



BPrAL - PPOHE
Kolegji AAB



**REGULATION FOR GRADUATION AND
PROCEDURES FOR THESIS WRITING**

Rector of the university
Prishtinë

Pursuant to Article 104, paragraphs 1, 2 and 3 of the Statute of the University, with proposal of Dean of the Faculty of Arts and in order to regulate the procedure of graduation University Senate approves this

REGULATION FOR GRADUATION AND PROCEDURES FOR THESIS WRITING

Article 1

Regulation for graduation and procedures for thesis drafting (in hereinafter: the Regulation)

Establishes the conditions and procedures for graduation and the procedure of drafting and defense of thesis.

Article 2

This regulation applies only to those faculties which provide graduating students that are obligated to write thesis.

Article 3

The student after finishing all examinations by the studies curriculum(ECTS)after accumulation of credits (ECTS) provided by acts of the University and after completion of financial obligations, is entitled to initiate proceedings for choosing the thesis, respectively thesis writing and drafting procedures.

Article 4

BA Thesis is estimated with 20 credits (ECTS) and this value is added to the credits value earned under the plan of study programs and included in diploma student if not specified differently for other faculties.

Article 5

The student is entitled to receive bachelor degree studies after completion and the successful writing and defending of the thesis.

Successful defense of thesis is considered the way of explaining thesis in that form that it confirms theoretical and practical skills the student acquired during studies.

Article 6

After choosing a thesis topic the student should be informed with the following rules:

- Thesis writing is done in accordance with procedures established by the Statute and University regulations;
- Thesis must be the original work of the candidate, in specific cases thesis can also be a joint work of two or group of students but this must be approved from the Dean of Faculty. In these cases should be defined the contribution and obligations of each candidate separately;
- Students can choose the topic from the list of thesis topics approved by the Dean that are also submitted to the clerk of the faculty;
- The thesis writing starts after the agreement made between the student and professor (mentor) and approval of the request by the Dean of faculty;
- The writing thesis lasts minimum 1 and maximum 3 months of official selection topic. If this limit is exceeded, the candidate is required to rewrite another request for thesis topic selection.
- Topic selection procedure. Volume of thesis should not load surpass candidate with more than 500 hours including all stages of collecting material, the study of the topic, the final drafting of the paper and its defense;
- The candidate cannot choose the same topic twice
- The candidate is obliged to consult with the thesis advisor and other commission members during the writing thesis process (from 5 to 10 times).The thesis advisor professor is obliged to record the candidate`s progress in written form and informs him for the development of his academic work.
- Candidate in collaboration with the advisor thesis drafts the program and dynamics development process of thesis writing
- Thesis advisor is obliged in advance to inform the candidate about the specifics, volume and assessment procedures thesis;
- The candidate must submit thesis of at least 8 days before the official defense (electronic, hard copy) to the appropriate clerk who informs the candidate for the service in question and in which case all teachers and students to see ahead of the paper defense and provide their comments. Comments are submitted in writing in Faculty dean's office.

The candidate must submit:

- A copy of the protocol in the original format (prepared in book A4) for University Library;
- A copy of the protocol in A4 format for the Archive of the University;
- Three protocol copies in A4 format for each member of Commission;

- Three CD in pdf format of the entire thesis (one for the library, one for archive and one for the dean's office);

-The thesis advisor and committee members are obliged to make a preliminary assessment thesis considering "positive" or "negative". It suffices that only one of the members of the committee to evaluate “negatively” and that the writing thesis to be withdrawn for supplement or even repeated entirely;

- If there are serious and substantiated comments on the validity of the thesis diploma, the commission can turn the thesis for supplement or even in repeat.

Additional deadline for improvement and thesis final defense It's up to 2 weeks;

-Thesis defense is done publicly if front of commission, professors, students, colleagues, family members, friends and other ones interested.

-Thesis advisor and supervisor is necessarily member of the commission. He can be the commission chairman but not necessarily. Chairman of the committee presents to the audience the content of the commission, the candidate and the title of the thesis;

- The candidate presents thesis in the form of his choice (slides, sheets, etc.) depending on the type of paper. The duration of the presentation is 15 to 30 minutes. Chairman of the Commission after the end of the presentation gives Committee members the opportunity to ask questions related to the thesis and the presentation itself. Questions may also be filed by the chairman and the audience;

-After the end of the presentation and question / answers, the commission withdraws 5 to 15 minutes from the room to complete the assessment of the thesis and the candidate presentation. Each member independently and equally proposes a grade and the chairman calculates the final thesis grade.

-After the beginning of the presentation it's prohibited the entry in the audience hall.

-It is forbidden to by the candidate to offer and the receipt by the members of any gift or going to lunch joint;

-Cocktails after the ceremony of thesis defense are prohibited in the university's spaces but eventually can be organized modest cocktails in canteen.

- Administration, Archive, responsible clerks are obliged to keep regular records (a copy of the thesis, the picture of public protection, process verbal from the thesis defense) for all graduates of University.

Article 7

After meeting the conditions for writing the thesis, the Dean of the Faculty takes decision to form the committee for the implementation of procedures for filing, drafting and defense of the final paper.

A copy of the decision is handed to all committee members.

A copy of the present decision is as follows:

No. _____

Date. _____

Under Article 18, 73 point 1.6 and Section 100 of the University Statute and Article 4 Regulation on Procedures and Terms of Graduation, Dean of the Faculty, takes this

Decision

For the formation of the Commission on the Implementation Procedures for layout, design and final paper defense

I

Is formed the commission on the implementation Procedures for layout and final paper defense of candidateon the topic:

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”Consisting of:

1. _____,Chairman,
2. _____,Thesis advisor and supervisor,
3. _____, member.

II

Thesis supervisor and advisor’s duty is to propose the final topic, to monitor the work of the student, offer him professional help in the drafting of Final paper, instruct him in the basic literature, and after finishes the writing of the thesis, to control it and compile a written report not later than three weeks after the student has submitted the paper, and send it to Service for Students.

III

After submission of the paper, already connected to the cover, in three (3) copies, with mentor proposal, is set the time of thesis defense.

DEAN

Is sent to:

1. Members of commission,
2. Teaching service,

3. Student's service

4. A/a

Article 8

After submitting the paper as provided in this regulation with the proposal of the student and thesis advisor, is set the date of the public defense of thesis and with an announcement posted in the board of announcements is informed the public for thesis protection minimum 7 days before the defense public.

Article 9

Commission Chairman after successfully defending the thesis, in the "Process verbal for defense of final thesis" writes the data for the student, the topic and evaluation committee and finally the three members of the commission sign it.

A copy of the form of the process verbal will be presented as follows:

No. _____

Date. _____

Process verbal Of Final Thesis Defense

Candidate: _____, born on _____ in _____ defended his thesis writing with the topic: " _____ " , before the commission for the final defense thesis, formed by the Dean with decision Nr. / _____, date _____, in:

1. Chairman: _____;

2. Thesis advisor: _____;

3. Member: _____.

The Chairman informed those present that the respective candidate has fulfilled all the obligations according to curriculum of the university, therefore the same has met the conditions for writing the final paper.

Candidate, in 20 min time has finished thesis presentation.

After this, members of the commission have asked questions to the candidate related to the paper.

After a break from 20 min, the candidate has answered the questions of the members.

After this the commission, by majority has evaluated the final paper and its defense by the candidate and has given the final grade: _____, stating that the candidate _____, from 10 (A) to 5 (F),has successfully defended the thesis and has got the title: _____,for which will get a certificate.

Commission:

1. Chairman,
2. Thesis advisor,
3. Member.

Article 8

A copy of the process verbal from the final thesis defense is attached in the student`s personal file.

Article 9

This Regulation meets the University`s acts .If any provision of this regulation is contrary to the University statute priority have the provisions of statute.