

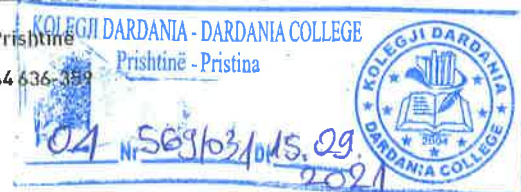


# KOLEGJI DARDANIA

Rr. "Ibrahim Lutfiu" Nr. 93, 10000 Prishtinë

Tel: +383 (0) 38 247-587 / +383 (0) 44 636-389

Web: [www.kolegjidardania.com](http://www.kolegjidardania.com)



## REGULATION ON MASTER STUDIES

### General Provisions

#### Article 1

*This Regulation on Master Studies* (hereinafter - *Regulation*) defines the special criteria for the organization of Master Studies at Dardania College (announcement, organization and types of studies, admission conditions and registration of students, duration of studies, rights and obligations of students, organization of teaching and exams, determination and manner of writing the thesis and defense of the master thesis, as well as other issues related to these studies till its completion).

### Organization and types of studies

#### Article 2

Dardania College organizes regular master level studies for obtaining an academic degree in defined master study programs.

Dardania College can organize master studies in cooperation with other faculties of the country's public universities, on the basis of joint study programs and memoranda of partnership.

#### Article 3

Master level studies are eligible to enroll all candidates who have completed basic studies (Bachelor) in the amount of 240 ECTS or 180 ECTS (for Master programs of 120 ECTS).

Master level studies have the right to enroll all candidates who meet the conditions and requirements of the respective program according to the specifics of the accredited program.

Candidates who have completed their basic studies abroad, whose diplomas are recognized by the Ministry of Education, Science and Technology have the right to enroll in master studies, in accordance with the law and applicable regulations.

The selection of candidates is done according to the criteria set by the Statute of UP and according to the conditions specified in the accredited program.

#### **Article 4**

The master studies end with the drafting and defense of the master thesis in accordance with the study program which can be in the amount of 60, 90 or 120 ECTS.

#### **Article 5**

The right to teach in master studies belongs to the teaching staff with university call: full-time professor, associate professor and assistant professor, who meet the conditions provided by the Statute of Dardania College. Assistants also have the right to support the professor in the teaching process at the master level.

In certain cases, two or more teachers can teach a course. In cases when the teaching is held by two or more teachers, the grades in the DMS will be carried by the course holder.

#### **Article 6**

Master studies are led by the Collegium of master studies within Dardania College.

The collegium of master studies consists of the heads of master studies of academic units.

The Collegium of master studies consists of five members who elect the chairperson. The vice-rector for teaching "ex-officio" also participates in the meetings of the collegium. The meeting of the Department Council is convened by the chair of the collegium of master studies.

The duties of the collegium of master studies are as follows:

- Examines the division of courses and adequate cover of courses with responsible staff based on the calls and the field of specialization of the staff;
  - Analyses the scope of master studies, analyses the study plan, course syllabi, progress, and reports on the level of realization of the contents according to the semesters of the programs;
  - Prepares the Self-Assessment Report and other documents necessary for accreditation / re-accreditation of programs, which are required by the ADO.
- Proposes the number of students for admission to MA studies in the new academic year;
  - Reviews the draft proposals of the MA diploma topics and proposes the mentors and members of the commission for the evaluation of the completed work of the MA diploma thesis;

- Compiles the summary report for the evaluation of the work of the department between the accreditation periods of studies in the 3-year period (MA);

#### **Article 7**

Teaching in master studies is realized in the form of modular lectures, seminars, theoretical exercises, practical work and fieldwork, study visits, discussions, professional consultations and through independent work of students.

### **Registration conditions**

#### **Article 8**

Dardania College in Prishtina enrolls students in the master degree according to accredited programs.

The proposal for the registration of new students is given by the Collegium of master studies, which is ratified by the Council of the academic unit of Dardania College.

The final decision for announcing the public competition is taken by the Senate of Dardania College in cooperation with MEST.

#### **Article 9**

The selection of candidates according to Article 3 of this Regulation is made by the relevant Commission, composed of at least 3 members, which upon the proposal of the Dean, is approved by the Council of the academic unit - Faculty.

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

Candidates who are not admitted to the master level studies can file a written complaint to the Secretariat of the academic unit - faculty within two working days after the publication of the results.

The decision regarding the students' requests is taken within a period of two working days after the review of the complaints by the Complaints Commission or according to the deadlines set by the vacancy announcement.

#### **Article 10**

The registration of students in the first semester of master studies is done in the Central Administration of Dardania College, while the equipment of the student with ID-card is done by the IT service in the faculty after the verification by the student service for master studies at the faculty level.

### **Change of program / direction of studies**

#### **Article 11**

For the change of the study program or for the transfer of the student from any other faculty of Dardania College, or from any other accredited university inside or outside the country, the provisions foreseen by the Statute of Dardania College apply.

## **Duration of studies**

### **Article 12**

Master studies last 2 (two), 3 (three), respectively 4 (four) semesters, depending on the accreditation of the program. Upon completion of these studies 60, 90 or 120 ECTS should be achieved, depending on the study program.

In accordance with the conditions set out in the Statute of Dardania College, the student retains the status of a regular student for at least 2 (two), 3 (three) or 4 (four) additional semesters depending on the duration of the programs.

The beginning and the end of the teaching semesters are done according to the provisions of the Statute of Dardania College.

Teaching in master studies takes place according to the system with which the program is accredited within one semester.

## **Conditions for gaining and losing student status**

### **Article 13**

The person enrolled in Dardania College has the status of a regular student.

Student status is evidenced by an ID card or equivalent document.

In case of loss of the ID card, with the permission of the Dean of the Faculty, the student is given a "duplicate ID card". The application for a duplicate ID card must be accompanied by proof that the previous ID card has been declared invalid and that payment has been made according to the Regulation.

The conditions for gaining and losing student status are regulated by the Statute of Dardania College.

The Faculty's Council upon the proposal of the Department Council respectively the Disciplinary Commission expels from the faculty temporarily or permanently students who violate the rules set out in the Regulation on disciplinary procedure of Dardania College.

The loss of student's status is regulated by the Statute of Dardania College.

## **Students' rights and obligations**

### **Article 14**

The determination of disciplinary responsibility of students is best regulated by the Regulation on Disciplinary Procedure of Dardania College.

### **Article 15**

Students have the right to appeal against the decision imposed by the bodies of the Faculty regarding their rights, obligations and responsibilities.

Such complaints are submitted to the Collegium of master studies through the archive within 8 working days after the announcement of the decision.

The Collegium of Master Studies is obliged to review the complaints and compile the appropriate Report, which in the form of a proposal is submitted to the Dean of the academic unit within 7 working days after the review of the complaint. The Dean submits the final report to the Faculty Council for approval.

The appeal against the decision of the first instance is decided by the Council of the academic unit of Dardania College.

### **Registration conditions**

#### **Article 16**

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

### **Organizing exams**

#### **Article 17**

The student gains the right to take the exam in a course after completing the obligations provided by the master studies curriculum.

Exams are held in writing, orally, or in both writing and orally. When the exam consists of the written and oral part, the student can enter the oral exam only when he / she has received a positive grade in the written part.

Other forms of assessment as defined in the syllabi of the respective courses and in the specifics of the accredited program, can be applied to determine the academic success of the student.

#### **Article 18**

Exams in master studies are held during the academic year according to the deadlines allowed by the Statute of Dardania College and by instructions of the Senate of Dardania College.

#### **Article 19**

For the success achieved in the exam the student is evaluated with a grade of 10 (excellent) up to 5 (five) or insufficient.

The grade is recorded in the DMS with ID-card number and the report in physical form is sent to the student's service for the relevant department or program at least three (3) and at the latest five (5) days from the registration of grades in the DMS.

Coure reports and physical application forms of the exam are sent to the student's service / relevant official, who, no later than 2 working days after submission by the lecturer, binds them in the collection of relevant term reports and places them in the student's register and file.

The student who fails to pass the exam in 3 terms is obliged to reattend the respective course.

#### **Article 20**

For dissatisfied students with the assessment and grade taken in the exam, the provisions of the Statute of Dardania College apply.

### **Master thesis work**

#### **Article 21**

The student has the right to apply for the permission of the proposed master thesis, after having completed all the obligations provided by the curriculum. As a potential mentor of the student is the teacher in consultation with whom the student is determined for the topic of the master thesis.

#### **Article 22**

The collegium of master studies examines the student's request together with the respective project and makes a decision to approve, return for amendment or reject it. In case of approval, the collegium of master studies proposes both the committee for evaluation of the topic and the proposal of the topic and the committee. The collegium of master studies together with the official of master studies keep records on the number of master's degree topics for which a teacher can be a mentor within an academic year.

#### **Article 23**

The master thesis is elaborated individually by the student, proving that the theoretical skills achieved during the studies can be successfully applied to solve research problems of the relevant scientific field.

#### **Article 24**

The request of the candidate for the master thesis must be made in writing.

The draft proposal for the master thesis should contain elements such as:

- Reasoning of the proposed topic,
- The purpose of the study,
- Summary of reviewed literature,
- Research question and hypothesis,
- Study methodology,

- Expected results of the study
- References of the reviewed literature.

The details, format and planning processes of the project proposal are elaborated in the 'Master Thesis Manual', which is approved by the Faculty Council as a supplementary document to this regulation.

#### **Article 25**

The Collegium of Master Studies, upon the proposal of the candidate and according to the evidence of the official who manages the protocol of allowed topics and the mentors who mentor the candidates, proposes the commission composed of three members for the evaluation of the master thesis.

One of the members of the Commission is the candidate's mentor, who guides the student during the realization of the master thesis.

If necessary, a co-mentor can be assigned to the student to adapt to the specifics of the relevant topic.

In cases of co-mentoring, the co-mentor who is considered as additional support for the proposed topic is compensated in the amount that is compensated by the member of the commission, according to the Regulation of Dardania College for co-mentors.

One of the other two members of the Evaluation Commission is appointed as a chair of the commission and leads the procedures for the defense of the master thesis.

#### **Article 26**

The master thesis is an independent professional work of the candidate through which he/she proves that he has acquired knowledge and can submit and solve professional-scientific problems and tasks according to the instructions in the manual for the master thesis.

#### **Article 27**

Following the decision in terms of allowing the topic proposed by the Collegium of master studies, the candidate concentrates on completing his/her master thesis. The manuscript of the master thesis together with the request for evaluation of the manuscript by the evaluation commission, must be submitted no later than 1 (one) year from the date of permission.

The deadline for the completion of the master thesis, with the reasoned request of the student, the Collegium for master studies, can allow the extension of the deadline for a maximum of 6 (six) months.

If the candidate does not submit the completed master thesis for evaluation within the deadline set by this article, he/she must resume the procedure for allowing drafting a new thesis, i.e. to restore the status of a regular student in accordance with relevant articles of the Statute of Dardania College.

### **Article 28**

After submitting the completed thesis and the request of the candidate for evaluation of the manuscript, the mentor and each member of the committee is submitted a copy of the manuscript together with the decision for appointment - member of the Committee for evaluation of the manuscript of the completed thesis of the master.

The evaluation committee is obliged to submit the signed report for approval to the Collegium of master studies within 30 days from the day of receiving the decision.

In cases where one member of the evaluation committee has given a negative evaluation for the work then the Collegium of master studies hires an additional member to make a new report. The Collegium makes the final decision.

### **Article 29**

The committee for the evaluation of the manuscript of the master thesis consists of three members.

Members of the Committee should be teachers with the title of professor (full professor, associate professor, assistant professor), from the field of study of the relevant topic and with academic and scientific experience in the field of study of the relevant topic.

### **Article 30**

After the positive report submitted in writing by the members of the Committee, the signed report together with the manuscript of the paper, within 15 calendar / working days, should be in public discussion in the secretariat, library and archive of the faculty. All academic staff of the academic unit - faculty receives electronically all topics that are placed in public discussion.

After the expiration of the deadline for public discussion in this article, the proposal of the Committee for evaluation of the manuscript is reviewed by the Collegium of master studies which makes the final decision on the report of the Committee, the validity of the manuscript and allowing public protection. Each member of the collegium of master studies receives the material in printed form at the meeting at which the manuscript of the Master Thesis is reviewed and approved. In this case, the collegium approves, completes or newly forms the three-member Committee (and one standby member) for the public defense of the master thesis.

The Committee for Public Defence is formed in the composition defined by Article 29 of this Regulation, which in a period not shorter than five (5) days organizes the public defence of the master thesis.

The public defence of the Master thesis is led by the Committee chair, where the same chair cannot be the mentor.



### **Article 31**

If the candidate's work is rejected by the relevant Committee or the candidate for other reasons does not complete the work within the deadline under the previous article, the candidate has the right to submit a written proposal for the new title of master work. The candidate can use this opportunity only once.

### **Article 32**

If the Collegium of master studies returns the paper to the candidate for supplement, in that case it can expand the Commission for the evaluation of the completed work. The candidate must complete the master thesis no later than 6 (six) months.

When the commission receives the manuscript of the completed thesis, it is obliged to draft a new report on the evaluation of the thesis and sends it to the Collegium of master studies within 30 days from the day of receipt of the manuscript.

### **Article 33**

The officials of the college in agreement with the members of the commission, the candidate and by these norms of the present regulation determine the date and place (room) and the hour of public defense of the thesis.

The public defense of the master thesis must be done within a period of not less than 5 days and not more than 30 days from the day the decision is issued.

### **Article 34**

The secretariat of the college, in consultation with the Evaluation Commission, announces the notification for the defense of the master thesis at least 5 days before the day of the defense.

The announcement is published on the bulletin board and on the Faculty website. The announcement provides information about the candidate, topic of the paper, date, time and room of public protection.

The 'Master Thesis Handbook' and the 'Master Thesis Writing Model' are complementary parts of this Regulation and are approved by the College Senate to regulate the processes and standards for conducting, evaluating and writing master theses.

## **Defense procedure**

### **Article 35**

1. The defense of the diploma thesis is public and takes place before the Commission composed of three members, respecting the regulation.
2. The commission keeps the minutes on the oral defense of the diploma by the candidate.
3. The evaluation criteria are as follows: average grade during the basic studies, the quality of the master's thesis, the quality of the presentation and the quality of the oral answers to the questions posed by the members of the evaluation

commission. Each of the members of the commission make the evaluation individually in a joint minutes. The final grade represents the average of the three above mentioned evaluations. In case of disagreement between the mentor and the members of the commission (chairperson and member), the final evaluation remains the evaluation made by the chairperson of the commission.

4. The commission records the grade achieved in the defense in the minutes, application form and in the DMIS.

#### **Article 36**

The Chairman of the Commission opens the session for public defense of the master thesis, presents the data related to the procedure developed until the issuance of the decision to allow the defense of the thesis, as well as presents the bibliographic data of the candidate.

The mentor presents data from the report of the Commission for the evaluation of the master thesis.

The candidate through his/her submission (short and concise summary of the paper), makes a presentation no longer than 30 minutes.

#### **Article 37**

The evaluation of the thesis and the defense of the candidate's work is done with a grade. Passing grades are from 6 to 10.

Grade to describe the level of success in the exams:

- a. **10 (A) EXCELLENT** - excellent knowledge with only a few minor mistakes
- b. **9 (B) VERY GOOD** - above standard average, but with some errors
- c. **8 (C) GOOD** - generally good result with some errors noticed
- d. **7 (D) SATISFIED**- well, but with plenty of mistakes
- e. **6 (E) ENOUGH**- the results meet the minimum criteria

The physical application forms and the exam report issued by the DMS are sent to the student's service officer who completes the reports and receives the reports from the teachers no later than two days after taking the exam and binds them as an exam deadline book and records the grades in the registry book and student's file.

#### **Article 38**

The Commission, taking into account the content of the paper, its authorship and the candidate's answers to the questions of the members of the Commission, makes the final decision on the evaluation of the thesis. The Chairman of the Commission concludes the defense procedure and invites the Commission to withdraw outside the room to make the assessment and make the final decision. The evaluation of the master thesis is done with a grade.

The decision of the Commission is publicly announced before the auditor.

#### **Article 39**

The candidate has successfully defended the master thesis if the decision and the positive evaluation of the thesis defense are made unanimously or by a majority of the members of the Commission.

If the candidate has not successfully defended the master thesis, he / she can submit a new proposal for the master thesis within six months from the notification day.

#### **Article 40**

The candidate who successfully defends the master's thesis is issued a diploma according to the provisions provided in the accredited program and other statutory provisions.

The successfully defended master thesis is published on the College's website, no later than one week after the public defense and the award of the title.

#### **Article 41**

The candidate can be challenged and deprived of a Master's degree, if it is determined that the master's thesis is plagiarism, compilation or forgery.

Doubts about plagiarism practices and other unethical practices in the thesis can be raised by any individual inside and outside the College.

In case of reasonable doubt, the Collegium of Master Studies proposes the composition of the new Commission of three members to examine the doubts raised regarding the copyright ownership and the quality of the master's paper.

The commission set up by the collegium of master studies presents to the Collegium the final report with a clear and reasoned conclusion. The Collegium of Master Studies reviews the report of the Commission and, if it ascertains the doubts from the above paragraphs of this Article, proposes to the Senate of Dardania College to revoke the master degree title.

The Senate of Dardania College makes the final decision on revoking the Master degree title.

#### **Transitional provisions**

#### **Article 42**

This Regulation, upon the proposal of the academic units, is approved by the Senate of Dardania College.

For all other issues that are not included in this Regulation, the provisions of the Statute of Dardania College and the Law on Higher Education of Kosovo shall apply.

This Regulation enters into force on the day of approval by the Senate of Dardania College.

Amendments and supplements to this Regulation may be made in accordance with the procedure by which it has been approved.

With the approval of this regulation, the preliminary regulation of basic studies is repealed.

Rector  
  
Prof. Dr. Gjyldane Mulla

