



BPrAL - PPOHE  
**Kolegji AAB**

**REGULATION  
ON  
ORGANISATION OF MASTER STUDIES**

Pursuant to Law no. 04 / L-037 On Higher Education in the Republic of Kosovo and the Statute of the AAB College, the Senate in its meeting held on 23.06.2017 approves the following:

## **REGULATION**

### **ON**

### **ORGANISATION OF MASTER STUDIES**

#### **I. General provisions**

##### **Article 1**

The Regulation on the Organization of Master Studies (hereinafter referred to as the "Regulation") is supported on the Statute and other acts of AAV College and completes its provisions.

##### **Article 2**

This Regulation shall apply to all academic units, study programs, departments or profiles within the College.

##### **Article 3**

The purpose of issuing this Regulation is to:

- a. regulate the organization of master studies;
- b. determine conditions for enrolment in master studies;
- c. regulate the procedure of master thesis;
- d. other issues related to thesis;
- e. determine other rules related to completion of master studies and other important issues.

##### **Article 4**

Studies at Master level shall be organized at all those academic units or study programs that are accredited or licensed by the competent bodies.

##### **Article 5**

Organizational issues with respect to the organization of master level studies shall be the responsibility of the Dean's offices in cooperation with the Rectorate.

## **II. Student registration**

### **Article 6**

Enrolment in master studies shall be done on the basis of an announcement which must contain the study program and registration pre - conditions.

### **Article 7**

Master's degree programs shall have the right to enrol all candidates who have completed basic bachelor studies and have obtained at least 180 credits (ECTS) respectively 240 credits (ECTS).

### **Article 8**

All candidates who have completed basic bachelor studies from the same program (profile) as well as all those candidates who meet the additional requirements for enrolment in the respective profile as set out in the following provision shall be eligible to be enrolled in a master program.

### **Article 9**

- a. Students who have completed basic studies from the same field of study according to a 4-year system (240 ECTS), in order to earn a Master's degree, should accumulate at least 60 ECTS from the same profile program according to a Dean's decision.
- b. Students who have completed studies in different programs from the profile they are applying for may enrol in master studies but are required to pass the basic exams of that program in Bachelor studies. This exam category is known as "Differential Exams".
- c. Students who have completed basic studies and have reached 180 ECTS and 240 ECTS respectively in a study program that matched more than 50% of the undergraduate study program are required to attend the Master's program of Master studies and these students are exempted from providing additional examinations (differential).
- d. For each case under paragraph III of this article and for any other special case, decisions are taken from the Master Study Council.

### **Article 10**

- a. The number of differential exams of a 3 (three) year bachelor program accumulating 180 ECTS shall be 3 (three).
- b. The number of differential exams of a 4 (four) year bachelor program accumulating 240 ECTS shall be 5 (five).
- c. Differential exams are standardized for the study program and are not allowed to be changed. Each case, based on the specifics, should be followed by a special decision issued by the Dena's office.

- d. The student, may be granted with the right to undergo the regular exams from the master studies, only after having passed successfully all differential exams.

#### **Article 11**

Differential exams are recorded in special exam reports.

### **III. Duration of studies**

#### **Article 12**

Master studies last for 2 or 4 semesters, depending on the study program and upon completion the student shall earn 60 ECTS, 120 ECTS respectively.

### **IV. Form of studies**

#### **Article 13**

Teaching in master studies takes place in the form of lectures, seminars, exercises, consultations, laboratory work, professional practices, course assignments, course examinations, training examinations, diploma thesis and other forms as provided for by the Regulation on Studies.

#### **Article 14**

- a. The right to lecture in postgraduate studies shall have the academic staff with scientific and academic title (regular professor, associate professor, assistant professor and doctor of science). Exceptionally, professors can also teach with a master's degree, only if they are accounted for as a deficit staff (in the field of arts).
- b. The right to mentorship is available only to professors who meet the requirements of paragraph 1 of this Article. One professor may have maximum 10 thesis under mentorship at the same time.

### **V. Examination deadlines**

#### **Article 15**

Exams period, exam schedules and other issues related to the exam deadlines are regulated by the Regulation on Studies.

#### **Article 16**

Examinations in addition to the regular manner may also be held through a commission if the student has filed a complaint or this way is determined by the study program.

## **VI. Assessment**

### **Article 17**

The success in exams shall be assessed with the following marks:

- 10 and 9 (excellent)
- 8 (very good)
- 7 (good)
- 6 (sufficient) and
- 5 (insufficient)

### **Article 18**

The Dean's office shall request a preliminary list of topics that students can choose. The list shall be published by the Dean.

## **VII. Master Study Council**

### **Article 19**

- a. The Master's Studies Council is a body established by the Faculty's Teaching and Scientific Council, which consists of five (5) members of the professors who meet the requirements.
- b. The Dean at the first meeting of the Scientific Teaching Council proposes the members of the Master Study Council, based on the inclusion criterion of the program's disciplines.
- c. The Dean of the faculty, ex officio, is a member and leader of the Master Studies Council.
- d. The mandate of the members of the Master Studies Council is one year, with the possibility of re-election.
- e. The mandate of the members of the Master Studies Council may terminate even earlier in case of non-fulfilment of duties, with the proposal of the Dean and the approval of the Teaching Scientific Council.
- f. The Master Studies Council takes decisions by a simple majority vote.

### **Article 20**

- a. During the last semester of the lectures or after the completion of the exams, the student has the right to apply to the Master's Studies Council of the Faculty for allowing to submit the "master thesis project". Also, the student can propose a mentor.
- b. The student must fill out the request for permission to work on the thesis and the project proposal of the thesis according to the format of the institution.
- c. Only after the completion of the exams as foreseen in the Study Program the project of the proposed thesis shall be approved.
- d. After examining the application for allowing the diploma thesis, the Master's Studies Council decides on "permitting" or "refusing" the master's thesis work.

- e. In cases when the student has completed all the examinations and has applied for the approval of the Master's thesis, the Master Study Council should respond to the student within 15 days.

## **Article 21**

Master's theses may be chosen only from the field of study in the respective study program or even from the topics of an interdisciplinary character.

## **Article 22**

With the permission of the master's thesis, the Master's Studies Council of the faculty appoints a three-member committee, of which it appoints the chair of the committee and the mentor who will work with the candidate. The Master's Studies Council may make a decision to add the members of the commission if one of the members withdraws from the commission, and may also make a decision to change the commission composition if one of the members fails to perform the foreseen tasks.

## **Article 23**

The responsibilities of the mentor shall be the following:

- a. Upon approval of the project, the mentor shall sign the consent for academic mentoring and honesty
- b. Holds regular consultations with the candidate
- c. It is obliged to have consultative meetings at least two (2) times out of two hours within the AAB campus.
- d. It completes and signs the form of meetings held with the candidate specifying the work done and the tasks assigned to the next stage.
- e. Gives his/her consent to forward the topic to the other two members of the Commission.
- f. Write the evaluation referral

## **Article 24**

The responsibilities of the members of the commission shall be the following:

- a. Read and provide comments on the submitted work.
- b. Within 15 days of receiving the paper, shall be obliged to send comments to the candidate and the mentor of the thesis or to confirm that the thesis is acceptable.
- c. This procedure can be repeated up to three (3) times and if after the third time the student does not comply with the recommendations of the Commission's member, then the latter may reserve the right to separate the opinion and write a separate referral.

## **Article 25**

The master thesis should be an original work of the candidate and must meet the criteria of professional standards, must be clearly written in accordance with the rules of drafting the scientific works, with an elaborated terminology and appropriate editorial and technical skills.

By format, the master's thesis should look like the following:

- Font of letters should be 12pt,
- Type of font should be "Times New Roman",
- Spacing should be 1.5.
- The front page should contain
  - o Logo
  - o Name of the college
  - o Name of the faculty/level of study and name of the program
  - o Title of the thesis
  - o Name of the mentor on the right side of the page
  - o Name of the candidate on the left side of the page
  - o At the bottom, the place and year of thesis work
- One page should be left blank
- One page with the identical data as in the front page
- Contents
- Introduction
- Overview of the topic
- Conclusions and
- Literature.

## **Article 26**

For the implementation of the above Article, a special guide will be issued which will determine the rules of thesis writing and academic honesty.

## **Article 27**

The student can choose the thesis from the list of master's theses proposed by the professor. The student can also choose any other topic, provided that the topic has not been elaborated over the past three years by other students of the college.

## **Article 28**

The master thesis should not have less than 50 pages without attachments, according to the foreseen standard.

## **Article 29**

- a. The master's thesis cannot be defended earlier than 2 (two) months from the day of approval of the "Master Thesis Project" and no later than 1 (one) year from the date of the decision.

- b. If the candidate fails to defend the thesis within one year, a special request and reasoning shall be submitted on order to postpone the deadline for another 6 (six) months.
- c. After that period, the candidate shall be obliged to initiate the approval procedures of the thesis from the beginning.

### **Article 30**

After confirming the members that the thesis meets the criteria for defence, the mentor, within 7 days, shall be obliged to write the referral for the candidate and the master thesis, which should be signed by the three members and submit it to the Master Studies Committee.

### **Article 31**

If one of the members of the commission has a different opinion, he may draw up a special referral and attach it to the main referral.

### **Article 32**

- a. The Master Studies Council, upon receipt of the referral by the commission, shall make a decision for "approval" or "refusal".
- b. Upon approval of the referral, the candidate, in cooperation with the Commission and the administration, shall designate the date of the defence but not earlier than 7 days and no later than 30 days from the date of the approval of the referral.
- c. In case the referral is refused, the Master's Studies Council may set a deadline of 15 days for the supplementation and improvement of the referral.

### **Article 33**

The candidate must submit the master's thesis in 6 copies:

- A copy in the original format (prepared in A4 booklet) for the library;
- A copy in the original format (prepared in A4 booklet) for the Archive;
- A copy in the original format (prepared in A4 booklet) for the student's file;
- Three copies in the original format (prepared in A4 booklet) for each member of the Commission;
- A CD in PDF format for AAB's electronic library.

### **Article 34**

The thesis work shall be defended publicly in front of the Commission, teachers, students, colleagues, family members, friends and other interested parties.

### **Article 35**

The candidate, during the public defence, shall presents the thesis in the form he/she chooses to (slides, sheets, etc.) depending on the type of the work.



### **Article 36**

The duration of the presentation shall be between 15 to 30 minutes. The Chairman of the Commission after the end of the presentation allows the members of the Commission to ask questions about the thesis and the presentation itself. The Chairman and the audience can also ask questions.

### **Article 37**

Upon completion of the presentation and questions / answers, the Commission shall leave the room for 5 to 15 minutes in order to complete the evaluation of the diploma work and the candidate's presentation. Each member shall independently and equally propose the evaluation, while the Chairman shall make the calculation and the final assessment.

### **Article 38**

- a. The candidate's assessment can be: "successfully distinguished", "successfully", "does not pass".
- b. If the candidate, for subjective reasons, fails to publicly defend the thesis, he/ she shall be granted the opportunity once again to defend the thesis within 30 days.

### **Article 39**

Upon their return, the Chairman of the Commission announces the decision on the completion of the thesis, the Commission's evaluation and the title obtained by the candidate. A copy of the decision shall be submitted to the candidate.

### **Article 40**

The Administration, the Archive, the responsible referents (administrative assistants), shall be obliged to keep a regular record (a copy of the diploma work, a copy of the Commission's decision and other documents) for all the graduates.

### **Article 41**

The preparation of legal documentation for the Commission shall be made by the Referent of the respective Faculty (administrative assistant) in cooperation with the Secretary General.

### **Article 42**

The Dean's office can make decisions for completing the procedure or arranging other issues regarding the organization of master studies.

## **VIII. Plagiarism**

### **Article 43**

Plagiarism is a term that is defined in most of the dictionaries and bibliographical references as a person's presentation of an idea and creative work of another person as his without making it known (Pears & Shields, 2005).

According to scientific and academic experiences, plagiarism, in addition to other actions, includes most commonly the following actions:

- a. Paraphrasing information from a source without disclosing the origin of the source and without reference to it;
- b. Copying and placing information, graphics or any other type of media, without disclosing the source;
- c. Using someone else's works or purchasing works or research which they themselves have not worked for;
- d. Failing to cite quotes as part of an information that they have fully taken from a text.

To avoid plagiarism, students should consult with the professors for any ambiguity before submitting the paper. Students are also instructed to follow the official instructions of the University regarding the references and instructions of the professors for their work. Plagiarism is punished if it is found. The student's work that is found to be plagiarized shall be rejected.

## **IX. Fraud**

### **Article 44**

Fraud shall be considered student's cheating during the test or exam. Fraud can be done in several ways:

- a. Cheating from a letter (if it is not allowed by the exam rules);
- b. Receiving oral or written results from a colleague;
- c. As well as other forms that do not represent the original work of the student;

If the professor finds that the student has cheated, (s)he shall cancel the exam by reporting his / her behaviour in the exam report.

### **Article 45**

The Rector, through the Office of the Vice-Rector for Science, may oversee the implementation of this Regulation about: respecting the procedures and evaluating any master's work by an ad hoc Scientific Committee.

## **X. Provisional provisions**

### **Article 46**

This Regulation shall supplement other regulations of AAB College.

### **Article 47**

In case the provisions of this Regulation contradict the provisions of the Statute, provisions of the Statute shall prevail.

### **Article 48**

Upon entry into force of this Regulation, the previous Regulation on the Organisation of Master Studies and any other provision regulating this issues shall be repealed.

### **Article 49**

This Regulation shall enter into force upon its approval by the Senate and upon its signature by the Rector.

Chairman of the Senate

Dr. Lulzim Tafa, Rector

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Prishtinë 2017