or the university (if the studies are organized at the university level)
2. In the case that the mentor does not agree to give approval, they are obligated to provide a written justification within 15 days. After this period, within 15 days following the submission of the mentor's justification, the Doctoral Studies Council of the academic unit examines the mentor's reasoning and proposes to the academic unit's Council the formation or rejection of the commission for the evaluation of the doctoral dissertation. In both cases, the mentor's reasoning is provided to the members of the dissertation evaluation commission, who will consider it during their evaluation
3. If the external co-mentor does not agree with the report pursuing point 1 of this Article, then he has the right to write a special report which he sends to the Council for doctoral studies of the academic unit.
4. Before the dissertation is submitted for the evaluation procedure, the doctoral studies service of the academic unit must verify in writing that the doctoral candidate has fulfilled all obligations as outlined in the doctoral study program according to this regulation.
5. For the evaluation of the dissertation, the doctoral candidate submits the written work in both physical and electronic form. In the case of artistic works by the doctoral candidate, in addition to the public presentation, the candidate also

- submits the theoretical part and the relevant documentation for the evaluation of the dissertation.
6. The Council of the academic unit, upon the proposal of the Doctoral Studies Council, appoints the committee for evaluating the doctoral dissertation. The committee consists of three or five members. The inclusion of at least one member from another local or international university is encouraged. The mentor and the external advisor cannot be members of the committee for evaluating the dissertation.
 7. Members of the commission for evaluating the doctoral work should have at least the academic title assistant professor (prof. ass.), where at least one must have a title associate professor in the respective field (prof. ass.).
 8. Simultaneously with the appointment of the commission for evaluation of the doctoral work, the University announces the title and resume of the work in Albanian and English on the University website, and thus enables the work to be subject to scientific and professional criticism.
 9. The members of the commission for evaluation of the doctoral work and all those who have been enabled to review the doctoral work are obliged to take care of the data and achievements in the work in question before being presented, in order to preserve the scientific contribution of the doctoral work as intellectual property.
 10. The Doctoral Thesis Evaluation Commission is obliged to assess and report any ethical violations, plagiarism, data fabrication, etc.
 11. The evaluation committee should avoid any bias in research, or in any process where candidates conducting the study influence the results to obtain a given conclusion;
 12. Violations of academic integrity standards, regardless of how small, are unacceptable and carry severe consequences, including suspension or expulsion from the University.
 13. The dissertation evaluation committee is obligated to prepare a written report on the evaluation of the doctoral dissertation within 45 days of its appointment and submit it to the Academic Unit Council. The committee chair prepares the report based on the written opinions of the committee members, and the report is signed by all committee members. The committee members have the right to provide separate evaluations
The Commission for evaluation of the doctoral work proposes:
 - 13.1. acceptance of a doctoral work with an explicit statement of the original scientific contribution or artistic contribution, or
 - 13.2. completion of the doctoral work and final evaluation, or
 - 13.3. The rejection of the doctoral dissertation, after which the doctoral candidate loses the right to obtain the degree of Doctor of Science or Arts with that study.

Article 17

1. On the occasion of submission of the dissertation, the Council of the academic unit shall organize the pre-defense of the dissertation within 20 calendar days before the evaluating commission.
2. In case the dissertation is returned for completion or revision by the evaluation committee during the defense, the Council of the academic unit sets an

appropriate period, which must be at least two (2) months and no more than six (6) months.

3. The completed or modified dissertation should be submitted to the Council of the academic unit together with the opinion of the mentor or co-mentors.
4. Upon approval of the evaluation committee's report, the Council of the academic unit forms the defense committee for the doctoral dissertation. The defense committee consists of three (3) members. The composition of the defense committee must be the same as the evaluation committee for the doctoral dissertation, except in special cases.
5. The decision of the Academic Unit Council to approve the dissertation must be ratified by the Senate.

Article 18

1. The doctoral student must submit the completed doctoral dissertation for evaluation to the Council of the academic unit within 3 years from the date the topic was approved by the Senate of UHZ.
2. The submission of the completed doctoral work is done together with the request for evaluation of the work.
3. The doctoral student may request from the Council of the academic unit an extension of the dissertation or research period for an additional year.
4. If the doctoral candidate does not submit the completed dissertation for evaluation within the regular or extended period for the dissertation, it will be considered that the candidate has withdrawn from the assigned dissertation topic.

Procedure for Defending a Doctoral Dissertation

Article 19

1. The doctoral student, in agreement with the dean of the academic unit and the committee for the defense of the doctoral dissertation, is required to make a public defense of the dissertation within two (2) months from the date of ratification in the Senate.
2. The mentor participates in the defense of the doctoral dissertation on the side of the doctoral student but does not have the right to participate in the decision-making process.
3. The doctoral dissertation defense is conducted in person and is open to the public. The public defense notice must be posted within the academic unit and on the university's official website at least 8 (eight) days before the defense.
4. The defense must be organized in the facilities of the university, specifically its units, in the language in which the doctoral thesis is written. In the case of double doctoral degrees and doctoral degrees completed as part of joint studies, the defense may be organized at the other university. The defense procedure is carried out based on the protocol presented in the F4 form.
5. The commission for the defense of the doctoral thesis evaluates the thesis immediately after the public defense. The evaluation of the defense of the doctoral thesis may be:
 - a. Passed;
 - b. It didn't pass;
6. In cases where the defense commission assesses that the doctoral candidate has failed to defend the thesis due to the intentional violation of the defense procedures, deliberate disregard of the defense commission, or any other

behavior contrary to the standard norms of the defense, the candidate loses the right to defend the doctoral thesis.

7. In cases where the defense commission assesses that the doctoral candidate has failed to defend the thesis due to insufficient preparation for the defense process, failure to provide adequate answers to the commission's questions, or creating the impression of a lack of serious knowledge of the subject matter presented in the thesis, the commission may decide to offer the candidate a period of 1 year to repeat the defense process. If, after the second attempt, the candidate fails to successfully defend the thesis, he/she loses the right to defend the doctoral thesis.
8. The decision, based on the evaluation resulting from the defense process, is made by a majority vote of the members of the doctoral thesis defense commission, as confirmed by their signatures.
9. For the defense procedure, a protocol is prepared in Albanian, and if the defense is conducted in another language, the protocol is also prepared in that language.

Revocation of the title "Doctor of Science"

Article 20

1. The academic title Doctor of Science may be revoked in case of evidence that:
 - 1.1. The dissertation was not the work of the candidate himself;
 - 1.2. The dissertation was not the result of the candidate's personal achievement;
 - 1.3. The dissertation is based on relevant parts of previous published scientific results by individuals or by other institutions;
 - 1.4. It is plagiarism or a violation of copyright;
 - 1.5. It's another unethical practice.
2. A complaint for revocation may be submitted to the Council of the academic unit by any individual or institution, based on detailed written data.
3. After the appeal, the Council of the academic unit forms a three-member commission from professors of the same scientific discipline as the dissertation.
4. Members of the commission for the appealed dissertation shall not be selected for this commission.
5. The commission presents an evaluation report regarding the validity of the appeal and proposes further procedures within two (2) months after the procedure has begun.
6. After the report and the proposal of the commission, the Academic Unit Council decides to reject or accept the complaint for revocation at the next meeting.
7. If the Council of the Academic Unit accepts the complaint, the Senate shall vote on this decision at the next meeting. The doctor of science should be invited to testify before the Senate.

Article 21

1. In case the research results of the doctoral thesis present an innovation that needs to be protected with intellectual property rights, the doctoral student and mentor must inform the Central Commission for Doctoral Studies about it.

In this case, the doctoral student, with the mentor's approval, may request that the doctoral thesis be treated confidentially before submitting it for evaluation, until the public defense.

2. The Central Commission for Doctoral Studies implements the procedure for the legal and commercial protection of the research results in accordance with the intellectual property regulations. In this case, the public defense may be postponed, in agreement with the doctoral student, for up to one year from the date of ratification of the thesis by the Senate. The decision to postpone the public defense is made by the Senate based on the recommendation of the Central Commission for Doctoral Studies and the request of the doctoral student.
3. If innovation is patented and commercialized, the university acquires the right to participate 8% of its income perpetually.

Publication and preservation of doctoral work

Article 22

1. The doctoral thesis in its entirety is published on the university's website no later than one month after the defense. Information regarding the practical part of the doctoral thesis from the artistic field is also published on the university's website no later than one month after the defense. In exceptional cases, based on a well-justified reasoning by the doctoral candidate and with the recommendation of the Central Commission for Doctoral Studies, the Senate may decide to postpone the publication on the website for up to two years.
2. The doctoral work in printed form is stored in three (3) copies in the archive of the academic unit, three (3) copies in the university archive and three (3) copies in the Central University Library.
3. The doctoral work by field of art is preserved, in accordance with the type of the work, in adequate form (in written form, in the form of photography, video recording, audio recording) in the archive of the academic unit, in the archive of the university, in the Central University Library, at the most recent one month after the defence.

Promotion

Article 23

1. After the successful completion of the dissertation defense, the doctoral candidate is awarded the title of Doctor of Sciences (dr. sc.) or its equivalent, while the full rights to the academic degree and diploma are granted upon promotion, during which the candidate also takes the oath and signs the University's Book of Doctoral Sciences/Arts.

The doctoral student must, within one month after the defense, complete the promotion form for the Doctor of Science/Art degree and submit it to the doctoral studies service of the academic unit, along with the bound version of the doctoral dissertation and the electronic version for publication on the university's website. In the case of an artistic doctoral work, the appropriate documentation of the dissertation (written form, photographs, video recordings, audio recordings, etc.) must also be submitted

2. The rector hands over the doctoral diploma to the doctoral candidate during the solemn promotion ceremony, in which the candidate must attend in person or, in case of inability to attend, authorize another person in writing to receive the diploma on their behalf.

Quality assurance method of doctoral studies

Article 24

1. The doctoral studies service of the academic unit is required to take care of maintaining and preserving detailed records related to the research dissertation and other academic duties of each doctoral candidate. This includes the plan of obligations (preparation of the doctoral candidate's file), keeping records of the number of registered doctoral candidates, and the number of doctoral candidates who have defended their dissertation.
2. Based on the annual reports of doctoral candidates (Form 5) and mentors (Form 6), the Doctoral Studies Council prepares its self-assessment report related to the doctoral study program (Form 7) each year. The relevant notification is then forwarded to the Faculty Council, which in turn sends it to the Central Doctoral Studies Council and the university Senate.
3. The annual self-assessment report is attached to the request for re-accreditation.
4. The evaluation criteria include: the scientific/artistic output of teachers and doctoral students, teaching quality, the quality of doctoral theses, statistical indicators of the duration of studies, statistical indicators of the annual number of new PhDs compared to the number of doctoral students, and the realization of international cooperation.

Provisions of transitional and final

Article 25

1. Forms are part of this regulation.
2. The provisions of this Regulation as a whole apply to doctoral studies which begin after the entry into force of this Regulation.
3. For all other issues that are not regulated by this Regulation, the provisions of the Statute of the University "Haxhi Zeka" in Peja and the Law on Higher Education in Kosovo, as well as other normative acts, will be applied.
4. The amendment and supplementation of this Regulation may be made according to the same extraction procedure.
5. When this Regulation is in effect, the Regulation no. 1 shall be repealed. prot. No. 369/20 of 18.02.2020 on doctoral studies.

Article 26

This Regulation shall enter into force on the day of approval by the UHZ Senate.

Senate Chairman
Prof. Dr. Armand Krasniqi



