



UNIVERSITETI I PRISHTINES
"HASAN PRISHTINA"
UNIVERSITY OF PRISHTINA

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Relying on the competencies defined by Article 132 of the Statute of the University of Prishtina, in accordance with the provisions of the Law on Higher Education No. 04L-037, the Senate of the University of Prishtina, at its meeting on 17.03.2023, approved the following:

REGULATION OF DOCTORAL STUDIES

General provisions

ARTICLE 1

1. The regulation for doctoral studies regulates the organization and implementation of doctoral studies at the University of Prishtina "Hasan Prishtina", (the university) the institution responsible for the organization of studies, format and consistency of studies, criteria for enrollment in studies, how to conduct studies, teaching and research, procedure of presentation, evaluation and protection of doctoral degree, the rights and obligations of the student in doctoral studies, (the doctorate) the rights and obligations of the mentor, the ways of ensuring quality, and other issues related to the organization and realization of doctoral studies.

2. With this regulation the necessary criteria for the activities mentioned in paragraph 1 of this Article shall be set forth.

ARTICLE 2

Understanding the notions under this regulation:

1. The doctoral studies council at the academic level (faculty) is the doctoral study council of the academic entity, while at the university level it is the central doctoral studies council (CDSC).

2. The doctoral studies council of the academic entity consists of 5 or 7 members of the professors' ranks with the title of at least associate professor, who represent the relevant

departments of the academic entity. In the absence of associate professors, members of the study council can also be appointed assistant professors who meet the conditions for mentorship. The first meeting (constitutive) is invited and led by the Dean of the Academic Entity. After the constitution of the doctoral studies council, he elects the chairman.

3. The central doctoral study council has this composition:

- Rector
- Prorector for scientific research
- A representative from the Academy of Sciences and Arts of Kosovo
- A regular or associate professor from the faculty of sciences in the philosophical faculty
- A regular or associate professor from the philological science
- A regular or associate professor from the sciences of mechanical engineering or electrical and computer engineering
- A regular or associate professor from the sciences of construction engineering or architecture
- A regular or associate professor from the field of art
- A regular or associate professor from the faculty of mathematical-natural sciences
- A regular or associate professor from the medical department
- A regular or associate professor from the field of the sciences of farming and veterinary
- A regular or associate professor from the Law faculty
- A regular or associate professor from the Economic Sciences field
- A regular or associate professor from the Department of Physical Education and Sports
- A regular or associate professor from the field of Educational Sciences
- Director of Office for Academic Matter (OAM) - without the right to vote

4. The rector proposes the Members of the Central Council of Doctoral Studies in consultation with the deans of the academic divisions and then the Senate elects them.

5. The central doctoral study council is headed by the Rector. In his/her absence, the committee is headed by the pro-rector for scientific research. In the case of an equal number of votes, the vote of the presiding officer is determinative.

6. The responsible institution of studies is one or more academic units, one or more universities within and outside the country, which organize and perform doctoral studies and which complete the procedure of achieving the doctorate of science/art.

7. The mentor is a person granted scientific-educational or artistic-educational title who conducts the doctorate during the work of the doctoral dissertation.

8. The doctoral record is the dossier that contains all the important doctoral records from the moment of his admission to the promotion. The academic unit is responsible for collecting and storing data in the file.

ARTICLE 3

1. Doctoral studies provide academic units (faculty) and universities in one or more scientific fields if at least half of the academic staff engaged in that program are in regular employment at UP.

2. Doctoral studies can be offered and only realized in that scientific field, in which the responsible institution has internationally accepted achievements in scientific research, respectively in artistic creativity, with works published in international scientific journals and indexed on credible international platforms, respectively presented in evidenced cultural institutions abroad, under the standards in force of the Kosovo Agency for Accreditation (KAA).

3. Doctoral studies in any field of education can be accomplished after accreditation by the Kosovo Accreditation Agency (KAA).

4. The doctoral studies council of the academic staff leads the doctoral studies.

5. The fundamental characteristics of doctoral studies at the university are research and learning through research, internationalization, transparency, international quality assessment and international competition.

6. Intending to provide quality education in doctoral studies and promote the mobility of doctoral and academic staff, UP is open to any form of cooperation with similar institutions within and outside the country.

ARTICLE 4

The purpose of doctoral studies

The purposes of the doctoral studies are as follows:

1. Creating new and relevant scientific knowledge or artistic practices, as well as applying them.
2. Education of distinguished researchers and scholars in certain scientific or artistic fields.

3. Enabling the doctorates for independent research/artistic work, independent research, and critical evaluation of the work of others.
4. The achievement of knowledge, experience and skills, which should enable doctors of science to, creatively and reliant on research, offer original contributions with scientific results in the corresponding fields of knowledge.
5. Internationalization of research/artistic work in the university.

ARTICLE 5

Study and research in doctoral studies

1. The core component of university studies of the doctorate is scientific/artistic research and creation.
2. The forms of work compulsory in doctoral studies, to develop research work, critical thinking, mastering methodology, and general skills, are: research seminars, experimental work, workshops, and discussion groups.
3. Lectures cannot exceed 20% of the total load provided for with the study program and are calculated under the European Credit Transfer System (ECTS).
4. According to the possible and based on the conditions set out in advance, the pursuit of the courses in doctoral studies is open to all doctorates of the university. Some parts of the research and teaching in doctoral studies may also be followed by doctorates of other universities, according to the conditions provided for in the pre-signed contract between the universities in question.
5. To achieve interdisciplinary and based on the reasoning and the liking of the mentor, as well as the liking of the Doctoral Studies Council, doctoral students may perform certain parts of research and artistic creativity in other academic institutions of the university or other institutions within and outside the country.
6. The doctoral study council may assign doctorates additional subjects from the group of subjects within the accredited program for the attainment of basic knowledge necessary for the pursuit and completion of studies, but not to replace ECTS credits foreseen to be achieved through activities of other forms.

ARTICLE 6

Doctoral studies forms

(1) Doctoral studies may be organized in one of these forms:

1. Doctoral studies, for which the institution responsible is only an academic unit or university.
2. Double doctorate, in which the doctor receives two degrees and for which double mentorship is also obliged (model: cotutelle de these). It applies in cases where by special agreement, the doctorate is enrolled in doctoral studies at two partner universities and both universities name the mentor for the doctorate.
3. Studies in collaboration with two or more universities, of which only one university is an institution responsible.
4. Studies according to the model of the so-called Sandwich, in which the doctorate registers his/her studies at a university and receives the diploma of that university, while research is conducted in many institutions and may have more mentorship in the quality of the co-mentors.
5. Joint studies as an accredited program of two or more universities, of which at least one university is outside the Republic of Kosovo. Each university participates in the doctoral registration, while the doctorate can earn a single degree from two or more universities or the university degree in which he has enrolled his doctoral studies, in which he writes that the studies have been joint with international partners.

(2) Transfer of doctoral students from one academic unit to another within the University of Prishtina, nor from other universities in the University of Prishtina, is not allowed. Students are accepted only based on the competition in the announced contest.

ARTICLE 7

Number of students, the contest and conditions of enrollment in doctoral studies

(1) Academic teams propose the number of students for registration, following the conditions set by the Kosovo Accreditation Agency, while the Senate makes the final decision on the number of students and the announcement of the public contest, taking into account the research, teaching and mentorship capacities of the academic entity.

(2) The university senate, with the proposal of the academic department and after the examination in the Central Council of Doctoral Studies, makes a final decision for the admission of students to doctoral studies. The names of the accepted candidates, with all the data of the criteria of selection, are publicly announced on the academic entity website and the university's website.

(3) The conditions of registration are determined by the university senate, with the proposal of the CCDS, and following this regulation.

(4) The public contest for registration in doctoral studies is declared by the university senate. The right to compete for enrollment in doctoral studies has candidates with average grades not lower than 8.00 at each level of preliminary studies and graduated at one of the following levels.

1. Graduates before the studies take effect, according to the Bologna Declaration, must be magistrates of the relevant science.

2. Graduates after the studies take effect based on the Bologna Declaration - level of master scientific studies.

3. Graduates with at least 300 European Credit Transfer System (ETCS) credits.

(5) The prerequisite for evaluating candidates is the handing over of relevant documentation on their part, which, in addition, includes: motivation papers, in which the interest for scientific/artistic research in the relevant field is justified, the concept of the research idea, evidence regarding success at each level of preliminary studies, evidence for the knowledge of English language, testimonies regarding relevant publications and recommendations of two professors from the relevant subject. The complete list of the documentation needed for the evaluation of the candidates is specified in the public competition.

(6) The criteria for determining the precedence in the ranks are:

1. Candidates must complete preliminary studies in the same field or close to doctoral studies. The fields are defined by the academic unit, valid for the duration of the accreditation of the corresponding program, and are published in the contest in the framework of special conditions for the related academic unit. Evaluation of the fields of candidates, to be completed in the faculty or other universities, is done by the Doctoral Studies Council, before they submit to the entrance exam.

2. The average grade during studies at bachelor's and master's degrees, respectively the average grade of integrated studies, is assessed maximum by 30 points, which are calculated by multiplying the average arithmetic grade of bachelor's and master studies by 3.

3. The master's degree from scientific or relevant professional specialism is evaluated with 5 points.

4. Research-scientific activity, as evidenced by the following publications and presentations, is evaluated with a maximum value of up to 15 points.

a) For each article published in the last five years and indexed in the Web of Science (SCIE, SSCI, and AHCI) and/or SCOPUS (Q1, Q2) first author/correspondent 5 points, the other 2 points.

b) For each article published in the last five years and indexed in SCOPUS (Q3, Q4) first author/correspondent 4 points, the others 1.5 points.

c) For every article published in the last five years in other international journals indexed on the platforms specified in the applicable regulation for selective procedures related to academic staff: first author 3 points, second 2 points, the other 1 point.

d) For every article published in the last five years in local academic journals, published by the University of Prishtina or its centers or institutes, the Academy of Sciences and Arts of Kosovo, the Institute of Albanology, and the Institute of History, subject to professional review: the first author 2 points, the others 1 point.

e) For the university book published in the last five years by the narrow field: the main author 5 points, the co-author 3 points total. Monograph in the field where the candidate applies is evaluated 4 points.

f) For each oral presentation of the work in the last five years at gatherings (conferences, congresses, symposiums) of international scientific institutions indexed and published in the collection of papers: first author 2 points, others 1 point.

g) For each presentation in the form of a poster in the last five years at gatherings (conferences, congresses, symposiums) international scientific scholars indexed and published in the collection of papers: first author 2 points, others 1 point.

h) For each oral presentation in the last five years at gatherings (conferences, congresses, symposiums) of local character: first author 1 point, the other 0.5 points.

5. Publications in journals and publishers, as defined in the current case for selection procedures regarding the recruitment of academic staff, shall not be taken into account. In this Regulation, this restriction is applicable in other cases where it applies to their magazines and publishers.

6. Academic teams may submit additional criteria for approval by the Senate, depending on the doctoral study program, in accordance with the UP Statute and this regulation.

The duration and stages of doctoral studies

Article 8

- (1) Doctoral studies are full-time studies and last no less than three years, respectively organized in six semesters. Doctoral studies must be completed with the public defense of the doctoral topic no later than six (6) years from the day of their registration. With a reasoned proposal from the Doctoral Studies Council, the Faculty Council and the Doctoral Studies Central Council, as well as after approval by the senate, doctoral studies can continue for one more year. If within this period the doctoral student fails to complete the doctoral studies through the public defense of the doctoral thesis, he/she loses the status of the doctoral student.
- (2) In the case of losing the status of a doctoral student, the university issues a certificate confirming this, as well as proof of completed courses. The issued certificate is signed by the dean of the relevant unit.
- (3) For students who have completed the scientific master's degree, doctoral studies in the same field last no less than two years. In such a case, the master's degree is equivalent to up to 1/3 of the total number of credits provided in doctoral studies. The doctoral council of the academic unit decides on the transfer of credits, based on the request of the doctoral student. The

deadlines for completing doctoral studies as in paragraph (1) of this article also applies to this group of students.

- (4) With a specific request and justification submitted by the candidate and consent of the mentor, the candidate can switch to part-time studies for a period of no more than two consecutive academic years (i.e. one academic year with a full time), as well as no more than three years in total during the entire period of studies. In these cases, the candidate's request must have the prior approval of the doctoral studies council of the academic unit, the corresponding faculty council and the central studies council of doctorate.
- (5) For accredited programs and those that are in the process of accreditation, the accumulation of ECTS credits is done in accordance with the respective programs.
- (6) The organization and realization of the program for the 1st and 2nd semesters is led by the person in charge or the coordinator of the program appointed by the academic unit. At the beginning of the second semester, the doctoral student, in consultation with the potential mentor, proposes the narrow field of research and the potential topic of the doctoral thesis (Form F1). The candidate's proposal for the topic and potential mentor (Form F1) is reviewed in the faculty council, based on the evaluation of the doctoral council and the relevant department. The faculty council, based on the criteria specified in this regulation, may recommend to the doctoral student the reconsideration of the proposal for the mentor and the topic, before the doctoral student deepens in the field of research.
- (7) For the registration of the third semester, the doctoral student must have accumulated at least 45 ECTS in the two previous semesters. First, the doctoral student prepares the project proposal realization plan and defends it in front of the mentor (6 ECTS). Based on the approval of the project proposal by the mentor, the doctoral student makes the request (Form F2) for the review of the mentor and the project proposal related to the doctoral topic. After passing the mentor and project proposal approval procedures (the doctoral council of the academic unit, the council of the academic unit, KQSD and the senate), the doctoral student receives 24 ECTS.
- (8) For the registration of the fourth semester, the doctoral student must have passed all the exams and accumulated at least 90 ECTS from the previous semesters. In the remaining three semesters, the doctoral student receives 90 ECTS through:
 - (a) Publication as the first author of at least one paper of a part of the doctoral results in indexed international journals in accordance with the regulation in force for the selection procedures related to the appointment of academic staff (20 ECTS);
 - (b) Publication as the first author of at least one paper of a part of the doctoral results in local academic journals, published by the University of Pristina or by its centers or institutes, by the Academy of Sciences and Arts of Kosovo, by the Albanian Institute and from the Institute of History, and which are subject to professional review (5 ECTS);
 - (c) At least 1 presentation abroad, as the first author in scientific gatherings (conferences, congresses, etc.), with an international character (5 ECTS, for doctoral students who have published at least one paper in local journals) respectively at least 2 presentations as first author in scientific gatherings (conferences, congresses, etc.), with an international and national character (10 ECTS, for doctoral students who have not published at least one paper in local journals);
 - (d) Completion and public defense of the doctoral thesis (60 ECTS);
 - (e) All publications and presentations of the doctoral student must have the prior consent of the mentor.

The Mentoring

Article 9

- (1) From the moment of entry into force of this regulation, the right to lead a doctoral candidate has
 1. The teacher with the academic title of full professor (prof. dr.) or associate professor (prof. assoc.), who is in a regular employment relationship at UP and who has at least three (3) works in the relevant field (as first author, corresponding author or co-author), published in the last 5 years in journals indexed in Web of Science (SCIE, SSCI and AHCI) and/or SCOPUS (Q1, Q2, Q3, Q4).
 2. Exceptionally, at the request of the faculty council, a teacher with the academic title of assistant professor (prof. ass.), with at least 3 years of experience in research, and who has at least three (3) works in the field can be engaged as a mentor. relevant, (as first author or correspondent), published in the last 5 years, in journals indexed in Web of Science (SCIE, SSCI and AHCI) and/or SCOPUS (Q1, Q2, Q3, Q4).
 3. Proof of the publication of the works must be brought to the Central Council of Doctoral Studies;
 4. Publications in dubious magazines and publishers, as defined in the regulation in force for selection procedures related to academic personnel, are not taken into account;
 5. Mentor, in a special case, can also be the professor emeritus, while the decision on this is taken by the senate, with the proposal of the doctorate council of the academic unit, within which the studies are organized, or of the council of the scientific field.
- (2) Paragraph 2 of Article (1) applies to programs accredited from 2023. For programs accredited earlier, the criteria for guiding candidates remain as regulated by accreditation decisions or relevant regulations.
- (3) The mentor, without exception, must be from the narrow scientific field from which the doctorate is being prepared. In this aspect, the field of scientific publications of the mentor is taken into account.
- (4) To ensure the quality of the doctoral thesis, if necessary (i.e when the research is interdisciplinary, research/artistic creation takes place in several institutions) the appointment of a co-mentor (commentator) from another department of the academic unit may be proposed, another academic unit of UP or any other university.
- (5) The co-mentor must possess the same or equivalent qualifications as the mentor.
- (6) The co-mentor co-leads the doctoral student in matters agreed in advance with the mentor.
- (7) A co-mentor cannot be involved in the mentoring of more than three PhD students simultaneously.
- (8) More than one co-mentor from the same university may not be appointed for a doctoral thesis except in specific cases (Article 6, paragraph 4).
- (9) A mentor may mentor a maximum of two registered doctoral students within an academic year, but no more than three (3) doctoral students simultaneously.
- (10) Before assuming the role of mentor for the first time, each mentor must pass the mentoring workshop (training), which is organized by the University of Pristina or recognized international schools.
- (11) The teacher of an academic unit of the University of Pristina (UP) can be a mentor in any other university, if there is written approval from the council of the academic unit of the UP.
- (12) A retired professor cannot be proposed as a mentor/co-mentor.

- (13) The mentor/co-mentor who has been appointed to this function before retiring has the right to carry out the mentoring until the end, but not further than until the age of 70.

The mentor's obligations

Article 10

- (1) The mentor has the obligation to guide the doctoral student during the work of the doctoral thesis, to monitor the quality of the doctoral student's work, to support the publication of his works and the participation in scientific and artistic projects.
- (2) In certain cases, when the doctoral student is guided by more than one mentor, each of them bears his own responsibilities for the pre-determined part of the research and for the work procedure in the doctoral thesis.
- (3) The mentor has the obligation to submit a report on the doctoral student's work to the academic unit's Doctoral Studies Council, on the university's form, once a year.

The obligations and rights of the doctoral student

Article 11

- (1) The doctoral student is obliged to submit a report on his work (with the possibility of presenting research) to the Doctoral Studies Council once a year, on the university's form.
- (2) The doctoral student has the right once during his studies to make a written request to change the mentor and the topic, but not after the approval of the draft proposal and the topic in the senate. Except, in case of incapacity of the mentor to continue the mentoring (witnessed by a certificate of the specialist doctor), in case of his death or in case of finding relevant violations for the mentor by the relevant legal instances inside or outside the UP, the candidate can ask the senate for permission to change the mentor (and the topic, as needed), even at later stages. In such a case, the mentor and topic approval procedure is repeated.
- (3) The doctoral student is obliged to accumulate the necessary number of credits (ECTS), through the relevant phases of the study, as provided in Article 8 of this regulation.

The procedure for submitting the topic, mentor and PhD project proposal

Article 12

- (1) During the first year of doctoral studies, namely in the second semester, the doctoral student proposes the mentor (as the case may be, the other mentor or co-mentor) and the topic of the doctoral thesis. Such a proposal (form F1) is made in consultation with the potential mentor and must also contain the narrow field of research.
- (2) Within the form for submitting the topic and mentor (F1), the doctoral student also signs the statement that he has not submitted a doctoral thesis with the same topic in other university studies, namely in any other university.
- (3) The candidate's proposal for the topic and potential mentor is reviewed in the relevant department, the Doctoral Studies Council and the faculty council, which, based on the criteria specified in this regulation, may recommend to the doctoral student the reconsideration of the proposal for the mentor and the topic, before the doctoral student deepens in the field of research.
- (4) The evaluation of the project-proposal of the topic and the assignment of the mentor takes place within the first 12 months. The request for the evaluation of the project proposal (form F2), in addition to the formal notes related to the doctoral student, must also contain the following

data:the title of the proposed topic, the data of the mentor (if applicable, also for the second mentor, namely the co-mentor), the elaboration of the topic and the purpose of the research, the summary of the research carried out so far related to the doctoral topic, the hypotheses of the beginning of the research , the material, the methodology and the research plan, the contribution and the expected scientific results of the proposed research, and the cited literature.

- (5) The council of the academic unit, with the proposal of the doctoral studies council, appoints the committee for the assessment of the topic and approves the proposal for the mentor within one month from the date of the protocol of the submitted request. This committee consists of three (3) members, of which at least one member must not be a teacher of the studies in question nor employed in the academic unit (faculty), which is responsible for the studies. The proposed mentor cannot be appointed as a member of the committee.
- (6) The committee for the evaluation of the topic gives the evaluation for the expected original scientific/artistic contribution and for the possibility of implementing the research, no later than one month after the submission of the request.
- (7) The doctoral thesis project is defended before the Doctoral Studies Council of the academic unit, before the evaluation committee and the proposed mentor, no later than 15 days after the submission of the evaluation committee's report
- (8) The council of the academic unit, with the proposal of the doctoral studies council, proposes the topic and the mentor for consideration by the KQSD. The KQSD, within one (1) month, must review the proposal of the Doctoral Studies Council. After reviewing the proposal of the council of the academic unit, the KQSD may:
 - (a) recommend the acceptance of the original proposal of the council of the academic unit;
 - (b) ask the doctoral student to complete/change the topic;
 - (c) ask from the council of the academic unit to propose another mentor.
- (9) In case of a positive recommendation by the KQSD, the senate must decide on the proposal for the topic and the mentor within one (1) month from the moment of the recommendation. Based on the positive evaluation by the senate, the corresponding decision for approval of the topic of the doctoral thesis is delivered to the doctoral student (form F3).
- (10) All scientific researches on humans or animals must be in accordance with the provisions of the Ethics Commission regulation, must have the permission of the Ethics Commission of the faculty or university, as well as of the institution in which the research is carried out; the consent of all the researched separately (patients, respectively volunteers), if they are able to do so, respectively their guardians or their legal representative.
- (11) If the doctoral student requests a change of mentor and topic, the request must be submitted in written and reasoned form together with the corresponding written statement of the previous mentor (form F4). The KQSD proposes to the senate the relevant decision regarding such a request of the doctoral student.

The doctoral work

Article 13

The doctoral thesis is an original scientific/artistic work, which is subject to public scientific/artistic evaluation.

PhD thesis forms

The forms of the doctoral thesis are:

- (1) Scientific monograph;

PhD thesis forms

Article 14

The forms of the doctoral thesis are:

(1) Scientific monograph;

(2) In the form of a summary of at least three (3) scientific works, which the candidate publishes as the first author, in the indexed journals Web of Science (SCIE, SSCI and AHCI) and/or SCOPUS (Q1, Q2, Q3, Q4). In such papers, the candidate must be the first author, while the content of the papers must be from the results obtained in the framework of the candidate's research related to the topic of the doctorate. With the request for doctoral defense, the candidate submits the published works in the form of a separate summary, which contains the introduction, methodology and main conclusions of the candidate's work. Such a summary of works is considered equivalent to a scientific monograph.

(3) The doctoral work in the artistic field is original artistic research in the context of contemporary artistic creativity and ends with the presentation of the artistic work as well as with the publication of a theoretical work related to such work.

Article 15

(1) The doctoral thesis must be written in the Albanian language. The doctoral thesis can also be written in English, but in that case the abstract and conclusions must be submitted translated into Albanian.

(2) The title, resume and keywords of the doctoral thesis must be written in Albanian and English. The summary should enable the understanding of the purpose of the paper, research methods, results and conclusions.

(3) The graphic “appearance” of the doctoral thesis must be in accordance with the guidelines of presented in form F5.

Article 16

- (1) The doctoral student must submit the completed doctoral thesis to the council of the academic unit for evaluation within 3 years from the day when the topic was accepted by the Senate of UP.
- (2) Submission of the completed doctoral thesis is done together with the request for evaluation of the work.
- (3) The doctoral student may request from the council of the academic unit that the period be extended dissertation or research for another year (form F7).
- (4) In the event that the doctoral student does not submit the completed doctoral thesis for evaluation within the regular or continuous period of the dissertation, it is considered that the doctoral student gives up the specific topic of the dissertation.

Article 17

The evaluation procedure of the Doctoral thesis

- (1) The doctoral thesis, with the consent and signing of the mentor (who, depending on the case, must also take into account the opinion of the other mentor or co-mentor) for the research carried out and the original scientific contribution achieved, is officially submitted by the doctoral student to the faculty or university (if the studies are organized at the university level). In this case, the candidate also submits the written statement of the original work. In case the mentor does not want to give his consent, he has the obligation to give a written explanation within 15 days. After this period, within a period of one (1) month after the submission of the mentor's justification, the Doctoral Studies Council of the academic unit examines the mentor's justification and proposes to the Council of the academic unit the formation or rejection of the appointment of the thesis evaluation committee of the doctorate. In both cases, the mentor's rationale is given to the members of the committee for the evaluation of the doctoral thesis, which will be taken into account during the evaluation of the thesis.
- (2) Before submitting the thesis to the evaluation procedure, the doctoral studies service of the academic unit must confirm in writing that the doctoral student has fulfilled all obligations that

are foreseen by the program of the doctoral studies, which includes the plagiarism control report. Plagiarism control is done through computer programs chosen by the University of Pristina.

(3) For the evaluation of the thesis, the doctoral student presents the thesis in written and electronic form. Regarding the artistic works of the doctoral student, in addition to the public presentation, the doctoral student also has to submit the theoretical part of the thesis and the relevant documentation for the evaluation of their work.

(4) With the proposal of the doctoral studies council, the council of the academic unit appoints the committee for the evaluation of the doctoral thesis. The commission consists of three (3) members, of which at least one must be from a university outside Kosovo. The mentor cannot be a member of the committee for the evaluation of the work.

(5) The members of the committee which will evaluate the doctoral thesis must have at least the academic title of assistant professor (which fulfills the conditions for mentoring) and be from a relevant field.

(6) With the appointment of the committee for the evaluation of the doctoral thesis, the academic unit publishes the title and summary of the thesis in Albanian and English on its website, for a period of 30 days, and in this way enables the thesis to be subjected to scientific and professional criticism.

(7) The members of the committee for the evaluation of the doctoral thesis and those who have had the opportunity to review the doctoral thesis are obliged to be careful with the data and achievements in the said thesis, before the evaluation is presented publicly, for the the aim of preserving the scientific contribution of the doctoral thesis as intellectual property.

(8) The committee for the evaluation of the doctoral thesis is obliged within two (2) months from the appointment, to compile the written report for the evaluation of the doctoral thesis (form F8) and submit it to the council of the academic unit. Each committee member must write an independent evaluation report. The chairman of the commission prepares the report, taking into account the written evaluations of the commission members and other comments that come from

the public discussion and the final joint report is signed by all the commission members. The joint report which is written on the university form will be submitted to the doctorate council of the respective faculty, where the individual reports of the commission members are also submitted together with it. In case of a disagreement happening with the joint final assessment, the commission member has the right to give a separate final assessment. The report of the committee must contain the explicit assessment regarding the original scientific/artistic contribution of the doctoral student. The committee can also recommend to the council of the academic unit to ask the doctoral student to complete the thesis or reject the thesis in its entirety, depending on the level of the thesis.

(9) In the next first session, the council of the academic unit, after the report of the commission and the doctoral studies council decides on:

- a) Acceptance of the dissertation in the offered version;
- b) Returning the dissertation for addition or change;
- c) Dissertation rejection due to failure.

(10) In case the dissertation is returned for completion or change, the council of the academic unit sets a time limit of 2 to 6 months, within which the completion/change must be finished.

(11) The completed dissertation must be submitted to the council of the academic unit as well as with the opinion of the doctoral thesis evaluation committee (which takes into consideration the opinion of the other mentor or co-mentor).

(12) With the approval of the evaluation committee's report, the council of the academic unit forms the doctoral defense committee. The committee for the defense of the doctoral thesis consists of three members. The committee for the defense of the doctoral thesis may have the same composition as the committee for the evaluation of the doctoral thesis.

(13) The positive decision of the council of the academic unit regarding the dissertation, within a period of one (1) month from the date of submission, is examined in the KQSD, which, in case

of meeting the conditions provided by this regulation, proposes to the senate the ratification of the doctoral thesis.

(14)The Senate, within one (1) month from the date of the positive recommendation of the KQSD, receives a decision regarding the ratification of the doctoral thesis.

Article 18

Doctoral thesis defense procedure

(1)The doctoral student, in agreement with the dean of the academic unit and with the committee for the defense of the doctoral thesis, must defend the doctoral thesis within a period of two (2) months from the day of ratification in the senate.

(2)The mentor takes part in the defense of the doctoral thesis but does not have the right to make any decisions regarding the thesis.

(3)The defense of the doctoral thesis is done in physical presence and publically. The call for public defense must be announced in the premises of the academic unit, on the official website of the academic unit and the university, at least eight days before the defense. The defense must be organized in the space of the university, in its units, presented in the language in which the doctoral thesis was written. In case of double doctorates and doctorates done within the framework of joint studies, the defense can be organized at another university. The protection procedure is developed based on the protocol presented in the F9 form.

(4)The committee for the defense of the doctoral thesis makes the assessment immediately after the public defense of the doctoral thesis. The evaluation of the defense of the doctoral thesis can be:

-Defended with great success;

-Defended with very good success;

-Defended with good success

-Did not defend it

(5) In cases where the defense committee assesses that the doctoral student has failed to defend the doctorate due to deliberate non-compliance with the defense procedures, willful ignorance of the defense committee or any other controversial behavior, the doctoral student loses the right to defend the doctoral thesis.

(6) In cases where the defense committee assesses that the doctoral student has failed to defend the doctorate due to insufficient preparation of the defense process, not being able to give good answers to the questions asked by the committee, or creating an impression based on serious ignorance of the material presented in the paper, the committee may decide to offer the doctoral student a period of 1 year to repeat the defense process. If after the second attempt, the doctoral student fails to successfully defend his thesis, they lose the right to defend the doctoral thesis.

(7) The decision, based on the assessment resulting from the defense process, is made by majority vote of the members of the committee for the defense of the doctoral thesis, accompanied by their signature.

(8) For the defense procedure, minutes are drawn up in the Albanian language, and in the case of the defense is done in another language, the minutes are drawn up in that language as well.

Article 19

The removal of the title "Doctor of Science"

The Senate, on the recommendation of the rector, can remove the title "Doctor of Sciences" from the holder at any time, if it is established:

(1) Forgery or cheating during the assessment or exam;

(2) Plagiarism or copyright included in the preparation of the doctoral thesis.

Article 20

(1) If the research results of the doctoral thesis represent innovation, which needs to be protected with intellectual property rights, the doctoral student and the mentor inform the Central Committee of Doctoral Studies about this. In this case, the doctoral student, with the mentor's consent, before submitting the doctoral thesis for evaluation, may request that the submitted doctoral thesis be handled discreetly, until the moment of public defense.

(2) The Central Commission of Doctoral Studies implements the procedure for legal and commercial protection of research results, in compliance with the regulation on intellectual property. In this case, the public defense can be postponed, in agreement with the doctoral student, for at least one year, from the day of ratification of the work in the senate. The decision to postpone the public defense is taken by the senate, based on the recommendation of the KQSD and the request of the doctoral student.

Article 21

Publishing and saving the doctoral thesis

(1) The doctoral thesis is published on the university's website, no later than one month after the defense. Information about the practical part of the doctoral thesis from the artistic field is announced on the university's website no later than one month after the defense. In exceptional cases, based on the well-argued reasoning of the doctoral candidate and with the recommendation of the KQSD, the senate may decide that the publication on the website be postponed for up to two years.

(2) The doctoral thesis in printed form is kept 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 thesis from the artistic field is stored, in accordance with the type of work, in an adequate form (in written form, in the form of a photograph, video recording, audio recording, etc.) in the archive of the academic unit, in the archive of the university, in the Central University Library, no later than one month after the defense.

Article 22

The promotion

(1)After the successful completion of the defense of the dissertation, the doctoral candidate obtains the academic title of Doctor of Science (dr. sc.) or equivalent, while the full rights of the academic degree and diploma, in the case of promotion, when he also takes the oath and signs in the Science/Art Doctorate Book of the university.

(2)The doctoral student must, within one month after the defense, complete the form for promotion to the degree of doctor of science/art and submit the doctoral thesis, linked and in the electronic version for publication on the website of the academic unit, to the doctoral studies service of the academic unit. university, namely in the form of appropriate documentation of the doctoral thesis in the artistic field (written form, photograph, video recording, audio recording, etc.).

(3)The rector hands over the doctoral diploma to the doctoral student at the solemn promotion, in which the doctoral student must participate in person or, in case of impossibility of participation, authorize another person in writing to receive the diploma for him.

Article 23

How to ensure the quality of doctoral studies

(1)The doctoral studies service of the academic unit is obliged to take care of keeping and saving detailed records related to the research paper and the performance of other study tasks of each doctoral student, implying here the plan of obligations (preparation of the doctoral student's file

), keeping records of the number of registered doctoral students and the number of doctoral students who have defended their doctoral thesis.

(2)Based on the annual reports of doctoral students (form F10) and mentors (form F11), the doctoral studies council, for each year, prepares the self-evaluation report related to the doctoral studies program (form F12) and forwards the relevant notification to the faculty council, while the latter in the Central Doctorate Studies Council and the university senate.

(3)The annual report on self-evaluation is attached to the request for re-accreditation.

(4) The criteria for evaluation include: the scientific/artistic product of teachers and doctoral students, teaching, the quality of doctoral theses, statistical indicators of the duration of studies, statistical indicators of the annual number of new doctors compared to the number of doctoral students, as and the realization of international cooperation.

Article 24

Transitional and final provisions

(1)With the entry into force of this regulation, Regulation no. prot. 1/96 of the date 24.06.2021, for doctoral studies.

(2)This regulation enters into force on the day of approval by the UP Senate.

(3)Academic units are obliged to draft the guide according to this regulation.

(4)The following forms are an integral part of this regulation, which also regulates their use:

- F1 - Presentation of the topic and the mentor;
- F2 - Evaluation of the topic, mentor and doctoral project proposal;
- F3 - Decision on the approval of the topic of the doctoral thesis;

- F4 - Request for change of topic and/or mentor;
- F5 - Instructions for compiling the doctoral thesis;
- F6 - Request for evaluation of the work;
- F7 - Request for postponement of the public defense of the doctoral thesis;
- F8 - Report on the evaluation of the doctoral work;
- F9 - Protocol and minutes for the defense of the doctoral thesis;
- F10 - Annual report of the doctoral student;
- F11 - The mentor's annual report on the doctoral student's progress;
- F12 - Annual report related to the doctoral studies program;

The chairman of the “UP” senate

Prof.Dr. Qerim Qerimi, rector