



UNIVERSITY OF GJAKOVA "FEHMI AGANI"
FACULTY OF PHYLOLOGY

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Pursuant to article 53 paragraph 1 and article 76. Of the Provisional; Statute of the University of Gjakova "Fehmi Agani", and with the proposal of the Commission of Bachelor Studies, Council of the Faculty of Phylology, in the meeting held on, aprooved this:

REGULATION ON BACHELOR STUDIES IN THE FACULTY OF PHYLOLOGY

General provisions

Article 1

1. Faculty of Phylology was established on March 6th, 2013, when it was founded the University of Gjakova "Fehmi Agani" (Decision of Government of Kosova nr. 02/118), and started functioning on October 1st 2013.
2. Faculty of Phylology (in the below text: Faculty), it's an academic unit in the frame of the University of Gjakova "Fehmi Agani", seated in Gjakova.
3. Faculty of Phylology has these purposes:
 - 3.1.To operate as a university center for the education of teaching cadres, creation of conditions for scientific studies and creation of university cadre, and offering teaching services.
 - 3.2.To cretae and support the highest standards in the fields of learning, teaching and scientific researches.
 - 3.3.To use its sources in the most efficient way.
 - 3.4.To cooperate and participate in all educative abd research activities, in national, regjional and international levels.
 - 3.5.To adapt to European standards.
 - 3.6. To get fully integrated in regional and European zone of higher education and regjional and European zone of scientific researches as well as undertake adequate steps to accomplish the necessary reforms for objective achievement.
4. Faculty tends to be part of European and world integration area of higher education provision, scientific resarches in educational field and commits to respect all the rules, standards and responsibilities that emerge from agreements and legal statutory rights in this field.

5. Faculty is obliged to create equal opportunities for all without any kind of discrimination based on gender, age, physical and mental status, race, language, religion, political, national, ethnic and social affiliation.

Article 2

With this regulation on bachelor studies in the Faculty of Philology, it is regulated: organization and development of bachelor studies, registration conditions, examination terms, duration of studies, students' status, graduation procedure, and other important issues for bachelor level of studies, based on the Provisional Statute of the University of Gjakova "Fehmi Agani".

II. Studies and educational programs

Article 3

Faculty of Philology in Gjakova, offers bachelor studies in these programmes:

1. Albanian Language Programme
2. Albanian Literature Programme
3. English Language and Literature Programme
4. Albanian Language and Literature Programme.

Basic studies – "Bachelor" for programmes Albanian Language and Literature and English Language and Literature last three (3) years, respectively six (6) semesters and at least 180 ECTS credit are fulfilled up to the end of studies. Student, for every year of studies should collect minimum 60 credits from passed exams.

Article 4

After passing the final exam, or defending diploma paper, as specified with the plan-programme of the studies where student has finished studies, the student of the Faculty of Philology earns the title Bachelor (Bsc) according to the programmes mentioned in article 3.

Article 5

Study programmes operate as independent but in the frame of the Faculty of Philology as organic whole.

Article 6

Each study programme should have its leader who leads with the programme.

Article 7

The programme leader can be elected the Professor with scientific grade who is remarkable in his scientific and organizational work. The programme leader is elected by the Council of the Faculty. His/her mandate lasts four years, with the possibility of re-election for another mandate.

Article 8

Duties of the leader of the programme are:

1. To coordinate and monitor the work of teachers within the study programme;
2. To supervise the accomplishment of the plan-programme, teaching progress (theoretical and practical) and exams in the respective programme;
3. To hold continuous individual meeting with teachers;
4. To prepare study programme development strategy;
5. To monitor teaching environments (amphitheatres, classrooms and laboratories);
6. To inform the Dean on the accomplishment of the study programme, problems that study programmes deal with and to give proposals for their solution;
7. To organize meetings with teachers at least twice per semester, and more often if necessary.

Article 9

Teachers report to the study programme leader for the plan-programme accomplishment and for all other issues that have to deal with the development of study and examinations. The leader of the programme reports to the Dean and the Council of the Faculty.

Article 10

The study programme leader should inform in written relating to the completion of the learning process from respective subject, with an analysis of attendance and passing rate of students also of teachers engagement in the accomplishment of the plan-programme.

Article 11

Theoretical learning, seminars and practical part should start and end according to the official Schedule announced by the respective service. Programmes are obliged to accomplish the plan-programme, for learning and exam progress, accomplishment of practical learning in cooperation with the coordinator of the practical learning in the Faculty.

III. Learning process organization and development

Article 12

1. Academic year begins on October 1st and lasts up to September 30th of the following year.
2. Academic year is composed by two semesters: winter semester and summer semester.
3. Winter semester begins on October 1st and lasts up to January 15th of the following year.
4. Summer semester begins on February 16th and lasts up to May 31st.
5. The learning process is developed in timeframe of 15 weeks.

IV. Study plan and programme

Article 13

Study plan and programme emphasizes the duration of studies, subjects and their ranking according to semesters and years of study.

Article 14

1. The bachelor study plan and programme is considered as integral part of this regulation and vice versa.
2. The study plan and programme, with the proposal of the Council of the Faculty of Philology, is approved by the University Senate in accordance with the University Statute.
3. The study plan and programme, can be changed or amended. Changes and amendments proposed by the Faculty Council are approved by the University Senate.
4. Student should be informed with the study plans and programmes, as well as with regulations that specify the study rules, rights, obligation and responsibilities of the student.

Article 15

1. The lecture and exercise Schedule is announced in the table of announcements and web page of the Faculty of Philology, after the Dean's approval, at least 3 days before the semester begins.
2. The Schedule is announced, ranked according to study programmes and years of study.
3. The schedule cannot be changed without the Dean's approval.
4. The student's charge with lectures, seminars, practice and laboratory hours, and other ways of teaching, cannot be more than 30 hours per week.

Article 16

1. Professors and teaching assistants are obliged to announce the consultation schedule for students.
 2. Professor or teaching assistant keeps the diary of work for the lecture and exercise progress, in written.

V. Student's rights and obligations

Article 17

1. Person registered in the Faculty of Philology has the status of the regular student.
 - 1.1. Status of the student is verified with the identification card of the student – ID. The new academic year is begun by the student by registering the first (winter) semester.
2. The regular student is obliged to regularly attend lectures, exercises and practice and accomplishing all the duties foreseen with the plan-programme.
 - 2.1. Regular student can register the summer semester after fulfilling the conditions in paragraph 1.
 - 2.2. Student cannot enter the exams in the January term, without certifying the winter semester, while in June term without certifying the summer semester.
 - 2.3. The right to enter exam, exists when in the teacher's evidence is verified that student has been present at least in $\frac{3}{4}$ (75%) of hours of lectures and exercises.
 - 2.4. The loss of the right to enter exam occurs as described in the article 115 of the Statute of UGJFA.

Article 18

1. The registration and confirmation of the semester is emphasized with the study plan-programme, respectively with the decision of the Faculty Council.
2. Student is being confirmed the semester, if there is no obstacle from professors, teaching assistants or the officers of the Faculty of Phylology.
3. Students' service in the moment of confirmation of the semester, is obliged to ascertain that student's file is completed with application sheets and the Matrix Book is filled out based on the record handovered by the subject profesor. After confirming by the service clark in the moment of semester confirmation, higher officer is obliged to stamp every exam passed.

Article 19

Student who did not fulfilled the obligations should repeat the year for that subject, according to article 115 of the Statute of UGJFA.

Article 20

1. Registration conditions of the following year are emphasized with the Statute of UGJFA and special decision of the Senate.
2. Student who doesn't reach the condition for the registration of following year, is obliged to registër the year repetition no later than October 15th.
3. It is permitted to apply for end enter the exams of the following year only when previous year is liquidated. Student who does not fulfill conditions for registering in the following academic year, is obliged to repeat the registration of the same year of the studies.
4. Studenti has not the right to apply ad enter the exams of the following year without passing the exams of previous year.

VI. Learning proces progress

Article 21

1. For learning proces progres, the respective faculty service, is obliged to announce the general leson schedule for respective subjects according to programmes, in the beginning of each year and semester.
2. Schedule should contain the day, hour and place, groups of students for lectures, seminars and practice.

VII. Registration in the first year of studies

Article 22

The candidate who competes for registration in bachelor studies, in the Faculty of Phylology, should:

1. Have finished sucesfully the secondary school in Kosova or outside, certified with diploma or respective certificate.
2. To have finished the recognition and verification of the diploma acquired (of the secondary school) outside the Republic of Kosova, by the MEST.

Article 23

1. Admission of new students in the first year of studies is done through public competition announcement, after the decision of the University Senate.
2. Specification of conditions for admission of new students and procedure development for the announcement and organization of the competition, are done in accordance with the provisions of the University Statute.
3. Proposal of the number of students is defined by the Faculty Council and approved by the University Senate.

Article 24

1. Selection, respectively the compilation of the qualifying list of candidates for registration in the first year of studies, is done through success in entrance test (admission test), success in secondary school and success in national test (matura exam)
2. Candidates who apply in the programmes of the Faculty of Philology, are tested in subject specified by the Faculty Council.
3. Test that students enter for registration in the first year of studies, is compiled based on secondary school plan-programmes for respective subjects.

Article 25

1. For preparation and accomplishment of the entrance exam, Council of the Faculty of Philology, appoints Commissions from the teachers range, such as: Commission for verification of documentation, Commission for preparation of questions for the test, Commission for organization, progress, compilation and test checking and Commissions for complaints.
2. Commissions are composed by minimum 3 members. In this case, none of the members cannot be member of more than one commissions.
3. Detailed responsibilities and obligations of the commissions are emphasized by the Dean.
4. Mandate of Commissions, in principle, ends with the completion of the testing procedure, announcements of the final qualifying list and after review of the complaints.

Article 26

1. Candidate who did not earn the right for registration, can make a complaint on test results, that means re-evaluation of the test, within (at least) 24 hours from the moment of announcement of the preliminary qualifying list.
2. Candidates' complaints are reviewed by the Commission for complaints. In this case, according to requirement, the candidate is permitted that test is re-evaluated in his/her presence.
3. Final lists are compiled after the complaint review. Lists are signed by the 3 members of the Commission for organization, progress, compilation and test checking, and are approved by the Faculty Council.

VIII. Students

Article 27

1. Students shall abide rules of studies for regular students, according to the Statute of UGJFA;
2. Are obliged to participate actively in lessons;
3. Students do not have the right to obstruct the learning process;
4. Are obliged to turn celulars off during the lectures and excercises;
5. Are obliged to wear the uniform (the robe);
6. Should have with them student ID card;
7. Are obliged to consdider the Statute of UGJFA and all other of UGJFA and FPH normative acts in force.

IX. Examination

Article 28

1. Examination presents the whole which can include: practical part, written part-the test and theoretical part of the exam.
2. Student earns the right to enter the exam after he has followed successfully the theoretical and practical lessons (proved in the repective teacher's eidence)

Article 29

1. Student knowledge evaluation is done through the two-part exam, with test (theoretical part) and practical part of the exam (especially in subject of respective fields), or two-part examination, theoretical and practical part (orally).
2. Method of exam organization for each subject should be foreseen and evidenced in the prepared syllabuses by the programme or subject profesor and to be pubvlic for student, before begining the nbew academic year, in the University's web page.

Article 30

Exam, in specified subjects can ne organized differently, if thi sis emphasized with the study plan-programme and in accordance with the contemporary technical-technological possibilities of the institution.

Article 31

1. Teachers are obliged to present the conflict of interest. Parent, spouse, brother or sister cannot be the questioners.

2. Exam should be held in amphitheatre, classroom or other appropriate environment (with the permission of the program leader), where can be present students who applied for exam entrance.
3. Results of formative tests, colloquiums and seminars, foreseen in the plan-programme and organized through the learning process, should be taken into account in the final evaluation of the student, if student has passed the necessary limit for exam pass and if respective criteria are foreseen in the syllabus of the subject.

Article 32

The right to enter the exam have only the students who applied to enter, what is confirmed with application sheet registered in electronic register – SUM.

Article 33

1. Student who is not satisfied with the grade has the right to complain in written to the Dean of the academic unit against that grade. The complaint should be submitted within two working days after the results are announced.
2. Complaint can be submitted for these reasons:
 - 2.1. For the written exam = it is submitted complaint against the grade taken in written exam;
 - 2.2. For oral exam – it is submitted complaint against the grade taken in oral exam;
 - 2.3. For combined written-oral exam:
 - 2.3.1. It is submitted complaint against the grade taken in written exam before entering the oral exam;
 - 2.3.2. It is submitted complaint against the grade taken in oral exam what means that it was accepted the grade taken in written exam.

Article 34

1. After receiving the complaint in time, The Dean of academic unit, appoints the commission of exam composed of three members, within one working day after the complaint was received. The questioner cannot be member of commission.
2. In case the oral exam is repeated, evaluation from the commission is done in the following working day after the commission was appointed.
3. In case of complaint against the grade taken in written exam, test from exam will be reviewed by the commission in the following working day after the commission was appointed.
4. It cannot be submitted complaint against the evaluation of commission.
5. Tests from exams relating to evaluations of students are saved minimum one (1) year.

Article 35

1. Student has the right to three tentatives for passing the exam in certain subject.
2. The Dean of the Faculty of Phylology, with a strong reason, can permit the student to enter the exam for the fourth time. Entrance in exam for the fourth time is done in front of commission of three members, appointed by the Dean of the Faculty.
3. Number of failures to pass the exam is not counted, if student repeats the study year.

Article 36

1. If student, in the repeated year, again fails four (4) times, he/she loses the regular student's status.
2. All exams are held within the announced exams schedule.
3. Regular terms of exams are: January-February term (winter term), June term (spring term) and September term (fall term).
4. January-February term is held in the period January 20th to February 15th.
5. June term is held in the period June 10th to July 10th.
6. September term is held in the period September 1st to September 20th.

Article 37

1. The regular terms Schedule is announced in the beginning of the academic year. The exams Schedule should contain data on the day, time and space where the exam is to be held.
2. Student cannot have two exams from obligatory subjects in the same day.
3. Exams schedule, after announced, is obligatory for the questioner as well as for students.
4. The last deadline of application for exam, for the regular term of exams, for students who have the right to enter the exam in the subject where they apply, is 8 (eight) days before the exam term starts.

Article 38

1. If student cannot enter the exam because of any major reason, it is considered that the exam was cancelled.
2. In all other cases, when student does not withdraw in time from entering the exam, it is considered as a failure, respectively is graded with grade 5.
3. It is considered that student has withdrawn in time from entering the exam if he/she at last 2 (two) days before the exam is held, confirms his decision with signature in his exam application sheet.
4. The student's withdrawal in time from the exam it is not considered as failure, while the signing of the exam application sheet it is done in the application sheet or in specific form in SUM.
5. On hi/her request, student is permitted by the Dean of the faculty of Phylology, to enter the exam earlier, if he takes part in an international program for student Exchange or he/she is doing any practical learning outside the country during the exams period.

Article 39

1. Study programme with more teachers can compile the unique test for respective subject.
2. After completion of the exam, physical copies of the application sheets should return to the students' service, by the teacher, along with the record and statistical report, 7 days after the publication of the results in SMU.

Article 40

1. Evaluation of the student is done with the grades from 5 (five) to 10 (ten). Grade 5 (five) shows that the student has not passed the exam and this is evidenced in SMU.
2. Passing grades are from 6 to 10.
3. Grade to describe the level of success in exams:
 - 3.1. **10 EXCELLENT** – excellent knowledge with few minor errors
 - 3.2. **9 VERY GOOD** – above standard average, but with few errors
 - 3.3. **8 GOOD** – good result in general but with few errors that are obvious
 - 3.4. **7 SATISFACTORY**- good, but with quite a few errors
 - 3.5. **6 SUFFICIENT**- results fulfill minimal criteria
 - 3.6. **5 POOR** – it is needed more work to acquire credits.
4. Physical copies of application sheets and the report of exams, obtained from SUM, are handed over to the students' service officer, who, at least two days after receiving the record from the teacher, registers them in the matrix book and in student's file.

Article 41

The final grade is evidenced by the teacher, immediately after the exam is finished, in the presence of the student, in the respective register in which the student has entered the exam and the final grade from the register is registered in the respective report in SUM. Student, automatically receives the message for grade evidence and is given the opportunity to accept or refuse the grade, within 48 hours.

Article 42

1. Student who is not satisfied with the grade and doesn't have any remarks for the course of the exam, has the right to refuse the grade within the deadline specified in SUM and to enter the exam in the next terms.
2. In such cases, it is considered that the exam is cancelled on the student's request and as such is registered as a cancelled exam by the student.

X. Final exam – Diploma paper

Article 43

1. After finishing the last regular semester of the studies, according to the plan-programme, the student will be given a period of 12 months to complete the exams (graduation period).
2. Student can ask once from the Dean of the academic unit for extension of the graduation period for another 12 months.
3. Student has the right to submit the request on permission for diploma paper thesis, after he has completed all the foreseen obligations with the study plan-programme. The potential mentor of the student is the professor, from whose register was selected the proposed topic (thesis).

Article 44

1. The leader of the programme reviews the request of the student along with the respective Project and takes a decision to approve, return for improvement or refuse it. In case of approval, the leader of the

programme proposes also the commission for thesis evaluation. This thesis proposal and the commission proposal, through the Dean's office is forwarded for approval to the Faculty Council. The leader of the programme keeps evidence for the number of diploma papers, which one professor can mentor within a year.

Article 45

Commission for evaluation of diploma paper, is composed by three professors of the respective programme, from who one is appointed, candidate's mentor and one third member.

Article 46

1. Student who exceeded the imited time to successfully complete the diploma, can require in written from the Dean of the academic unit, for an extensionthis period of one more year.
2. If decision is positive, student performs its administrative obligations as other regular students.

XI. Completion of studies

Article 47

1. Bachelor studies in branches: Albanian Language and Literature and English Language and Literature, are completed with the diploma paper and successful diploma defence.
2. Successful diploma paper defence means the method of thesis explication, that proves the studen't skills acquired during the studies to interpret and implement methods, theoretical and practical in problem solution from the respective field.
3. Student, usually works in and defends his/her diploma paper individually. In specific cases, diploma paper can be worked and defended by two or three students (research group), in what case it is clearly stressed the contribute of each candidate.

Article 48

1. In cases when diploma paper is a work of more than one students, it is decided by the Faculty Council.
2. The students begin the procedures for identifying the topic and potential mentor in the last year of study.
3. The criteria for diploma thesis selection is minus two (2) exams from the last year of studies.
4. Diploma pape ris selected on the topic from the subjects that belong to the respective programme of the Faculty of Phylology.
5. To select the diploma paper, student submits the request for officilaizing it to the Faculty Council.
6. The student starts the procedures for defense of the topic only after the completion of the last exam within the respective curriculum with the approval of the Faculty Council.
7. Other criteria that student has to fulfill in order to acquire the right on officializing the diploma thesis, are specified in the study plan-programme and Diploma paper compilation guid.

Article 49

1. The request for officializing the diploma paper, is taken by the student at the office for student services.
2. The officer for student services – responsible clerk from the office for student services with his/her signature confirms that student has finished all the obligations and fulfills the conditions on taking the diploma paper work.

Article 50

1. For drafting the diploma paper, it is foreseen a deadline at least one (1) and at most three (3) months from the day of officialization.
2. In different cases this deadline can be extended for not more than three (3) months.
3. The request for the extension of deadline for submission of diploma paper is done by the student along with the reasoning, while the decision for approval is taken by the Dean of the Faculty.

Article 51

1. At the beginning of each academic year, study programmes of the Faculty, present to the Commission of Studies the proposals of diploma papers.
2. The proposal of diploma paper is done by each teacher that lectures in specific programme, where beside the title of the diploma topic it should be specified also the purpose of the topic and orienting literature.
3. The teacher that permits the diploma paper, leads the student in the role of mentor up to the completion of diploma paper.
4. A teacher can not be charged to lead more than 20 diploma papers for one academic year, except in extraordinary cases when this is allowed by the Dean of the Faculty of Phylology.

Article 52

Based on the positive evaluation report by the mentor, student has the right of submitting the diploma paper in three copies (written in both sides of A4) at least 7 days before the public defence of diploma, which is booked in accordance with the Dean of the Faculty of Phylology.

Article 53

1. The diploma paper defence is public and it is performed in front of Commission composed by three members, proposed by the leader of the programme and approved by the Dean.
2. Commission keeps record on verbal defence of diploma by the candidate.
3. The grade achieved in defence, it is noted in the record by the Commission, in application sheet and SUM.
4. Candidate, who did not submit the diploma paper in the extended deadline, or the written diploma paper or verbal defence were not successful, it is subject to the procedures for new diploma paper.

Article 54

The graduated student in the Faculty of Phylology is awarded the title “Bachelor” in respective programmes.

**Article
55**

The overall success of the student at the end of the studies, it is emphasized with the average grade which represents the arithmetic average of the positive gradës from all subjects. In the diploma is written the average grade during the studies and the grade of diploma thesis.

Article 56

1. The diploma on achievement of the title for orofesional preparation is signed by: The Rector of the University of Gjakova and The Dean of the Faculty of Phylology.
2. It is preferable the solemn delivery of diploma, at least once a year, e.g. on the marking day of the Faculty of Phylology.
3. Until the day of diploma delivery. To the student is issued the Diploma certificate, signed by the Dean of the Faculty of Phylology.

XII. Transitional and final provisions

Article 57

Addition and change of this regulation are made with the same procedure of approval. For all other issues that are bot included in this regulation, are implemented provisions of the UGJFA Statute and Law on Higher Education in the Republic of Kosova.

Entrance into force

Article 58

This regulation enters into force in the day of approval from the Senate of UGJFA. Once this regulation is approved, the previous regulation on bachelor studies is repealed.

Dean of the Faculty of Phylology
Prof. Assoc. Dr. Kamber Kamberi