



UNIVERSITETI I GJAKOVËS

“FEHMI AGANI”

UNIVERSITY OF GJAKOVA

REGULATION ON DEFINITION OF MASTER STUDY CRITERIA

Gjakova, January 2020

Based on the provisions of Article 49, paragraph 1, subparagraph 1.3, and Article 97, paragraph 2 of the Statute of the UGJFA, the UGJFA Senate, in its regular meeting held on 10.01.2020, approved the following:

Regulation for master studies

General provisions

Article 1

The Master's Degree Regulation (hereafter referred to as the Regulation) defines: The ways of organizing the studies and their types; conditions for enrollment in studies; exams and their success, as well as the final organization of studies, until the preparation of the master's thesis.

Organization and types of studies

Article 2

Regular studies at master's level are organized at University of Gjakova "Fehmi Agani". The university can organize master studies in collaboration with other relevant universities and faculties, mainly within the campus, but organizes them in collaboration with other national and international faculties, as well. For this purpose, it can offer two subject courses and interdisciplinary study programs.

Article 3

All students who have completed bachelor studies and have earned at least 180 credits (ECTS) have the right to be enrolled in master studies.

Candidates who have completed basic studies abroad recognized by EUA (European University Association) or institutions recognized by an international accreditation agency are also eligible to enroll in master studies.

The assessment and certification of foreign diplomas – certificates, is made by The Ministry of Education, Science and Technology, based on the relevant laws and regulations.

UGJFA students who have achieved an average grade of 8.0 or higher in bachelor studies can enroll directly in master studies.

Selection of the candidates up to the foreseen number in the call for application is done according to the priority ranking of the average grade achieved during the bachelor studies, while the UGJFA students with an average grade of 8.0 in case of same mark number completion will be subject to the entrance exam.

Students who have studied at other public or private universities and colleges, regardless of the average grade, will be selected after the candidates who have studied at UGFA are selected, and after fulfilling the foreseen criteria. In cases when the number of candidates is less than the number announced by the call for application then students with average marks below 8.0 may be admitted but they will pass the entrance / qualification exam based on the criteria set by the relevant faculty.

Article 4

The right to teach at master level, has the teaching staff at the call of the professor (full professor, associate professor and assistant professor), who fulfills the conditions provided by the UGJFA Statute.

Assistants who have at least Master or PhD scientific title, or an equivalent degree, have the right of exercises retention, and seminars at the master studies.

In certain cases, teaching subjects can be held and organized by two or more teachers (with one syllabus).

In case when a teaching subject is held by several teachers (with one syllabus) the name of the subject carrier is indicated at SMU-SEMS.

Article 5

The right to organize master studies at UGJFA is provided by the academic units that are accredited by KAA (Kosovo Accreditation Agency) and GQC (Government Quality Council)

1. Faculty of Education,
2. Faculty of Philology,
3. Faculty of Medicine,
4. Faculty of Social Sciences

Article 6

Master studies are led by the dean of the respective faculty. The list of teachers proposed by the faculties for the realization of the program in master studies is approved by the Senate of University of Gjakova.

Article 7

Teaching is realized in the form of lectures, seminars, theoretical exercises, practical work, fieldwork, excursions, professional and scientific study visits, discussions, professional consultations and independent student work.

Master studies are completed when the student publicly defends the master's thesis and attains the master of science degree in the designated profile.

Article 8

(Study enrollment conditions)

University of Gjakova "Fehmi Agani" enrolls students according to the human and technical capabilities, needs of society and market needs. The proposal for the registration of new students is given by the respective faculty and approved by the Senate of the University of Gjakova "Fehmi Agani". The final decision to announce the public call for application is made by the Senate of University of Gjakova "Fehmi Agani".

Article 9

The selection of candidates under section 3 (three) of this Regulation is made by the relevant Commission of at least 3 members, who are elected by the Faculty Council.

The commission must be competent and professional according to the field of study.

In collaboration with Faculty Dean, the Commission announces the ranking list of candidates that have applied. Candidates who have not been admitted to master studies may file a written complaint to the faculty council (the appeals commission) within three working days on the publication of the results. The final decision on the appeal shall be taken within two working days after the end of the deadline for appeal.

Article 10

Student enrollment in the first semester in master studies is made by the UGJFA Administration, whereas the student ID card is signed by the General Secretary of the University of Gjakova.

Article 11

When applying, the candidates should submit the following documents:

- Birth Extract;
- Upon registration, the original diploma (certificate) of completion of the faculty (whereas after registration, it may be replaced by a notarized one);
- For students who have studied abroad, the resolution on recognition of diploma is required, as well;

Accepted candidates submit for registration:

- A completed registration form, that is taken upon registration;
- Two pictures (4.5 x 6 cm format),
- Payment at the rate set by the University

Documents submitted by the student upon enrollment remain in the student service. Student service enrolls new students in the **civic register**, in a special computer program, and creates the student's file. Students who fail to respond to the scheduled enrollment dates lose their eligibility.

Article 12

(Change of program and transfer from other Universities)

The provisions set forth in the UGFA Statute and the internal regulations of the Faculties apply to the change of study program or transfer from other national and international public universities.

Article 13

(Duration of studies)

- Master studies last 2 years, four semesters and in each semester by passing exams are 30 ECTS are earned, which means that by completion of these studies 120 ECTS credits must be achieved.

- The student may repeat the same year of study at most once as a full-time student and is subject to administrative fees under the MEST Administrative Instruction.
- A student who has not acquired the right to register after the second iteration of the registration loses the full-time student status.
- During studies, the student may request once more to be allowed to continue his/her studies for another year (in exceptional cases). The request must be approved by the academic unit.
- The student may request a temporary suspension of studies in these cases: serious illnesses, childcare for children under 3 years old and in other justifiable cases. The application must be approved by the academic unit.
- The commencement and the completion of the teaching semesters shall be in accordance with the provisions of the Statute of the University.
- Teaching in master studies takes 15 weeks per semester.

Article 14

(Conditions for gaining and losing student status)

1. The person enrolled at the University of Gjakova "Fehmi Agani" has the status of a regular student. Student status is verified with student ID card, in case of loss of ID card with permission of the Dean of Faculty, the student can be provided with new ID card.

1.1. The application for a new ID card shall be accompanied by proof that the document has been declared invalid and that payment has been made in accordance with the regulations. .

2. The student loses regular status in the following cases:

2.1 When he voluntarily leaves his studies (upon special request),

2.2 When he has completed his studies

2.3 When he has not completed his studies in the double period of study duration,

2.4 The University Disciplinary Committee excludes from the Faculty students who violate the rules set forth in the Disciplinary Procedure of the University of Gjakova "Fehmi Agani".

Article 15

(Students' rights and obligations)

Students have the following rights:

1. To participate in lectures, theoretical exercises, laboratory exercises, practical lessons, fieldwork, seminars, scientific-teaching discussions, professional consultations, excursions of a education-scientific nature as well as other forms of teaching that are planned and organized by educational program;
2. Use faculty equipment according to the relevant teaching rules and teaching exercises.
3. To use the library of the faculties in accordance with the relevant rules on the operation of the library.

4. Participate in student elections for their representation on University Faculty bodies
5. To attend meetings of bodies and committees where they have been appointed as members and to perform such duties with commitment and responsibility;
6. To receive special scholarships and grants awarded by the Faculty or the University when they meet the requirements;
7. To request exemption from the payment of the registration fee, when they meet the conditions set forth in the call for application published by the university;
8. Require to familiarize themselves with the rules laid down for master studies at the Faculty

Article 16

The determination of student disciplinary responsibility is governed by the Regulation on Disciplinary Procedure of the University of Gjakova.

1. A student who fails to comply with the statutory and statutory obligations under this regulation or any decision of the Dean of the Faculty, during the entire course of study, commits a breach of obligations and is subject to disciplinary and legal liability.
2. The regulation on the disciplinary procedure of the University defines minor or serious violations of student obligations, the definition and procedure of disciplinary responsibility, the imposition of disciplinary measures and the rights of student complaints.

Article 17

Students have the right to appeal against the decision issued by the Faculty bodies regarding their rights, obligations and responsibilities. Such complaints shall be submitted to the Senate of the University of Gjakova within 8 working days of the announcement of the decision.

The UGJFA Senate, within 30 working days of receiving the appeal, makes the final decision.

Article 18

(Conditions for registration of the year)

1. The student has the right to enroll in the second year of studies, if he / she has taken 50% of the exams, out of the total number of exams, or has earned 30 credits from the subjects of the first year of study;
2. The student cannot enter the second year exams without completing the first year exams,
3. The first year registration is done in the time determined by the competition,
4. The second year registration is done according to the criteria defined by the statute;
5. The semester certification is done in October for the winter semester and in February for the summer semester,
6. The student pays the administrative and tuition fees according to the MEST Administrative Instruction.

Article 19

(Exams and exam accomplishment)

Students are required and have the right to submit and take exams.

The exams are taken from all the subjects foreseen in the study plan, after the completion of the course. The student has the right to take the exams in the subject after fulfilling the obligations set by the syllabus.

The exams are written, oral or written and oral.

When the exam consists of the written and oral part, the student can only take the oral exam if he / she has received the positive mark in the written part. Forms of work, such as colloquium, seminar paper, test and practical exercises, may also be used to determine a student's academic success.

Article 20

1. Schedule of exams is published publicly on the web of academic units respectively on the university web site.

Exams for the master studies are held on the deadlines and dates set and published in the Faculty Announcement Board, and on the official website www. of the Faculty(University).

2. Regular exam deadlines are:

January deadline (starts January 20th to February 15th),

June deadline (starts June 5 to June 30),

September deadline (starts September 5 to September 30).

Article 21

The student's success in the exam is expressed in grades 5 (five) to 10 (ten). The grade is marked with number and text in the report, which the lecturer receives from the SMU.

The application forms and the exam reports are sent to the student service, which at the latest 3 days after the consultation and placement of the grades at SMU, puts the student grade notes in the file.

The exams are public and are posted on the bulletin board at the relevant departments as well as at SMU.

When announcing the results on the bulletin board students' privacy should be protected; the results are announced with no. of the ID card.

Article 22

1. The student has the right to file a written complaint to the Dean against the grade taken in the exams, and require viewing of the test delivered and evaluated by the teacher.

2. The appeal must be filed within **48 hours** after the announcement of the results of the examination.

Article 23

(Graduate thesis - master thesis)

Master studies at the University of Gjakova “Fehmi Agani” conclude with the defence of the master thesis, in accordance with the study program.

The student who has fulfilled the obligations foreseen by the respective study plan and syllabus, is entitled to take the master's thesis.

The student may apply to submit a master's thesis when registering for the 4th semester.

Students who have passed the exams in record time or minus one exam are awarded an undergraduate degree and do not pay a year if they have paid semesters 3-4.

Students who have passed the exams in record time but for various reasons are unable to graduate, pay the final semester and the graduation fees.

Research in master thesis lasts no less than 3 (three) months.

Article 24

Teachers with regular employment contracts in the designated academic unit and who teach at the level of master studies during the academic year propose to the Faculty Council up to 10 different subject titles for the master's thesis for each subject separately within the curriculum. The teacher who proposed the topics is a potential mentor for those topics.

One teacher can mentor up to 15 candidates in one academic year, 3 candidates are within the regular norm and 12 candidates are paid within the year, based on the UGJFA SC (Steering Council) regulation.

The teacher can lead up to 5 candidates at a time, which is followed by the following candidates.

Article 25

The master thesis is worked individually by the student proving that the theoretical and practical skills gained during the course of study can be successfully applied to solving research problems in the scientific research field for which the student is assigned.

Article 26

The written proposal to allow the topics for the master thesis should include: The title with the rationalization of the proposed topic, the scientific purpose of the thesis, the basic theses to be taken as the basis and the instruments that must be applied in conducting the research.

Article 27

Faculties have committees for filtering topics and theses where evaluation by the committee and proposals are submitted for consideration to the Faculty Council which approves the titles proposed by the teachers and allows the drafting of the master thesis for the candidates. On this occasion, the Dean in coordination with the Faculty Scientific Teaching Council appoints the mentor who guides the student while working on the topic of the master's thesis

Article 28

Master thesis is an independent professional thesis of a candidate showing that he / she has acquired theoretical and practical knowledge and can present and solve problems and professional-scientific tasks.

Article 29

The master thesis should have 50-80 pages of A4 format. References footnotes are not included in this calculation. The paper should be **of original content and incorporate into the field of research according to the respective study program**. The type of writing in Times New Roman, font size in text must be 12, space line should be 1.5.

Article 30

The thesis is submitted in 5 (five) hard copies in the administration of the academic unit where the candidate studies, 15 days prior to the thesis defense date.

Article 31

The candidate must submit the manuscript of the evaluation paper no later than 1 (one) year after the end of the fourth semester and after passing the final exam.

Upon the request of the candidate, the Dean of the Faculty may set an additional term of up to 6 (six) months to submit the master's thesis.

The reasons for the postponement of the deadline are evaluated by the respective Faculty Council. If the candidate does not submit the manuscript for the evaluation paper within the deadline set by this article, the candidate must resume the procedure for allowing the work with a new topic, respectively to restore the status of full-time student in accordance with the UGJFA statute.

Article 32

Upon submission of the manuscript for evaluation of the master's thesis, the Dean of the Faculty, upon proposal of the respective Faculty Council, establishes the committee for evaluation of the master's thesis within 30 days from the day of submission of the candidate's request.

It is the task of the committee to submit a written report to the Faculty Council after the evaluation of the paper, not later than one (1) month. The Master Thesis Evaluation Committee, with a majority of its members, proposes to the Council that the work be approved and that the candidate be allowed defense, or the work be completed or the work rejected.

A member of the commission who does not agree with the proposal from the previous paragraph of this article is obliged to share the opinion and present it in written form.

Article 33

The manuscript evaluation committee of the master thesis consists of 3 (three) members, of which one is an opponent, who submits his / her written evaluation for the thesis. If necessary,

the Dean of the Faculty may form a commission of 5 (five) members. Members of the committee may be teachers with professor title (full professor, associate professor, assistant professor).

Article 34

On the basis of the proposal of the evaluation committee, the Dean of the Faculty makes a decision to allow the public defense of the master thesis since the work after the procedures defined by the regulation should have the proof, The Antiplagiarism certificate

The Committee for Defense shall be established in accordance with section 32 of this Regulation. The mentor cannot be the chairman of the public defense committee for the master thesis.

Article 35

If the candidate's paper is rejected by the relevant commission or the candidate for other reasons does not complete the paper in accordance with the preceding article, the candidate has the right to submit a written proposal for the new master's title. The candidate can only use this opportunity once.

Article 36

If the Faculty Council returns the paper to the candidate to complete it, then it can extend the commission to evaluate the completed work.

The candidate must complete the master thesis within six months at the latest.

When the Commission receives the completed paper, it is obliged to draw up a new report on the evaluation of the paper and send it to the Dean within 30 days from the day it received the paper.

Article 37

The master thesis, positively evaluated by the members of the committee, **remains in public discussion for a period of 7 days**. During the public discussion, the paper is made available for viewing by those interested who may make possible observations and suggestions.

After the end of the public discussion deadline the mentor in consultation with the committee members, the administration and the candidate shall set the date of the defense; the notice of public defense is announced by the secretary of the relevant academic unit within 7 days prior to the defense of the master thesis through notice on the web and in the announcement board.

Article 38

The Council of the respective Faculty, after the expiration of the deadline from the previous article and the approval of the report of the committee on the positive evaluation of the master thesis, forms the commission for the public defense of the master thesis. The commission, in agreement with the candidate, shall determine the date and place (hall) of the public protection of the paper.

Public defense of the master thesis should be done within the deadline, which may not be shorter than 7 days nor longer than 30 days from the date of issuing the decision.

Article 39

The Secretary of the Faculty announces the defense of the master thesis **7 days before** the day of the defense. The announcement is given on the Faculty Announcement Board, and on the UGJFA website.

The notice shall contain information on the candidate, the Commission for Defense, the title of the paper and the information that the defense is public.

Article 40

(Defense procedure)

The chairman of the commission opens the session for the public defense of the master thesis, present the data related to the procedure developed until the issuing of the decision on granting the thesis defense, and present the biographical and bibliographical specifics of the candidate.

The mentor briefly presents the evaluation report to the committee and the audience for the evaluation of the master thesis.

The candidate makes a presentation of the paper, but no longer than 20 minutes. By asking questions to the candidate and his / her answers, the committee members verify the authorship of the paper and evaluate the level of recognition of the issues addressed in the paper,

Article 41

The chairman of the commission concludes the defense and invites the commission to decide on the assessment and make the final decision to announce the outcome of the public defense. The committee's decision is publicly announced in front of the auditorium.

Article 42

The candidate has defended the master thesis if the majority of committee members have given a positive evaluation of thesis protection. The paper is graded 6-10. The grade for the diploma thesis cannot be higher than 2 grades above the average grade.

If the candidate has not successfully defended the master thesis, he may submit a new master thesis proposal within 6 (six) months from the date of notification that he has not defended the master thesis publicly.

Article 43

Upon completion of studies and successful defense of the master thesis, the candidate earns the title "master in the relevant field". Upon receipt of the "master" degree, the candidate from the relevant University services receives the certificate and diploma signed by the Dean and Rector. Faculty and the University keep records of graduate students in master studies.

Article 44

The candidate's master's call may be contested and taken if he is found to be plagiarized or some form of forgery.

In case of grounded suspicion, the Dean of the Faculty forms a committee of three members to examine the suspicions raised regarding the master thesis.

The Faculty Council shall consider the report of the committee and, if it finds any doubt in the preceding paragraphs of this article, shall propose to the UGFA Senate the withdrawal of the candidate's master title.

The University of Gjakova's Senate "Fehmi Agani" makes the final decision on withdrawing a master's title.

Article 45

(Final and transitional provisions)

The regulation is approved by the Senate of the University of Gjakova "Fehmi Agani". For all other matters not covered by this Regulation, the provisions of the UGFA Statute and the Law on Higher Education of Kosovo shall apply.

Academic units are required to draft internal regulations according to the specifics of the study programs.

The regulation enters into force on the day of its approval by the Senate of the University of Gjakova "Fehmi Agani". Amendments to this Regulation may be made in accordance with the procedure by which it was approved.

Chairman of the UGJFA Senate

Prof. Ass. Dr. Artan NIMANI

UNIVERSITY OF GJAKOVA “FEHMI AGANI”

FAKULTY OF _____

MASTER STUDIES

Gjakova, on _____

No.01. _____

For: the Council of Faculty _____

Project- proposal of thesis and master thesis

Study program:

Name and surname of the student: _____

Name and surname of the proposed mentor: _____

Title of the proposed thesis:

(To be also written in English language)

Introduction

The purpose of the study:

The objectives of the study:

Emphasize the problem to be explored and explain why this problem is important to investigate:

The actuality of the study:

Current knowledge in the field of study:

(All the papers you consult for the purpose of understanding and researching the research problem)

Research methodology:

(How the study will be conducted, the methods used, etc)

Study hypotheses:

(To put forward the hypotheses)

Content of the paper by chapters and titles:

Introduction

The purpose of the research

Research methodology

Problem formulation

CHAPTER 1

1.....

2.....

CHAPTER 2

1.....

2.....

CHAPTER 3

1.....

2.....

CHAPTER 4

1.....

2.....

CHAPTER 5

1.....

2.....

LITERATURE

1.....

2.....

3.....

Literature:

Signature of mentor

Signature of student

UNIVERSITY OF GJAKOVA "FEHMI AGANI"

FACULTY OF _____

MASTER STUDIES

Gjakova, on _____ **No.01.** _____

Faculty of _____

Program: _____

Candidate: _____ **ID:** _____

Subject: Request for approval of the MASTER PAPER topic and theses, entitled:

Proposed mentor: _____

Commission:

1.Prof. _____ **Dr.** _____ **Head** _____

2.Prof. _____ **Dr.** _____ **Member** _____

3. Prof. _____ **Dr.** _____ **Member** _____

4. Prof. _____ **Dr.** _____ **Member** _____

5. Prof. _____ **Dr.** _____ **Member** _____

The decision of the Commission:

UNIVERSITY OF GJAKOVA “FEHMI AGANI”

FACULTY OF _____

MASTER STUDIES

Gjakova, on _____

Nr.ref.02 _____

FACULTY OF _____

Program: _____

**Subject: Request for Establishment of the Commission for Evaluation of MASTER
THESIS, entitled:**

Mentor:

Name and surname of the candidate:

ID number:

UNIVERSITY OF GJAKOVA “FEHMI AGANI”

FACULTY OF _____

MASTER STUDIES

Dean of the faculty _____

Faculty of _____

Ref.nr.

Gjakova, _____

Appendix 3

PROTOCOL ON MASTER THESIS PROTECTION

The commission enters the room where the defense will be held. The candidate stands before the Commission. Members of the Commission and others present sit down, and then the Head of the Commission reads:

*Dear members of the Commission and all of you who are present,
I let you know today the candidate*

Name and surname of the candidate

Will defend the master thesis entitled

<i>The title of the paper</i>	
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worked under the guidance of a mentor

	<i>The calling, name and surname</i>	<i>Institution, state</i>
<i>Mentor</i>		
<i>Co-mentor</i>		

The Master Thesis will be protected before the Commission by 3 members:

<i>Commission selected for protection of Master's thesis</i>	<i>The calling, name and surname</i>	<i>Institution, state</i>	<i>Signature</i>
	<i>1.</i>		
	<i>2.</i>		
	<i>3.</i>		

Named by the Faculty Council after the approval of the Assessment Report.

The President of the Commission reads the candidate's short CV (brought by the candidate at a maximum of 1/2 of page A4):

The Mentor reads the short report on the importance of the candidate's work (drafted by the Mentor)

After having read the report, the President gave the floor to the candidate with the following words:

We ask the candidate to present the Master thesis, possibly within 20 minutes.

After the candidate has completed the presentation, the Chairperson of the Committee asks the members of the Committee to submit questions from the research field.

At the end the Chairman and the members of the Committee ask the following questions:

The Mayor asks the attendees:

We ask the audience to ask the candidate if there are any.

If so, please submit the question to the committee and present yourself.

Questions from the participants are submitted to the candidate through the Commission.

The President concluded the proceedings with the words:

If there is no question the Commission will withdraw to make a decision.

Upon returning to the hall the chairman reads:

Based on the work of the Master's Degree, the answers and explanations given by the candidate to the questions of the committee members, the committee withdrew and received this decision:

UNIVERSITY OF GJAKOVA "FEHMI AGANI"

FACULTY OF _____

MASTER STUDIES

Pursuant to Article 111 of the Statute of the University of Gjakova "Fehmi Agani", Section 42 of the Regulation on the Organization of Master Studies and Decision no. 01 / _____, date _____.

_____.

The Teaching Council of the respective Faculty has appointed a professional committee consisting of:

1.Prof. _____. Dr.. _____ Chairman

2.Prof. _____. Dr. _____ Member

3.Prof. _____. Dr. _____ Mentor

After analyzing and evaluating the exhibits and answers to the questions posed by the MASTER WORK public defender's questions, the commission unanimously received:

Decision

Candidate _____, on date: ____ / ____ / 2019, has successfully defended

MASTER WORK with the title:

_____, in the program

_____.

Pursuant to Article 111 of the Statute of the University of Gjakova and Article 42 of the Regulation on Master Studies, he won the academic title:

MASTER _____ call at _____,

thus acquiring all rights under applicable law.

The defense started at _____ and ended at _____.

Dean

COMMISSION MEMBERS:

1.Prof. _____. Dr. _____ Chairman _____

2.Prof. _____. Dr. _____ Member _____

3.Prof. _____. Dr. _____ Mentor _____

UNIVERSITY OF GJAKOVA "FEHMI AGANI"

FACULTY OF _____

MASTER STUDIES

St. "Ismail Qemali"; Homepage: www.uni-gjk.org

Gjakova, on _____

Nr.ref. _____

REPORT FOR THE PUBLIC DEFENSE OF THE MASTER THESIS

Candidate

On _____ defended before the commission the draft / proposal and other contents foreseen by the Regulation for defining the criteria of master studies at the University of Gjakova "Fehmi Agani".

The Commission, in its full composition, at a special meeting, evaluated the Master Work and the protection of the contents foreseen for the public protection of the Master Work and found that:

The candidate has successfully defended the MASTER THESI and has been awarded a grade of _____

The candidate has completed master studies at the Faculty _____ and receives the **MASTER _____ call at _____.**

The defense began at _____ hours and ended at _____ hours.

Master Office

COMMISSION MEMBERS:

1.Prof. _____. Dr. _____ Chairman _____

2.Prof. _____. Dr. _____ Member _____

3.Prof. _____. Dr. _____ Mentor _____