



UNIVERSITETI I PRISHTINES
” HASAN PRISHTINA”
UNIVERSITY OF PRISHTINA

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Nr.pro.: 1/334

Date: 31/05/2023

Based on the defined competencies of the charter of the “University of Prishtina” under the article 87, specifically points 2 and 3, as well as the proposal of the studies commission of the University of Prishtina, the Senate of the University of Prishtina in the held meeting on 15.5.2023, approves that:

THE REGULATION FOR MASTER STUDIES

Article 1

The purpose of the regulation

With this regulation are defined the organization of the master studies, the study registration conditions, the conditions to register the year, the duration, changing study programs, the procedure of the proposal and the preparation for the master’s diploma paper, as well as other important issues regarding master studies in the University of Prishtina (UP).

Article 2

The organization and the duration of Master studies

1. The UP organizes scientific and professional master degree studies. The candidates who finish their studies in the professional master degree programs are not allowed to further register scientific doctorate degree studies.
2. The UP can organize master level studies within an academic unit or interdisciplinary oriented studies that are available based on the collaboration of academic unities.
3. The UP can organize master level studies with other universities based on collaboration agreements.
4. The study master programs have to be in concordance with the needs of the scientific, professional, cultural and economic development in Kosovë, as well as with the labor market requests.
5. The study programs, learning organization, the syllabus compilation and the methods of learning and studying have to be in concordance with the system of Bologna.

6. The specific University/ies initiate the proposals for new studying programs, respecting the initial procedures that come from the University and the applicable standards for accreditation.
7. The duration of the Master studies is from one (1) to two(2) years and needed are 60 to 120 points ECTS.
8. With the successful completion of the Master's studies an academic title is earned such as: science master, art's master or professional master.
9. The student maintains the status of a regular student for the duration of twice the duration of regular studies, by performing the obligations foreseen according to the requirements of the respective studies program and the UP's Statute.
10. The student can request once to extend the duration of his studies for one or two years, a decision this that can be taken from the faculty's council in accordance with the UP's Statute.

Article 3

Competition, criteria for application and selection of candidates

1. The Faculty's council proposes a specific number and conditions for the new students' registration, according to the requests from departments for the accredited programs.
2. The decision for the announcement of the public competition is taken from the University of Prishtina's Senate.
3. In the Master's studies level can apply all the candidates who have finished their basic studies with at least 240 ECTS credits for master studies with 60 ECTS, or at least 180 ECTS for study masters with 120 ECTS.
4. Due to the contents of the programs, the faculties may present relevant criteria/differential exams regarding the right of registration for students coming from study programs different from the field of study to which they apply. Faculties decide on the way to fulfill the relevant criteria/differential exams.
5. In the Master's studies level can apply all the candidates who fulfill the competition conditions.
6. Candidates who have completed their basic studies abroad, whose diplomas have been recognized (equalized - counted) by the Ministry of Education, Science and Technology, based on the law and regulations in power, have the right to apply for master's studies.
7. The selection of candidates is made according to the criteria defined by the UP Statute and to the conditions defined in the accredited program and which are presented in the competition.
8. The selection of candidates, based on the criteria defined by the competition, is made by the relevant Commission, consisting of at least three (3) members from among teachers, appointed by the Faculty Council. The Faculty Council can appoint a committee for each program, or a committee for all programs of the faculty, with the involvement of teachers from all relevant departments.

9. The Faculty Council appoints a Complaints Commission to review candidates' complaints.
10. Candidates who are not accepted to master's level studies can make a written complaint to the administrative service of the faculty, addressing the complaint to the Faculty's Complaints Committee. The complaints committee compiles a report on the complaints of the candidates. The Faculty Council examines the report of the Complaints Committee and takes a relevant decision.
11. The deadlines for the application, submission and review of complaints, as well as the announcement of the preliminary and final results are determined by the competition.

Article 4 **Enrollment in studies**

Registration of students in the first semester of master's studies is done at the Central Administration of the University of Prishtina, while the student's ID card is provided by the IT service at the faculty after verification by the student service for master's studies at the faculty level.

Article 5 **The learning process of Master studies**

1. Learning in master's studies is carried out in the form of lectures, seminars, numerical/analytical/experimental/laboratory exercises, practical work, field work, artistic work, study visits, discussions, professional consultations and through independent students' work.
2. The right to teach the course and hold lectures in master's studies belongs to teaching staff with university titles according to the UP Statute: **regular professor**, associated professor and assistant professor. In special cases, faculties can also engage visiting professors and external collaborators according to the relevant regulations.
3. The assistants engage in the teaching process by holding exercises (numerical, analytical, artistic or laboratory), seminars, discussions, counseling, etc. The assistant cannot be the subject holder at the master's level, nor can he hold lectures.
4. In certain cases when two or more teachers can teach a subject, the grades in SEMS are recorded by the subject holder.
5. The beginning and end of the semesters are done according to the provisions of the Statute of the University of Pristina.

Article 6 **Changing the program / field of studies**

For the change of the study program or for the transfer of the student from a Faculty of UP, or from any other accredited University inside or outside the country, the provisions provided by the Statute of the University of Prishtina are applicable.

Article 7

The conditions for the year registration

The Senate of the University of Prishtina with a special decision determines the registration conditions for the following year of studies.

Article 8

Organization of exams and assessment of success

1. The student acquires the right to undergo an exam in a subject after fulfilling the obligations provided for in the Master's studies curriculum, and respecting the exam schedule announced by the Faculty.
2. Exams in master's studies are held during the academic year according to the deadlines published/approved by the Faculty based on the UP Statute.
3. The ways how the exam organization can be are: theoretical/ practical/ laboratory/ performative which can be a test or oral questions and answers, or a presentation of an artistic activity in the case of the Faculty of Arts.
4. For the assessment of the student's success in the exam, other evaluating methods can be applied, which are defined in the syllabuses of the relevant courses and in the specifics of the accredited program.
5. For the success achieved in the exam, including the assessment of the diploma thesis, the student is evaluated in accordance with the UP Statute.
6. The exam grade is recorded in SEMS and the physical form of the report is sent to the student service according to the regulation for the operation of SEMS.
7. The provisions of the UP Statute apply to students who are not satisfied with the evaluation and grade of the exam.

Article 9

The request for approval of the project proposal and the appointment of the mentor

1. The diploma thesis of the master's degree is a scientific/artistic activity of the student with which it must be proven that the student has gained competences according to the study program during his studies.
2. In the Faculty of Arts, depending on the specifics of the accredited program, the diploma thesis can be in different forms, e.g. as a theoretical thesis in certain profiles, or as an artistic activity of the diploma, or even a hybrid form (artistic activity + written thesis).
3. The student can submit a request for the approval of the project proposal of the master's diploma thesis after having completed all the foreseen obligations by the study program, respectively, for students of study programs with 60 ECTS first semester all the exams should be completed, while for students of master studies programs with 120 ECTS should have completed all the exams of the semesters of the first year of studies.

4. In the study programs in which the subjects are one (1) year (not semester), the conditions for starting the procedures for the approval of the project proposal are set by the Faculty Council, based on the accredited program.
5. The form of the request for the approval of the project proposal of the master's thesis is the same for all UP and it is obtained in student services or on the website of the faculty (Form F1M).
6. The request for approval of the master's topic is made in a written form. An integral part of the request must also be a project proposal for the topic, which must contain the following elements:
 - 6.1. The justification of the proposed topic (for the artistic diploma, the elaboration of the artistic activity should be submitted),
 - 6.2. The purpose of the study/artistic activity,
 - 6.3. The summary of the reviewed literature,
 - 6.4. The research question and hypothesis/s,
 - 6.5. Research methodology,
 - 6.6. Expected results of the research,
 - 6.7. List of references of the reviewed literature.
7. The elements according to point 6, can be structured according to the specifics of different fields and can be specified further by the academic units, with relevant guidelines/decisions approved in the council of the academic unit.
8. The application, completed and signed by the candidate and by the teacher with whom the candidate consulted (who may be a potential mentor candidate), is recorded and submitted to the relevant student service.
9. The mentor of the thesis can be the teacher with the title of the professor in UP, from the field of the proposed topic. In certain cases and according to the need, the mentor can also be the teacher with one of the professor titles outside the UP, but in this case a co-mentor must be proposed within the UP, who will be charged with administrative and procedural responsibilities up to the defense of the diploma thesis.
10. The diploma thesis of the master's degree is an individual thesis.
11. Except from the provisions of paragraph 10 of this article, in special cases, the paper can be worked on by a research group of two (2) or three (3) students, respecting the UP Statute. For joint papers, additional justification must be provided, arguing that the volume of work and the scientific/artistic contribution are equal to two (2) or three (3) papers, or it must be argued that the proposed topic is best accomplished by two (2) or three (3) researchers due to the depth and breadth of the problem or the interdisciplinary nature of the proposed topic. The faculty council must ensure that it is not allowed that the topics worked on by more than one candidate are equal to one topic that is realized by one (1) candidate.

Article 10

Examination of the request and formation of the commission for evaluation of the thesis/manuscript and for the defense of the diploma thesis of the master's degree

1. The department, within a period of 15 days, examines the student's request regarding the project proposal of the Master's diploma thesis.
2. The department, after reviewing the project proposal of the master's thesis, has the right to reject the proposal, return it to the candidate for completion, or to approve it and propose to the Faculty Council the approval of the project proposal and the appointment of the mentor.
3. In case of approval, the department also proposes a committee of 3 members for evaluation of the work (manuscript/artistic activity) and defense of the master's diploma thesis. At least two (2) out of three (3) members must be from the field/department/program of the proposed topic. The mentor is appointed a member but cannot be the chairman of the Committee for evaluation and/or defense of the master's thesis.
4. In case the department proposes completing the project proposal, then the dynamics of the change is determined by the department.
5. In case of rejection of the project proposal, then the process of handling the request ends and the candidate is instructed to submit a new request and project proposal for the Master's diploma thesis.
6. The faculty council in the next meeting, but not later than 30 days after receiving the department's request, examines the department's proposal for the approval of the project proposal of the master's diploma thesis as well as the proposal for the appointment of the committee for the evaluation of the master's thesis/ artistic project/activity and defense of the diploma thesis.
7. The faculty council can approve the department's proposal or send it back for reconsideration with justification in the department, obliging the department to reconsider it within a time limit of 15 days.

Article 11

Request for evaluation of the manuscript/thesis/artistic activity submitted for the master's degree

1. At least three months after the date of the decision of the faculty council for the approval of the project proposal of the master's diploma thesis, the candidate, with the prior consent of the mentor, can submit a request for evaluation to the committee for evaluation of the thesis (manuscript/artistic activity) regarding with a master's degree.
2. The candidate cannot submit a request for evaluation of the master's thesis, without completing all the preliminary exams with the relevant program. The faculty administration verifies the fulfillment of this criterion before accepting the candidate's request for evaluation of the manuscript/master's thesis.
3. The electronic copy of the manuscript/work/elaboration of the artistic activity is submitted to the Commission through the official e-mail.
4. The final thesis of the master's degree must be printed on both sides of the A4 sheet. The paper must be written using Times New Roman font, font size 12. Line spacing must be 1.5 throughout the document. The instruction in writing and structuring the thesis must be respected. In the Faculty of Arts, the formats of artistic diplomas are

specified by the relevant department, depending on the study program and the syllabus of the master's degree diploma in each program.

5. After receiving the request and the copies of the topic from the student service, the commission, within 15 days, prepares the evaluation report of the manuscript of the master's thesis, according to the F2M form, which, signed and recorded, is submitted to the student service of the relevant Faculty.
6. A copy of the report must be kept in the candidate's file.

Article 12

Evaluation report of the manuscript or artistic activity, public discussion and procedure for public protection

1. After the commission submits the positive report for evaluation of the master's thesis manuscript, the candidate's artistic activity/project at the Faculty of Arts, the procedure of public discussion and defense of the master's diploma thesis topic can be continued.
2. In case the committee has given remarks and proposed completing the manuscript, activity/artistic project, the candidate must make the necessary corrections within 30 days, from the day of receiving the committee's remarks and suggestions.
3. In the case of a positive report, the specimen of the work, demo, sample or evidence of the artistic activity together with the report of the commission remain in public discussion for 7 days. The announcement that the paper is in public discussion, and an extended abstract of the paper up to three (3) pages (this also applies to artistic projects in the case of the Faculty of Arts), is published on the website of the faculty.
4. After the closing of the public discussion and consideration of the recommendations from the discussion, if the report is signed by three (3) members, and there are no substantial contentious issues during the public discussion phase, after consultation with and consent of the commission, the responsible administrative official of the master's service through a written confirmation finds that all the conditions have been met and the procedures provided for by this regulation and other acts in force for the protection of the master's thesis have been respected. The written confirmation is sent to the secretary of the faculty, the dean of the faculty and the committee members.
5. If the candidate's paper is rejected by the Committee for the evaluation of the paper, or the candidate for other reasons does not complete the paper according to the commission's recommendations and within the specified deadlines, the candidate has the right to submit a written proposal for the new title of the master's thesis. The candidate can use this opportunity only once.

Article 13

Preliminary procedure and defense of the diploma paper

1. The public defense of the thesis of the master's degree (public presentation of the activity/artistic project) must be done within a period of not less than 5 days and not more than 30 days from the day of issuing the decision for the defense of the thesis.

2. In case if the candidate does not complete the diploma work/activity/artistic project within 1 (one) year from the date when the topic was approved by the Faculty Council, the candidate may submit a request for the continuation of the topic work in the additional period of 6 months.
3. In case if the candidate does not complete the work on the diploma topic/activity/artistic project even after the 6-month extension allowed by the Faculty Council, it is considered that the work has not been successful and the candidate is obliged to submit a new proposal with a new mentor.
4. The committee, in coordination with the relevant administration of the faculty and in agreement with the candidate, sets the date and place (hall) of the public defense of the work/activity/artistic project.
5. The administration of the faculty, in consultation with the defense committee, announces the announcement for the defense of the diploma thesis of the master's degree at least 3 days before the day of the defense.
6. The notice is announced on the notice board at the Faculty and on the Faculty's website. In the notification, the data about the candidate, the topic of the paper, the date, time and the hall of the public defense are given.
7. Public protection is led by the chairman of the commission.
8. The grade of the Master's thesis is set by the mentor at SEMS, based on the record of the defense of the thesis signed by the committee members.
9. The master's student service prepares the record for the public defense of the master's topic, which is signed by the committee members and the relevant administrative officer of the master's service.
10. The Commission signs the decision on public defense.
11. In cases where the work is not successfully defended, the public defense must be repeated within 3 months.
12. In exceptional situations, with the prior decision of the academic unit, the defense of the master's topic can be done remotely, through video communication. This includes the participation of any of the members of the commission in public protection.

Article 14

Graduation

1. Master's studies are completed according to the deadlines set by the provisions of the UP Statute.
2. The candidate has successfully defended the thesis of the master's degree if the decision and the positive assessment of the defense of the thesis were made unanimously or by the majority of the members of the Commission.
3. The candidate who successfully defends the diploma thesis is issued the diploma according to the provisions provided in the accredited program and other statutory provisions.
4. The candidate who successfully defends the diploma thesis is issued a diploma with ECTS number depending on the study program.

5. An extended abstract of the thesis up to 3 pages of the thesis, in Albanian and in English, is published on the website of the faculty no later than one week after the public defense and the award of the title.

Article 15

Maintaining academic integrity

1. The candidate must attach to each submitted version of the thesis/artistic activity the student's statement on the authenticity of the thesis approved by the Senate, with which he declares with ethical responsibility that the thesis was made by the candidate and is not the result of unethical actions.
2. The candidate, the mentor, the evaluation committee and other responsible **bodies** must take care of maintaining academic integrity and avoiding unethical practices in all stages of the preparation and evaluation of the master's thesis.
3. The candidate must also attach the report issued by the relevant anti-plagiarism software to the submitted written master's thesis.
4. Paragraph 3 starts to apply from the moment the university provides official access to the relevant anti-plagiarism software for students and staff.

Article 16

Disputing and revoking/receiving the Master's title

1. The candidate may be challenged and the master's degree taken away from him if it is found that the thesis of the master's degree is plagiarized, fabricated or forged.
2. Suspicions about plagiarism and other unethical practices in the master's thesis can be raised by any person inside and outside the University.
3. In case of a well-founded suspicion, the Department proposes to the Faculty Council the composition of the Commission of three members to examine the doubts presented.
4. The committee set up by the Faculty Council presents the final report to the Council with a clear and well-argued conclusion. The Faculty Council examines the Commission's report and, if it finds doubts from the above paragraphs of this article, proposes to the UP Senate to receive the title of the master.
5. The Senate of the University of Pristina makes the final decision on receiving the master's degree.

Article 17

Completion/termination/closure of the Master's programme

1. Master studies programs can be closed in the following cases:
 - 1.1 With the proposal of the department and the faculty, as well as with the approval of the senate;
 - 1.2 Non-application for reaccreditation based on the department's proposal;
 - 1.3 Failure to earn reaccreditation;
 - 1.4 The decrease in the number of academic staff as responsible persons of accredited programs;

- 1.5 Non-fulfillment of other conditions determined by the Kosovo Accreditation Agency (AKA).
2. In the event of the closure of master's study programs, the faculties continue to follow the generations of students enrolled in that/those programs until graduation or until the deadlines set for graduation according to the UP Statute or the decisions of the UP Senate.
3. Students who graduate from these programs have all the rights that belong to them upon earning the degree determined by those programs.

Article 18

Guides and other accompanying documents

1. In addition to the regulation, Faculties can draft the following documents:
 - 1.1 Guidelines for the project proposal;
 - 1.2 Guidelines for evaluating the master's final thesis and its presentation (a common form for the commission);
 - 1.3 Guides and other documents that do not conflict with this regulation and help to advance the quality of master's studies
2. The guidelines and other accompanying documents in this article should be approved by the Faculty Council.

Article 19

Transitional and final provisions

1. This Regulation becomes valid on the day of the approval in the Senate of the University of Pristina.
2. With the validation of this regulation, the regulation for scientific master's studies, with no. of prot. 2/922, dated 24.10.2019 becomes invalid.
3. The procedures provided by this regulation are also applied to master's degree topics that have been initiated or approved and that are in process in any of the stages of their preparation or defense.
4. For all other issues that are not included in this Regulation, the provisions of the UP Statute and the Law on Higher Education of Kosova will be applied.