



Kolegji AAB
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REGULATIONS FOR MASTER'S STUDIES

Pursuant to Law no. 04 / L-037 On Higher Education in the Republic of Kosovo and the Statute of AAB College, the Senate in its meeting of 17/12/2021 approves this:

Regulations for Master's Studies

General Provisions

Article 1

The Regulation for Master Studies (hereinafter "the Regulation") is based on the Statute and other acts of AAB College and complements its provisions.

Article 2

This Regulation applies to all faculties where Master level programs are offered.

Article 3

The purpose of issuing this Regulation is:

- to regulate the organization of master studies;
- to determine the form of teaching, and of scientific and artistic work;
- to determine the form of teaching and learning;
- to determine the form of student assessment;
- to provide the conditions for enrollment of students in master studies; to regulate the procedure of the topic;
- to define other rules related to master studies.

Article 4

1. Master studies are study programs of the seventh level (7) of the National Qualifications Framework which last at least two (2) semesters, respectively four (4) semesters and accumulate 60, respectively 120 credit points (ECTS).
2. Integrated studies which last up to six (6) regular years of study, such as programs regulated by EU Directives and / or local legislation, are equivalent to a Master's level of 300 or 360 credits (ECTS).

The admission and the registration of students

Article 5

1. Admission to master studies is based on public competition and based on the selection procedure and evaluation criteria set by the Senate.
2. A registered student is considered a student who has met the conditions for registration and is registered in the information management system in the higher education of the ministry.



3. The decision to announce the competition at the Master level is taken by the Steering Council.

Article 6

1. Master studies are eligible to enroll all those candidates who have completed the basic Bachelor studies and who have obtained 180 credits (ECTS) respectively 240 credits (ECTS).
2. In a master studies program can be registered the candidates who have completed the basic bachelor studies from the same direction (profile) as well as all those candidates who meet the additional conditions for registration of studies in the respective profile, such as; following:
 - students who have completed basic studies from the same field of study according to the 4-year system (240 ECTS), to obtain the Master degree, must accumulate at least 60 ECTS from the program of the same profile;
 - students who have completed their studies in different programs from the profile for which they are applying can enroll in master studies, but in advance are obliged to pass the basic exams of that program selected by the Bachelor level. This category of exams is known as "Differential Exams";
 - students who have completed basic studies and have achieved 180 ECTS respectively 240 ECTS in a study program which corresponds more than 50% with the basic study program, are obliged to attend the following program of Master studies and these students are exempted from taking additional exams (differential).
 - for each case according to the above paragraph of this article and for any other special case, the decisions are taken by the Commission of Master Studies at the Faculty level.

Article 7

1. The number of differential exams of a 3 (three) year bachelor program that accumulates 180 ECTS is 3 (three).
2. The number of differential exams of a 4 (four) year bachelor program that accumulates 240 ECTS is 5 (five).
3. Differential exams are standardized for the study program and their change is not allowed. Each case, based on the specifics, is processed by a separate decision of the Commission.
4. The student only after passing all the differential exams, gains the right to take the exams from the master studies.
5. Differential exams are recorded in separate exam reports.

Article 8

1. The conditions for admission to master studies are:
 - 1.1. to have completed the Bachelor level of studies in an accredited and recognized institution of higher education in the country or abroad;

- 1.2. to successfully complete the entrance exam;
 - 1.3. to complete the file with formal documentation as determined by the ministry;
 - 1.4. additional admission requirements may be set for specific study programs.
2. The areas in which the entrance exam is organized are determined by the Teaching Council of the Faculty.
 3. The Dean of the Faculty forms a three-member commission which is responsible for the administration of the entire student admission process, including the compilation of the admission test, the control of the tests and the announcement of the results of the candidates, etc.
 4. The final result for enrollment in studies should include at least: the success achieved during the previous education and the result of the entrance exam.
 5. Candidates from other countries who meet the admission criteria set out in point 1.1 also have the right to compete.
 6. In case of organizing studies in English, international students have the right to compete.
 7. A bachelor's degree obtained abroad can be accepted as equivalent to a bachelor's degree as a condition for enrollment in master studies, after a review by the Faculty Teaching Council.
 8. Candidates who have not been admitted to the master studies, can complain to the dean of the relevant faculty within a period of three (3) days.
 9. The final decision on the admission appeal is made by the Studies Commission.
 10. The administrative process of student registration is administered by the Central Administration.

Article 9 The Transfer

1. Transfer of studies means the registration of new students on the basis of the European Credit Transfer System (ECTS).
2. All students from the Republic of Kosovo and abroad, who have studied in a higher education institution licensed and accredited by the competent body, have the right to transfer.
3. The student can transfer studies from one program to another program either within AAB College or from other institutions of higher education
4. The transfer of studies at the Master level from the study programs of other institutions to the study programs at AAB College is allowed only in the same study programs.
5. The transfer can be done twice a year before the beginning of the semesters and the transfer is allowed in the second semester, respectively in the third semester.
6. Upon completion of the transfer procedure, the student is not allowed to transfer grades and / or ECTS from the previous program.
7. The transfer procedure is managed by the Transfer Office.
8. All transfers are registered in the transfer list which is submitted to the ministry according to the set deadlines.

The Transfer Procedure

Article 10

1. The student applies for a transfer to the Transfer Office.
2. Upon application, the student must complete the following documentation:
 - the form (transfer request);
 - birth certificate;
 - copy of ID card;
 - Bachelor's degree;
 - certificate of grades with the specified number of credits - ECTS, obtained during the study in the accompanying institution;
 - curriculum of the study institution with a brief description of the subjects and learning outcomes;
 - proof of accreditation of the study program;
 - in case of uncertainties, the evidence from the ministry for the inclusion of the name in the electronic student management register of the ministry.

Article 11

1. After completing the documentation, the Transfer Office processes the case to the Dean's Office for case review and program evaluation.
2. The decision for the recognition and equivalence of the program is taken by the Dean of the Faculty.
3. The Dean in cases when he deems that the professional opinion of the teacher is necessary for the recognition of the certain subject which he covers, then asks the subject teacher to compile a report on the similarity of the curriculum and the proposal for the recognition or non-recognition of that subject.
4. In special cases, depending on the similarity of the subjects, a partial recognition of the subject can be made, ie ECTS. In these cases, the student is obliged to take the exam for the remaining ECTS.
5. Exams given in the accompanying institution, which are not included in the curriculum, can be accepted as an elective subject (credit transfer) if the connection with the study program is assessed.
6. The transfer of the student is done based on the ECTS defined in the admission study program.
7. The decision for recognition of grades and the curriculum, must at least contain:
 - student data;
 - study program data;
 - realized exams and ECTS;
 - exams and equivalent ECTS;
 - exams and remaining ECTS for completion, and
 - other formal aspects of the decision.
8. The exams accepted according to the decision of the Faculty, are described in the electronic system of management of the teaching process by the administrative officer of the Faculty.

9. The student is transferred to the respective semester or academic year according to the rules of student academic progress, depending on the number of ECTS completed.
10. After the completion of the transfer procedure, the candidate signs the contract for studies in the Transfer Office, the account is created in the electronic system and the equipment with the student card in 9 'case terminates the status of the student with full rights and obligations.
11. Financial obligations for the student start from the semester in which the student begins studies.
12. The student transfer procedure, if necessary, can be completed with a special guide.

Article 12 Mobility

1. Academic mobility means the movement of students for certain periods of study in higher education institutions abroad.
2. every enrolled student has the right to attend a certain semester or subject in another accredited institution of higher education abroad.
3. International student mobility is done on the basis of a learning agreement which is signed between the student, AAB College and the receiving institution abroad.
4. Only subjects that are part of the tuition agreement can be recognized by AAB College and / or by the host institution abroad.
5. Procedures and conditions of international mobility are defined in the Regulation on academic mobility of students.

Student's rights and obligations Article 13

The admitted and registered student has the following rights:

- to participate in lectures, seminars and other activities organized in accordance with the study program curriculum;
- to express their free opinion and engage in debates within the learning process and outside it;
- to use library facilities, internet and other services for students; to be represented in decision-making and political interests of the institution;
- to participate in internal quality evaluation processes;
- to be informed correctly and in a timely manner about the issues of interest for their studies; to participate in the elections for the positions of students in the bodies of the institution; to organize in student organizations and to organize free and independent elections;
- to file a complaint for academic issues related to the lecture, evaluation as well as administrative and technical issues, as well as to be treated fairly and without discrimination in case of any appeal and / or procedural procedure initiated against him;
- to be protected from any form of discrimination as defined by this Statute and the relevant law in force;

- to be provided with grade certificates, proof of student status, graduation certificates and other documents necessary for the student;
- to be provided with diplomas and the diploma supplement with the regular completion of studies.

Article 14

The student is obliged to:

- be informed and implement the regulations approved by the institution;
- respect the free opinion of other students;
- to respect ethical principles when engaging in research work;
- respect academic and non-academic staff;
- to fulfill their obligations defined according to the curriculum, including lectures, assessment and practical work;
- behave well inside and outside the premises of the institution so as not to discredit the institution;
- not to damage the inventory of the institution.

Article 15

1. Violations of the rules are considered all actions performed by the student that violate the personality of the teacher and any other employee, ethical-moral norms, such as: copying in exams, plagiarism, forgery of various documents, immoral acts, theft, etc.
2. Disciplinary proceedings are initiated against the student who commits these actions based on a special regulation.

Electronic system and student's card

Article 16

1. The management and processing of student data is done through the electronic system for the management of student data.
2. With the registration in studies, each student is created a personal account in the electronic system which is called E-Student.
3. Access to the electronic system is done through the student identification number and password.
4. E-Student is an internal electronic platform which enables the student to access all academic and administrative services, including:
 - access to teaching materials,
 - receiving and sending assignments and seminar papers,
 - access to electronic resources of the Library;
 - receiving notifications and notifications;
 - document generation;
 - registration of exams;
 - acceptance of exam results,

- consultations with the professor of the subject,
 - collecting and storing ratings,
 - data on participation in the lesson,
 - access to legal acts and internal regulations;
 - tuition fees,
 - holding online learning,
 - processing of personal data and information,
 - administration of the Master thesis procedure,
 - participation in discussion groups, etc.
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5. By enrolling in studies, the student is provided with a student card which enables the student:
 - Evidence of participation in lectures and exercises;
 - utilization of resources in the library;
 - use of support and administrative services;
 - other benefits with the partners of the institution.
 6. The student card contains at least the following data: student photo, identification number, unique card number, Faculty, study program, year of registration.
 7. The student card is the property of AAB College and in case of loss the student is obliged to equip with a new card.

Article 17

1. The management and processing of data of the academic staff is done through the electronic system for the management of the staff data.
2. With the establishment of the employment relationship, each teacher is created a personal account in the electronic system which is called E-Professor.
3. Access to the electronic system is done through the username and password.
4. E- The professor is an internal electronic platform which enables the teacher to access all academic and administrative services, including:
 - uploading and publishing syllabus and teaching materials;
 - uploading and publishing CV and list of publications;
 - access to legal acts and internal regulations;
 - setting evaluation points;
 - grading;
 - placing notices and announcements per student;
 - distribution of tasks;
 - access to electronic resources of the Library;
 - generating exam reports;
 - processing of personal data and information;
 - holding online learning;
 - holding student consultations;
 - administration of the Master thesis procedure;
 - participation in discussion groups with students, etc.

5. With the establishment of the employment relationship, the teacher is provided with an identification card which enables:
 - recording the holding of lectures and exercises;
 - utilization of resources in the library;
 - use of support and administrative services;
 - other benefits with the partners of the institution.
6. The academic staff card contains at least the following data: the teacher's photo, the identification number and the unique card number.
7. The card of the academic staff is the property of AAB College and in case of loss the teacher is obliged to equip the equipment with a new card.

Teaching and Learning

Article 18

1. Teaching and learning for the Master level means all systematic actions between the teacher and the student in order to advance knowledge and skills, take responsibility and student autonomy, develop problem-solving skills, integrate knowledge and address complex problems, as provided for in the National Qualifications Framework for this level.
2. Teaching and learning are guided by the principles of inclusion, active student engagement in the design and delivery of the teaching process, ethical principles in research work, integration of research work in teaching and respect for diversity and needs of students during the process. .
3. Teaching is realized through: lectures, exercises, scripts, research projects, colloquia, professional practices, laboratory exercises, independent research workshops of students, assignments, field work, etc.
4. Faculties can define other forms of teaching work, depending on the specifics of the study program.

Article 19

1. Right to Master in master studies has academic staff with scientific background, academic (Full Professor, Associate Professor, Assistant Professor and Doctor of Science).
2. Teachers with a master's degree, who are considered as a deficient staff (from the field of arts), can also lecture exclusively.
3. The right to mentor students has only the academic staff who meets the conditions from paragraph I of this Article and a professor can have in the process of mentoring a maximum of 10 topics at a time.

Article 20

1. Lectures as a form of teaching work are with compulsory participation.
3. Each teacher determines in the syllabus the compulsory level of regular participation based on the specifics of the subject.

4. The teacher is obliged to upload the syllabus of the subject in the electronic system before the beginning of the semester and to discuss the same with the students during the beginning of the lectures.
5. Students have the opportunity to propose changes to the syllabus of the course, including teaching and assessment methods.

Article 21

Online Teaching

1. Teaching and online learning means all systematic actions between the teacher and the student which are realized through electronic platforms at a distance or in a combined form.
2. Online learning is provided through synchronous and / or asynchronous learning and is implemented through electronic platforms.
3. Synchronous learning means the engagement and interaction of the student and the teacher in real time, while asynchronous learning means the engagement and interaction of the student and the teacher without their involvement at the same time.
4. The teaching load, teaching and assessment methods, the duration of the academic hour and other important issues of online learning are determined by the relevant lesson plan and syllabi.
5. The organization of online learning is defined by special guidelines.

Evaluation

Article 22

1. The purpose of the assessment is to measure the fulfillment of the learning outcomes by the students as defined in the syllabus of the course and the curriculum.
2. The measurement of the achievement of learning outcomes is realized through continuous evaluation and summative evaluation.
3. During the continuous evaluation, the teacher evaluates the participation and engagement in lectures, student engagement in debates, involvement in different phases of research work on individual or group basis, presentation of research work, seminar papers, assignments, laboratory exercises, reports, colloquia, fieldwork, etc.
4. The teacher defines the forms of assessment in the respective syllabus which are in harmony with the teaching methodology.
5. The construction of the grade can be done only by continuous evaluation or by combining continuous evaluation with a final evaluation.
6. In each case, the student must register the exam through the electronic system in the relevant exam deadline.

Article 23

1. Based on the subject policies set out in the syllabus, student success can only be measured by continuous evaluation.



2. The student evaluation is done by collecting the continuous evaluations and the result of the final evaluation of the student.
3. In the forms of written evaluation the system of evaluation with points or percentage is used, a result which, necessarily, is returned to the grade.
4. The success of the student in the exam or other evaluations, is evaluated with grades as follows:
 - 10 (A) - (excellent, from 91 to 100 points);
 - 9 (B) - (very good, with some errors, from 81 to 90 points);
 - 8 (C) - (well, with some noticeable errors, from 71 to 80 points);
 - 7 (D) - (satisfactory, with significant errors, from 61 to 70 points);
 - 6 (E) - (sufficient, fulfillment of minimum criteria, from 51 to 60 points);
 - 5 (F, FX) - (non-fulfillment of minimum criteria, under 51 points).
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5. In all cases when the student does not take the exam, or withdraws from the exam, it is considered that he has failed and is graded in relation to grade 5.
6. Grades from 6 to 10, indicate that the student has successfully passed the course. While grade 5 shows that the student has failed to pass the course and must re-register for the exam according to the deadlines provided by this regulation.

Exam Deadlines

Article 24

1. The student can take the exams in the regular terms which are:
 - January deadline, which starts at the latest ten (10) days after the end of the winter semester and lasts up to thirty (30) days;
 - The June term, which begins no later than ten (10) days after the end of the summer semester and lasts up to thirty (30) days;
 - The September deadline, which starts on September of the respective year and lasts up to thirty (30) days;
2. Depending on the circumstances presented and the specifics of the study programs, the Rector may decide to organize two additional deadlines, as irregular deadlines. These two deadlines are irregular:
 - 1.1.1.1. -the April deadline, which lasts a maximum of 15 days;
 - 1.1.1.2. -the November deadline, which lasts a maximum of 15 days;
3. The student, in irregular deadlines, cannot take the exam in more than two (2) subjects.

Article 25

1. The schedule of regular exams is published at the beginning of the academic year in the electronic system and on the website of the institution.
2. Depending on the requirements of the students and the teacher, the schedule can be updated no later than two weeks before the start of the exam period.
3. The schedule of irregular deadlines exams is compiled by the administration and published at least two weeks before the start of the deadline.



4. To take the exams in any term, the student is obliged to register the exam through the electronic system within the published deadline.
5. The beginning of the registration of the exams by the students is done from the moment of the announcement of the notification for registration until one day before the holding of the exam.
6. Registration of exams through the electronic system can be done only by students who have completed their obligations to the institution.
7. Each student is shown the exam schedule in the electronic system for the respective term.
8. The list of students who will enter the exams, is made available to the teacher through the electronic system after the end of the exam registration deadline.
9. If the exam is organized with a commission, the commission is formed by the Dean with a special decision.
10. The cases when the exam is organized with a commission are:
 - 10.1. when the student complains about the teacher's assessment;
 - 10.2. in case of absence of the teacher;
 - 10.3. in case of appearance after the fifth time of the student in the exam.

Exam Rules **Article 26**

1. The exam is held on the date and time according to the announced schedule. In case of impossibility to hold the examination on the appointed day, the Dean may set a later date for the examination or may appoint a Commission for the administration of the examination.
2. The exam is held by the subject teacher, or by the commission.
3. Students are obliged to appear in the exam on time. In case of late submission, it is at the discretion of the teacher whether or not to enable the student to take the exam.
4. The student appears in the exam with an identification document with photos (student card).
5. The duration of the exam is determined by the subject teacher and is communicated to the student before the start of the exam.
6. Students, during the exam, must:
 - follow the teacher's instructions;
 - to submit the test within the time provided by the teacher;
 - to keep calm;
 - not to communicate bugs to others;
 - not to use technology;
 - not to use copying materials;
7. Exams are not public and public participation is not allowed. The public can only participate in the public defense of the diploma thesis.
8. The student is not allowed to enter the exam of a subject for the second time, within a deadline of the exams.
9. Other rules of exams can be set with the syllabus of the subject, within the framework of academic policies.

Article 27

1. In case the student does not respect the above rules of the exam, the teacher has the right to warn the student to cancel the exam. In case of repetition of the violation, the teacher has the right to cancel the exam for the student and remove him from the class.
2. The teacher if, during the control of the student test, he notices similar answers among the students and finds a copy, he has the right to cancel the exams of the students between whom he has found similarities and to score them with zero points.

Communication of Results

Article 28

1. Communication of the exam result is done no later than seven (7) days after the exam.
2. Communication of exam results is done through the electronic system individually, maintaining the confidentiality of the result of each student.
3. The rejection of the grade is done through the electronic system after the date of the consultations until the day of closing the exam report.
4. The final grade registered in the exam report that is submitted to the administration, cannot be rejected.
5. In case of any technical error by the teacher, after closing the exam report, the report can be improved upon special request by the teacher and approval by the Dean.
6. After the approval of the request, the teacher is enabled access to the electronic system for the correction of the error in the report.

Complaints

Article 29

1. In case of written exam, the student dissatisfied with the evaluation of the professor, within 3 (three) days from the communication of the grade and after consultation with the professor of the course, can file a written complaint to the Dean of the Faculty for review of the evaluation written test.
2. In case of combined exam and oral exam, the student dissatisfied with the evaluation of the professor, within 3 (re) days from the communication of the grade and after consultation with the professor of the subject, can file a written complaint to the Dean of the Faculty for re-evaluation before the Commission.
3. Based on the reasonableness of the complaint, the Dean within 3 (three) days, decides on the formation of the Commission of three members and the professor of the subject can not be part of the Commission.
4. The Dean sets the time for review and evaluation and the Commission within 3 (three) days decides on the review of the test and / or the evaluation of the student.
5. The commission takes a decision by a majority of votes and decides on the day and date set for review. The decision of the commission is a final act against which no appeal can be filed.
6. The result of the exam is written in a special report of the Commission, signed by the three members, which report must be attached to the report of the exam from the same subject within the respective term of the exam.

Article 30

1. The student has the right to appeal to the Dean of the Faculty for the continuous evaluation of the respective professor, for the points obtained in the semester tests, the calculation of continuous evaluation points or for the method of evaluation determined by the professor in the syllabus of the course.
2. The Dean, based on the reasonableness of the student's complaint and in consultation with the Quality Coordinator of the Faculty, decides on the student's complaint.

The Exam Reports

Article 31

1. The professor submits to the administration of the Faculty the original report of the exam certified with his signature, while he has the copy of the same.
2. The professor of the course, after the communication of the results, the completion of the consultations, within ten (10) days concludes the report in the electronic system and the final report printed and signed, submits to the administration no later than fifteen (15) day from the day of holding the exam.
3. The form of the exam report is determined by special regulations.
4. The professor is obliged to keep the exam tests and assignments for at least one year from the day of submitting the final exam report.

Commission of Master Studies

Article 32

1. The Commission of Master Studies is a body established by the Teaching Council of the Faculty, which consists of five (5) members from the ranks of professors who meet the requirements.
2. The Studies Commission is a professional commission which deals with the review and approvals of master topics, draft proposals of master topics, the appointment of a mentor and members of the commission for the defense of the master topic.
3. The Dean proposes the members of the Commission of Master Studies, based on the criterion of comprehensiveness of the program disciplines.
4. The Dean of the Faculty, ex officio, is a member and leader of the Commission of Master Studies.
5. The mandate of the members of the Commission of Master Studies is three (3) years, with the possibility of re-election.
6. The mandate of the Members of the Commission of Master Studies may end prematurely in case of non-fulfillment of duties, upon the proposal of the Dean and the approval of the Teaching Council.
7. The Master Studies Commission takes decisions by a simple majority of votes.

Article 33

1. Each academic year, the Dean requests the preliminary list of master topics from the academic staff which can be chosen by the students.
2. The list of topics proposed and approved by the Commission of Master Studies, is published in the electronic system for the management of master topics.
3. The student chooses the topic from the list of published master topics or can be determined for any other topic, provided that topic has not been elaborated during the past three years.

Application for a Master Thesis

Article 34

1. During the last semester of the lectures or after the end of the exams, the student has the right to address the Commission of Master Studies with a request for permission for the master project proposal.
2. The student by submitting the request for permission of the project proposal can also propose the mentor, and the mentor is obliged to respond to the candidate within a period of seven (7) days, accepting to lead the candidate or reject him. Rejection must always be justified.
3. The student must complete the request for permission to work on the topic and project proposal of the topic according to the format of the institution.
4. The Commission of Master Studies after reviewing the request for approval of the project proposal, decides on the approval, rejection or completion of the project proposal.
5. The master's thesis can be obtained only from the field of study in the respective study program or even from issues of interdisciplinary character.
6. In cases when the student has completed all the exams and has made the request for approval of the Master's topic, the Commission of Master Studies must give an answer within 15 days.

Article 35

1. With the permission of the master thesis, the Commission of Master Studies, appoints the evaluation commission of three members, from them appoints the chairman of the commission and the mentor who will work with the candidate.
2. The Commission of Master Studies can take a decision for the completion of the commission in case one of the members withdraws from the commission, it can also take a decision for the change of the commission if one of the members does not perform the foreseen tasks.

Article 36

1. The duties and responsibilities of the Mentor are:
 - 1.1. gives consent to the candidate for mentoring his / her diploma thesis;
 - 1.2. signs consent for mentoring and academic honesty;

- 1.3. advises, directs and guides the candidate for the preparation of the project proposal, the selection of literature, the selection of the research model and the drafting of the master thesis;
- 1.4. holds regular consultations with the candidate;
- 1.5. holds consultative meetings with the candidate at least twice, every two hours, on campus;
- 1.6. keeps records in the electronic system for the management of master topics for student progress;
- 1.7. gives opinions, proposals, suggestions, remarks during the preparation of the topic;
- 1.8. writes the evaluation report for the candidate;
- 1.9. gives consent to forward the topic to the other two members of the Commission;
- 1.10. participates in the public defense of the candidate's topic;
- 1.11. signs the candidate's evaluation documentation.

Article 37

1. The duties and responsibilities of the commission member are:
 - 1.1. reads and, if any, provides comments on the submitted paper;
 - 1.2. within 15 days after receiving the paper, is obliged to send comments to the candidate and the paper mentor, or to confirm that the paper is in order;
 - 1.3. The procedure of the above paragraph can be repeated at most three (3) times and if even after the third time the student does not follow the recommendations of the member of the Commission, then the latter may reserve the right to share an opinion and for this should write a special report;
 - 1.4. participates in the public defense of the candidate's topic;
 - 1.5. signs the candidate's evaluation documentation.

Article 38

1. The master thesis must be the original work of the candidate and must meet the criteria of professional standards, must be clearly written in accordance with the rules of drafting scientific papers, with a terminology elaborated and with editorial and technical suitable.
2. In terms of form, the master thesis thesis should look like the following:
 - The font of the letters should be: Times New Roman
 - The font size of the fonts should be: 12pt
 - The rarity should be: 1.5
 - The home consists of:
 - o Emblem
 - o Name of the College;
 - o Name of the Faculty / Level and name of the Program;
 - o Title of topic;
 - o Name of mentor on the right;
 - o The name of the candidate on the left;



o Finally, place and year of work.
Behind the cover, a page should be blank,
Behind the blank page, there should be a page with identical data that is like on the front page,
Then the content,
Introduction,
Elaboration of topics,
Conclusions / Conclusions and
- Literature.

Article 39

Other details about the form and technical aspects of the master's thesis are defined with separate guides.

Article 40

The master thesis should not be less than 50 pages without appendix, according to the standard.

Article 41

1. The master thesis cannot be defended for more than 2 (two) months from the day of approval of the project proposal and not later than 1 (one) year from the date of the decision.
2. In case the candidate fails to defend himself within a period of one year, with a special request and justification, the deadline may be extended for another 6 (six) months.
3. After this period, the candidate is obliged to start the approval procedures of the topic from the beginning.

Article 42

After the confirmation of the members of the commission that the topic meets the criteria for defense, the mentor within 7 days is obliged to write the report for the candidate and the master thesis, to sign all three and submit it to the Commission for Master Studies.

Article 43

If one of the members of the commission has a different opinion on the topic of the candidate, he can draft separate papers and attach them to the main paper.

Article 44

1. The Master Studies Commission, after receiving the paper from the commission, takes a decision for "approval" or "rejection".
2. After the approval of the paper, the candidate in cooperation with the Commission and the administration sets the date of defense, but not earlier than 7 days and not later than 30 days from the date of approval of the paper.
3. In case the paper is rejected, the Commission for Master Studies may set a deadline of 15 days for the completion and improvement of the paper.

Article 45

1. The candidate must submit the master thesis in 5 copies:
 - 1.1. a copy in original format (prepared in A4 book) for the library;
 - 1.2. a copy in original format (prepared in A4 book) for the student file;
 - 1.3. three copies in original format (prepared in A4 book) for each member of the Commission;
 - 1.4. a PDF in PDF format for the electronic library.

Article 46

1. The defense of the diploma thesis is made public before the Commission, teachers, students, colleagues, family, friends and other interested parties.
2. At the request of the student and with the consent of the members of the committee, the topic of the master can be defended online.

Article 47

During the public defense, the candidate presents the work in the form he chooses (slides, sheets, etc.), depending on the type of work.

Article 48

The duration of the presentation is from 15 to 30 minutes. After the presentation, the Chairman of the Commission gives the opportunity to the members of the Commission to ask questions about the work and the presentation. Questions can also be asked by the President and the audience.

Article 49

1. After the presentation and questions / answers, the Commission withdraws from the room for 5 to 15 minutes to complete the evaluation of the diploma thesis and the presentation of the candidate.



2. Each member independently and equally proposes the evaluation, while the Chairman makes the final calculation and evaluation.
3. After the end of the consultations, the Chairman of the Commission announces the decision for the completion of the topic, the evaluation of the Commission and the title achieved by the candidate.
4. A copy of the decision for the defense of the master thesis is delivered to the candidate.

Article 50

1. The Commission evaluates, but is not limited to, the structure of the topic, the quality of the writing, the coherence between the purpose, hypotheses and applied research methods, the public presentation of the topic and the scientific contribution of the topic.
2. The evaluation of the candidate can be: "with distinguished success", "with success", "does not pass".
3. If the candidate, for subjective reasons, fails to publicly defend the topic, 1 is once again enabled to defend the topic within 30 days.

Article 51

The administration, the archive and the administrative officials are obliged to keep the regular records (copy of the diploma thesis, copy of the decision of the Commission and other documents) for all graduates.

Article 52

The preparation of legal documentation for the Commission is done by the Administrative Officer of the Faculty in cooperation with the Secretary.

Article 53

1. Plagiarism is a term that is defined in most dictionaries and library references as a person presenting another person's ideas or creative work to his site without making it known (Pears & Shields, 2005).
2. According to scientific and academic experiences, plagiarism, among other actions, most often includes the following actions:
 - 2.1. paraphrasing information from a source, without disclosing the origin of the source and without referencing it;
 - 2.2. copying and pasting information, graphics or any other type of media, without disclosing the source;
 - 2.3. using someone else's work or purchasing work or research that they themselves have not done;
 - 2.4. not quoting when quoting part of an information they have received in full;

3. To avoid plagiarism, students should consult with professors for any ambiguity before submitting the paper. Students are also instructed to follow the official instructions of the College regarding the referencing and instruction of professors for their work.
4. To avoid plagiarism, the teacher uses internationally recognized electronic platforms which detect the level of plagiarism in the student's work.
5. The maximum allowed level of plagiarism in the work of the master thesis should not exceed 20%.
6. If plagiarism is found in the master thesis, the student is punished.
7. The punishment of the student in case of plagiarism during the work of the topic and after the work of the topic, are determined by the Code of Ethics.

Article 54

The Rector may establish an ad hoc commission to evaluate the implementation of this Regulation.

Article 55

Full Time and Part-Time Studies

1. The student at the time of registration is determined for the form of studies, which can be regular and / or by correspondence.
2. Regular studies mean direct and regular participation in the intermediate process including attending lectures, exercises, completing tasks and tasks on time and completing the load (ECTS) according to the fund of hours defined by the curriculum.
3. The time extension of the regular program is realized for at least 15 weeks in each semester.
4. Part-time studies mean the participation of the student in the learning process in longer periods of time. The time frame of the implementation of the study program is done for a longer period of time than that foreseen for regular studies and is determined by the curriculum. The duration of the implementation of the part-time study program includes at least one additional academic year of full-time study.
5. The student has the right to change the form of studies, based on a decision of the Teaching Council of the faculty.

Article 56

Interruption of Studies

1. The student may terminate his / her studies at any time, for a period of more than three (3) years due to health, economic or social circumstances.
2. The student submits the request for termination or continuation of studies to the Central Administration together with other documents that support the student's request.
3. Interruption of studies is considered approved with the approval of the request by the Dean of the Faculty.



4. Interruption of studies with the approval of the Dean is not counted in the repeated years, on the contrary; every interruption of studies is the same as non-appearance in the teaching process and is counted as a repeated year.
5. Interruption of studies means the suspension of any academic or administrative service for the student.
6. The student has the right to return or continue studies at the beginning of each semester and not later than two weeks from the beginning.
7. The student addresses the Dean of the Faculty with the request for return or continuation of studies, which is approved or rejected.
8. With the approval of the student's request for return, the student is restored access to the electronic system of management of the teaching process with all the exams and credits realized, as well as is enabled access to academic and administrative services.
9. The termination and return procedure is administered by the Central Administration.

Article 57 **Withdrawal from Studies**

1. The student can withdraw from the studies at any time, but only if he / she has considered all the remaining financial obligations and the obligations towards the library.
2. The student submits the withdrawal form to the Central Administration.
3. Withdrawal from studies is considered approved with the approval of the request by the Central Administration.
4. Withdrawal from studies means the closure of the electronic account, the submission of the student card and the termination of any academic or administrative services, and the loss of student status.
5. The student has the right to withdraw the documentation only after the approval of the request for withdrawal.
6. In case of withdrawal, the student is provided with the transcript of grades and credits realized until the moment of withdrawal.

Graduation **Article 58**

1. The student graduates by passing the exams provided by the curriculum, successfully defending the master thesis and completing 60 ECTS, respectively 120 ECTS.
2. The student can graduate with the diploma thesis in accordance with the study program curriculum.
3. The date of graduation is calculated the date of defense of the Master thesis.
4. Upon completion of academic and graduation obligations, the student obtains the title of Master of Science, Arts or Professional in the field of study.



Article 59

1. By fulfilling the obligations from the previous article, the student gains the right to apply for a diploma.
2. The application for equipment with diplomas is made in the Central Administration.
3. The Central Administration performs a formal check of the student file to ensure that the file is complete and that the student has met all graduation requirements.
4. The diploma is clearly completed and signed by the Rector and the Dean. For each of them is written the name, surname, rank, scientific title and the title of the master thesis. Their signatures are certified with the dry seal of the institution.
5. The withdrawal of the diploma is done personally by the graduate, with a signature and evidenced in the relevant register.
6. If the presence of the graduate is impossible, the withdrawal of the diploma can be done by one of the family members, showing the identification document or any authorized person in writing.

Article 60

1. If the diploma is not completed properly, the graduate should not withdraw it and request the provision of a regular diploma.
2. If the graduate withdraws the irregular diploma, in case the original is lost or damaged, becoming unusable then a duplicate diploma can be issued.
3. Duplicate diploma Issued according to the following conditions and procedures: the student must declare the lost diploma invalid in one of the daily newspapers; the extract from the daily newspaper must be archived in the student file; the diploma is issued with the same data as the previous diploma; in the upper right corner is marked "DUPLICATE ", the protocol number and the date of issue (this may also be a stamp containing this data); the data in the diploma are described and are the same as the previous one except data from the above point; the procedure and other details for the issuance of the diploma can be regulated with special instructions.

Article 61

1. The awarding of diplomas can also be done in an organized form in the form of graduation ceremonies for groups of students.
2. The ceremony for submitting diplomas is organized once a year.

Article 62 **Tuition Fees**

1. The student who attends the master studies, is obliged to fulfill the financial obligations according to the fees approved by the Steering Council.
2. The tuition fee is predetermined in the study contract and in the financial statements, which the student signs and accepts upon registration.



3. For study programs and specific research projects related to the diploma thesis, additional tuition fees may apply.
4. In special cases, students are exempted from paying fees according to the conditions and criteria set by the Governing Council.
5. Exemption of students from fees is done in the form of obtaining academic scholarships, and exemptions from paying fees according to the categories defined by the Board.
6. For regular and correspondence studies, the Steering Council may set different tuition fees.
7. The dynamics of the settlement of financial obligations of tuition is defined in the student's contract.

Final Provisions

Article 63

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

Article 64

With the entry into force of this Regulation, the previous Regulation for the Organization of Postgraduate Studies No.1771/2017 and any other provision that has regulated this field is repealed.

Article 65

This Regulation enters into force after its approval by the Senate and signature by the Rector.

Prishtinë 2021

The Senate of AAB College, in the meeting held on 17.12.2021 took this:

DECISION

1. The Regulation for Master Studies is APPROVED.

The decision is to be delivered to:

1. The Vice-Rectors
2. The Secretary
3. The Deans

Dr.Sc. Bujar Demjaha, Rector