

**AAB COLLEGE**

**REGULATION ON MASTER STUDIES**

**Prishtinë, June 2024**

Based on Law No. 04/L-037 on Higher Education in the Republic of Kosovo and the Statute of AAB College, the Senate, in its meeting held on 07/06/2024, approves the following:

## **REGULATION ON MASTER STUDIES**

### **General Provisions**

#### **Article 1**

This Regulation on Master Studies (hereinafter referred to as "the Regulation") is issued pursuant to the Statute and other legal acts of AAB College and serves to supplement their provisions.

#### **Article 2**

This Regulation applies to all faculties offering Master's level programs at AAB College.

#### **Article 3**

The purpose of issuing this Regulation is to:

- regulate the organization of Master's studies;
- define the structure of teaching, scientific, and artistic work;
- specify the methods of teaching and learning;
- establish procedures for student assessment;
- determine the conditions for admission to Master's studies;
- regulate the Master's thesis process;
- set forth additional rules related to Master's level education.

#### **Article 4**

1. Master's studies correspond to Level 7 of the National Qualifications Framework (NQF) and are organized as study programs lasting at least two (2), respectively four (4) semesters, accumulating 60, respectively 120 ECTS credits.

2. Integrated study programs with a duration of up to six (6) years of full-time study, as well as those regulated by EU Directives and/or national legislation, are also considered equivalent to Master's level programs and must accumulate 300 or 360 ECTS credits.

### **Admission and enrollment**

#### **Article 5**

1. Admission to Master's studies is conducted through a public competition, in accordance with the selection procedures and evaluation criteria determined by the Senate.

2. A student is considered officially registered once they have met all enrollment requirements and have been entered into the higher education information management system.

3. The decision to announce the public competition for admission to Master's studies is made by the Steering Council.

#### **Article 6**

1. All candidates who have completed Bachelor-level studies and have earned at least 180, respectively 240 ECTS credits are eligible to apply for Master's studies.
2. Candidates may be admitted to a Master's program if they have completed Bachelor-level studies in the same field (profile) and who meet any additional requirements specified for the respective profile, as follows:
  - 2.1. candidates who have completed four-year Bachelor studies (240 ECTS) in the same field are required to complete at least 60 ECTS credits from the corresponding Master's program in order to graduate with a Master's degree;
  - 2.2. candidates who have completed Bachelor-level studies in a different field than the Master's program they are applying to may be admitted, provided they complete foundational courses from the Bachelor's level, referred to as "Differential Exams";
  - 2.3. Candidates who have completed Bachelor studies (180 or 240 ECTS) in a program that overlaps by more than 50% with the foundational courses of the Master's program are eligible for enrollment and are exempt from taking differential exams.
  - 2.4. the Master's Studies Committee at the Faculty level shall review and decide upon all cases listed above, as well as any other specific or exceptional applications.

### **Article 7**

1. The number of differential exams for a Bachelor's degree of 180 ECTS is three (3) differential exams.
2. The number of differential exams for a Bachelor's degree of 240 ECTS is five (5) differential exams.
3. Differential exams are standardized and prescribed for each specific Master's program; changes to these requirements are not permitted. Exceptions, if necessary, are handled on a case-by-case basis through a special decision by the Master's Studies Committee.
4. Only after successfully completing all assigned differential exams may the student begin taking regular exams in the Master's program.
5. Differential exams are recorded in separate examination reports.

### **Article 8**

1. The conditions for admission to Master's studies are:
  - 1.1. completion of Bachelor's level studies at an accredited and recognized higher education institution, either domestically or abroad;
  - 1.2. successful completion of the entrance examination;
  - 1.3. submission of a complete dossier with formal documentation, as specified by the Ministry;
  - 1.4. additional admission requirements may be set for specific study programs.
2. The areas covered in the entrance examination are determined by the Faculty Teaching Council.
3. The Dean of the Faculty appoints a three-member committee responsible for administering the entire admission process, including drafting the entrance exam, evaluating the exams, and announcing the results.
4. The final admission result must include at least the academic achievements from prior education and the result of the entrance examination.
5. Candidates from other countries who meet the admission criteria outlined in clause 1.1 are also eligible to apply.

6. For study programs conducted in English, both international and national students are eligible to apply.
7. A Bachelor's degree obtained abroad may be recognized as equivalent to a national Bachelor's degree for admission to Master's studies, following a review by the Faculty Teaching Council.
8. Candidates not admitted to Master's studies may appeal to the Dean of the respective faculty within three (3) days.
9. The Dean is obligated to review appeals within seven (7) days.
10. Appeals against the Dean's decision or the final list may be submitted to the Studies Committee within three (3) days.
11. The Studies Committee reviews and decides on appeals within fifteen (15) days.
12. The decision of the Studies Committee is final and not subject to further appeal.
13. The administrative process for student enrollment is managed by the Central Administration.

## **Article 9**

### **Transfer**

1. Study transfer refers to the enrollment of new students based on the European Credit Transfer System (ECTS).
2. All students from Kosovo and abroad who have studied at a licensed and accredited higher education institution, recognized by the competent authority, are eligible for transfer.
3. Students may transfer their studies from one program to another, either within AAB College or from other higher education institutions.
4. Transfer of Master's studies from programs at other institutions to programs at AAB College is permitted only if the programs have at least 70% content compatibility.
5. Transfers may occur twice a year before the start of semesters and are allowed from the second semester up to the penultimate semester.
6. Upon completing the transfer process, students are not allowed to carry over grades and/or ECTS credits from their previous program.
7. The transfer process is managed by the Central Office for Students.
8. All transfers are recorded in the transfer list, which is submitted to the Ministry within the specified deadlines.

## **Article 10**

### **Transfer Procedure**

1. Students apply for transfer at the Central Office for Students.
2. Upon application, students must submit the following documents:
  - transfer request form;
  - birth certificate;
  - copy of identification card;
  - bachelor's degree diploma;
  - transcript of grades, including the ECTS credits earned during studies at the originating institution;
  - study program curriculum from the originating institution, with a brief description of courses and learning outcomes;
  - proof of accreditation of the study program;
  - in case of ambiguities, confirmation from the Ministry regarding inclusion in the electronic student management registry.

## **Article 11**

1. Upon completion of the documentation, the Central Office for Students forwards the case to the Dean's Office for review and program equivalency evaluation.
2. The decision on program recognition and equivalency is made by the Faculty Dean.
3. If necessary, the Dean may request input from the course lecturers for a professional evaluation regarding the recognition of specific subjects. The lecturer will prepare a report on curriculum similarity and recommend approval or rejection of the course.
4. In special cases, partial recognition of a subject or ECTS credits may be granted, requiring the student to complete the remaining credits through examinations.
5. Courses taken at the originating institution that are not included in the study plan may be recognized as elective subjects if deemed relevant to the study program.
6. Student transfer is based on the ECTS credits outlined in the receiving study program.
7. The decision for recognition of grades and study plans must include:
  - student details;
  - study program details;
  - completed courses and ECTS credits;
  - equivalent courses and ECTS credits;
  - remaining courses and ECTS credits to be completed;
  - other formal aspects of the decision.
8. Courses recognized by the Faculty's decision are recorded in the electronic management system by the Faculty's administrative office.
9. Students are transferred to the respective semester or academic year based on academic progress rules, depending on the number of completed ECTS credits.

10. After the transfer process is finalized, the candidate signs a study contract, receives an account in the electronic system, and is issued a student card, thereby officially gaining full student status with rights and obligations.

11. Financial obligations for the student commence from the semester in which studies begin.

12. The student transfer procedure may be supplemented by specific guidelines if necessary.

## **Article 12**

### **Mobility**

1. Academic mobility refers to the temporary movement of students for study periods at higher education institutions abroad.

2. Every enrolled student has the right to attend a semester or specific courses at another accredited higher education institution abroad.

3. International student mobility is facilitated through a learning agreement signed between the student, AAB College, and the receiving institution abroad.

4. Only the courses included in the learning agreement are recognized by AAB College or the receiving institution abroad.

5. Procedures and conditions for international mobility are defined in the Regulation on Academic Mobility of Students.

## **Student Rights and Obligations**

### **Article 13**

A registered and enrolled student has the following rights:

- to participate in lectures, seminars, and other activities organized in accordance with the study program;
- to freely express opinions and engage in debates within and beyond the academic process;
- to use library facilities, internet access, and other student services;
- to be represented in institutional decision-making and policy development;
- to participate in internal quality assessment processes;
- to be informed accurately and promptly about matters relevant to their studies;
- to participate in elections for student positions in institutional bodies;
- to organize into student organizations and hold free and independent elections;
- to submit complaints on academic matters such as teaching, evaluation, administrative, and technical issues, and to be treated fairly and without discrimination in case of appeals or initiated procedures against them;
- to be protected against any form of discrimination as defined by this Statute and applicable laws;
- to receive grade certificates, student status verification, graduation certificates, and other necessary documents;
- to be awarded a diploma and diploma supplement upon successful completion of studies.

## **Article 14**

The student is required:

- to be informed about and adhere to the regulations adopted by the institution;
- to respect the free opinions of other students;
- to uphold ethical principles when engaging in research activities;
- to show respect toward academic and administrative staff;
- to fulfill obligations set out in the study program, including lectures, assessments, and practical work;
- to behave appropriately on and off institutional premises, ensuring they do not harm the institution's reputation;
- to avoid causing damage to institutional property.

## **Article 15**

1. Violations include any conduct by the student that harms the dignity of lecturers or staff, ethical norms, or morals, such as cheating on exams, plagiarism, document forgery, immoral acts, theft, etc.
2. Students committing such actions will face disciplinary procedures as outlined in specific regulations.

## **Electronic System and Student Card**

### **Article 16**

1. Student data management and processing are conducted via the electronic student management system.
2. Upon enrollment, every student is provided with a personal account in the electronic system called E-Student.
3. Access to the system is granted through the student's identification number and password.
4. The E-Student platform is an internal electronic platform that enables students access to all academic and administrative services, including:
  - access to learning materials;
  - submission and reception of assignments and seminar papers;
  - access to electronic library resources;
  - receiving notifications and announcements;
  - document generation;
  - exam registration;
  - receiving examination results;
  - consultation with course lecturers;
  - receiving and maintaining assessments;
  - attendance records;
  - access to legal documents and internal regulations;
  - tuition fees;
  - holding online modules;
  - processing personal data and information;
  - administering the procedure for Master thesis;
  - participating in discussion groups, etc.

5. Upon enrollment, students receive a student card enabling:
  - attendance tracking for lectures and exercises;
  - library resource access;
  - use of administrative and support services;
  - other benefits from institutional partners.
6. The student card includes the following information: student photograph, identification number, unique card number, faculty name, study program, enrollment year.
7. The student card is the property of AAB College. In case of loss, students are obligated to obtain a new card.

### **Article 17**

1. Management and processing of academic staff data are conducted via the electronic management system for the academic staff.
2. Upon establishing employment, each lecturer is provided with a personal account in the electronic system called E-Professor.
3. Access to the system is granted through a username and password.
4. The E-Professor is an internal electronic platform that enables lecturers access to all academic and administrative services, as follows:
  - upload and publish syllabi and teaching materials;
  - upload and update their CV and list of publications;
  - access legal documents and internal regulations;
  - input assessment scores;
  - record and publish grades;
  - post announcements and news for students;
  - distribute assignments;
  - use electronic library resources;
  - generate examination reports;
  - manage personal data and information processing;
  - conduct online teaching;
  - hold consultations with students;
  - administer Master's thesis procedures;
  - participate in discussion groups with students, among other activities.
5. Upon employment, academic staff are provided with an identification card, enabling:
  - recording lecture and exercise attendance;
  - access to library resources;
  - use of administrative and support services;
  - additional benefits with institutional partners.
6. The academic staff card includes at least the following information: the lecturer's photograph, identification number and the unique card number.
7. The card is the property of AAB College, and in case of loss, the lecturer is obligated to obtain a new card.

### **Teaching and Learning Article 18**



1. Teaching and learning at the Master's level involve systematic actions between instructors and students aimed at enhancing knowledge, skills, responsibility, autonomy, problem-solving abilities, integration of knowledge, and addressing complex issues as outlined in the National Qualifications Framework for this level.
2. The process adheres to principles of inclusivity, active student engagement in course design and delivery, ethical standards in research, integration of research into teaching, and respect for student diversity and needs during instruction.
3. Teaching is delivered through: lectures, exercises, seminars, research projects, colloquiums, professional internships, laboratory work, student's independent research works, assignments, fieldwork, etc.
4. Faculties may determine additional forms of teaching based on the specifics of the study program.

#### **Article 19**

1. Master's level courses are taught by academic staff with scientific and academic titles (Full Professor, Associate Professor, Assistant Professor, and Doctor of Science).
2. Exceptionally, lecturers holding a Master's degree may teach if they belong to fields with insufficient teaching staff (e.g., Arts).
3. Only academic staff meeting the conditions of paragraph 1 may mentor students. Each professor may supervise a maximum of 10 theses at a time.

#### **Article 20**

1. Attendance at lectures is mandatory.
2. Each lecturer specifies the required attendance percentage in the syllabus based on the course's specifics.
3. Lecturers must upload the course syllabus to the electronic system before the semester begins and discuss it with students during the initial lecture sessions.
4. Students can propose changes to the syllabus, including teaching and evaluation methods.

#### **Article 21** **Online Teaching**

1. Online teaching and learning involve systematic actions between lecturers and students conducted via electronic platforms, either remotely or in a blended format.
2. Online teaching may be synchronous (real-time interaction) or asynchronous (interaction without simultaneous participation).
3. Synchronous learning involves real-time student-lecturer engagement, while asynchronous learning does not require both parties to be present at the same time.
4. Teaching workload, methods, evaluation, duration of academic hours, and other important aspects of online learning are defined in the teaching plan and respective syllabi.

5. The organization of online teaching is regulated by a specific guideline.

### **Assessment Article 22**

1. The purpose of assessment is to measure students' achievement of learning outcomes as outlined in the syllabus and study program.

2. The measurement of the achievement of learning outcomes is done through continuous and summative assessments.

3. Continuous assessment involves evaluating participation in lectures, student engagement in debates, involvement in different phases of research work (individual or group), research presentations, seminar papers, assignments, laboratory exercises, reports, colloquiums, fieldwork, etc.

4. The lecturer defines the assessment formats in the syllabus, ensuring alignment with the teaching methodology.

5. Grades may be determined solely from continuous assessment or by combining continuous and final assessments.

6. Students must register for exams through the electronic system within the respective examination period.

### **Article 23**

1. Based on the syllabus policies, student success may be measured through continuous assessment only.

2. Assessment is carried out by combining continuous assessments and final exam results.

3. Written assessments use a points or percentage system, which is then converted into grades.

4. Student performance is graded as follows:

- 10 (A): Excellent, 91–100 points.
- 9 (B): Very good, with minor errors, 81–90 points.
- 8 (C): Good, with noticeable errors, 71–80 points.
- 7 (D): Satisfactory, with significant errors, 61–70 points.
- 6 (E): Sufficient, minimal criteria met, 51–60 points.
- 5 (F, FX): Insufficient, below 51 points, fails to meet minimal criteria.

6. In cases where a student does not take the exam or withdraws, they are considered to have failed and receive a grade of 5.

7. Grades from 6 to 10 indicate successful course completion, while a grade of 5 signifies failure, requiring the student to re-register for the exam during the next available session.

## **Examination Periods**

### **Article 24**

1. Students may take exams during the following regular sessions:

- January Session: Begins no later than ten (10) days after the end of the winter semester and lasts up to thirty (30) days;
- June Session: Begins no later than ten (10) days after the end of the summer semester and lasts up to thirty (30) days;
- September Session: Begins on September 1 and lasts up to thirty (30) days.

2. Depending on circumstances and program specifics, the Rector may authorize two additional irregular sessions:

- April Session: Maximum duration of fifteen (15) days.
- November Session: Maximum duration of fifteen (15) days.

3. During irregular sessions, students may take exams in no more than two (2) courses.

### **Article 25**

1. The schedule for regular exam sessions is published at the start of the academic year on the electronic system and the institution's website.

2. Based on student and lecturer's requests, the schedule may be updated no later than two weeks before the examination period begins.

3. The schedule for irregular sessions is prepared by the administration and published at least two weeks before the examination period starts.

4. To participate in any examination period, students must register for the exam through the electronic system within the published deadlines.

5. Registration opens with the announcement of the examination period and remains open until one day before the exam date.

6. Only students who have fulfilled their obligations to the institution may register for exams through the electronic system.

7. The system displays the session schedule for each student.

8. A list of registered students is made available to the lecturer through the electronic system after the registration deadline.

9. If an exam requires a commission, it is established by the Dean through a special decision.

10. Commission-organized exams occur in the following cases:

- when a student appeals the lecturer's evaluation;
- if the lecturer is unavailable.
- when a student appears for the exam for the fifth time or more.

## **Exam rules**

### **Article 26**

1. Exams are held on the announced date and time. If this is not possible, the Dean may reschedule the exam or appoint a commission to administer it.
2. Exams are conducted by the course lecturer or the commission.
3. Students must arrive on time for exams. Late arrivals may participate only at the lecturer's discretion.
4. Students must present a photo ID (student card) to take the exam.
5. The exam duration is determined by the lecturer and communicated beforehand.
6. During the exam, students must:
  - follow the lecturer's guidelines;
  - submit the test within the allotted time;
  - maintain silence;
  - avoid communication with others;
  - refrain from using technology;
  - not use any materials for cheating.
7. Exams are not public, and audience participation is not permitted, except for public thesis defenses.
8. A student may not retake an exam for the same course within a single examination period.
9. Additional exam rules may be outlined in the course syllabus under academic policies.

#### **Article 27**

1. If a student violates the exam rules, the lecturer has the right to warn the student about the potential cancellation of their exam. Repeated violations allow the lecturer to cancel the exam and remove the student from the exam room.
2. During test evaluation, if the lecturer finds similarities in answers between students indicating cheating, they have the right to cancel the exams for all students involved and assign a score of zero points.

#### **Article 28** **Announcement of Results**

1. Exam results must be announced no later than seven (7) days after the exam.
2. Results are shared individually through the electronic system, ensuring confidentiality.
3. A request to decline a grade may be submitted electronically after the consultation date and before the closing of the exam report.
4. Once the final grade is recorded in the official exam report and submitted to the administration, it cannot be declined.
5. If a technical grading error is identified after the report's closure, the lecturer may request a correction, which requires the Dean's approval.
6. After approval, the lecturer is granted access to the system to correct the report.

## **Appeals**

### **Article 29**

1. For written exams, a dissatisfied student may submit a written appeal to the Dean within three (3) days of the grade announcement, after consulting the course lecturer.
2. For combined or oral exams, dissatisfied students may appeal to the Dean within three (3) days of the grade announcement, after consulting the lecturer, requesting a re-evaluation by a commission.
3. Based on the appeal's validity, the Dean appoints a three-member commission within three (3) days, excluding the course lecturer.
4. The Dean schedules the re-evaluation, and the commission makes a decision within three (3) days.
5. The commission's decision, reached by majority vote, is final and cannot be appealed further.
6. The commission's decision is documented in a report signed by all members and attached to the exam report for the respective course.

### **Article 30**

1. Students may appeal the lecturer's continuous assessment, including mid-term test scores, calculation of continuous assessment points, or grading criteria set in the course syllabus.
2. The Dean, in consultation with the Faculty's quality coordinator, reviews the validity of the appeal and makes a decision accordingly.

### **Article 31**

#### **Exam Reports**

1. The lecturer submits the original signed exam report to the Faculty's administration while retaining a copy.
2. After announcing results and completing consultations, the lecturer closes the report electronically within ten (10) days and submits the final signed and printed report to the administration within fifteen (15) days of the exam date.
3. The exam report format is defined by a separate regulation.
4. Lecturers must retain exam tests and assignments for at least one year after submitting the final exam report.

**Article 32**  
**Management of Student Progress Data**

1. After each examination period, summary reports are generated for each course and study program in a summary form.
2. Success reports detail the number of students who registered for the exam, passed the exam, failed the exam, abstained from the exam, for each course and in general for the study program.
3. Success reports for each course and study program in the first instance are reviewed by the Faculty Dean.
4. If the passing rate in an examination period falls below 50%, the Dean prepares improvement plans.
5. Based on the results, the Dean proposes additional measures to improve the student success.
6. Depending on the results, the Dean of the Faculty may propose to organize additional hours of lectures or exercises, individual or group consultations, additional academic advising, etc.
7. In addition to measures mentioned above, for students with consistently poor performance in several examination periods, the institution contacts them for individual academic consultations.
8. Students who miss exams for three consecutive examination periods are contacted and offered additional academic counseling.
9. The Rector reviews and supports the implementation of improvement plans proposed by the Deans.
10. Detailed guidelines for managing student progress data are outlined in separate documents.

**Article 33**  
**Handling of Student Requests**

1. Student requests regarding the organization of the teaching and evaluation process are handled by the Dean, the administration, and the professor.
2. The review of student requests includes, but is not limited to, the following cases:
  - 2.1. the administration and the Dean consider student requests for setting or changing the day and time of lectures and exercises;
  - 2.2. the administration and the Dean consider student requests for setting or changing the day and time of exams;
  - 2.3. the professor considers specific student requests for additional time to submit assignments, seminar papers, projects, etc.
  - 2.4. in specific cases and with special justification, if a student fails to attend an exam at the scheduled time, the course professor, with the Dean's approval, may allow the student to take the exam online, during consultation hours, or complete additional assignments depending on the subject's specifics.
  - 2.5. the administration ensures that students' exam loads are distributed appropriately.

**Master Studies Committee**  
**Article 34**

1. The Master Studies Committee is an entity established by the Faculty Teaching Council, consisting of five (5) members from among the professors who meet the necessary qualifications.

2. The Master Studies Committee is a professional body responsible for reviewing and approving master thesis topics, master thesis project proposals, and assigning mentors and committee members for thesis defenses.
3. The Dean proposes the members of the Master Studies Committee, ensuring inclusiveness across the disciplines of the program.
4. The Faculty Dean, ex officio, is a member and chair of the Master Studies Committee.
5. The mandate of the Master Studies Committee members is three (3) years, with the possibility of reappointment.
6. The mandate of the Master Studies Committee members can also end prematurely in cases of failure to fulfill duties, upon the Dean's proposal and approval by the Teaching Council.
7. The Master Studies Committee makes decisions by a simple majority vote.

### **Article 35**

1. Each academic year, the Dean requests a preliminary list of master thesis topics from the academic staff, which students can select.
2. The list of proposed and approved topics by the Master Studies Committee is published in the electronic system for managing master thesis topics.
3. Students may select a topic from the published master thesis list or propose another topic, provided that it has not been covered in the past three (3) years.

### **Application for Master Thesis**

#### **Article 36**

1. During the final semester of lectures, students have the right to submit a request to the Master Studies Committee for approval of their master thesis project proposal.
2. Along with the request for project approval, the student may propose a mentor. The mentor is obliged to respond to the candidate within seven (7) days, either accepting or rejecting the supervision. Rejections must always be justified.
3. Students must complete the application for thesis approval and the project proposal according to the institution's format.
4. The Master Studies Committee, after reviewing the thesis project approval request, decides on its approval, rejection, or revision within fifteen (15) days.
5. The master thesis must be chosen from the field of study in the respective program or from topics with an interdisciplinary nature.
6. In cases where students have completed all exams and submitted the master thesis approval request, the Master Studies Committee must respond within fifteen (15) days.
7. Public defense of the master thesis can only occur after completing all exams in the study program.

### **Article 37**

1. Upon thesis approval, the Master Studies Committee appoints a three-member evaluation committee, including a chair and the mentor who will work with the candidate.
2. The Master Studies Committee may decide to complete the evaluation committee if one member withdraws or replace a member if they fail to fulfill their duties.

### **Article 38**

1. The mentor's duties and responsibilities are:
  - 1.1. approve the candidate's request for supervising their thesis;
  - 1.2. sign the consent for supervision and academic integrity;
  - 1.3. advise, guide, and mentor the candidate in preparing the project proposal, selecting literature, choosing the research model, and drafting the master thesis;
  - 1.4. hold regular consultations with the candidate;
  - 1.5. conduct at least two consultation meetings of two hours each on campus;
  - 1.6. maintain records in the electronic system for managing master thesis topics regarding the student's progress;
  - 1.7. provide opinions, proposals, suggestions, and comments during the preparation of the thesis;
  - 1.8. write an evaluation report for the candidate;
  - 1.9. approve the thesis for submission to the other two committee members;
  - 1.10. participate in the public defense of the candidate's thesis.
  - 1.11. sign the candidate's evaluation documentation.

### **Article 39**

1. The duties and responsibilities of a committee member are:
  - 1.1. read and, if applicable, provide comments on the submitted thesis;
  - 1.2. within fifteen (15) days of receiving the thesis, the member must send their comments to the candidate and the mentor or confirm that the thesis is in order;
  - 1.3. the procedure outlined above may be repeated up to three (3) times. If the student does not consider the committee member's recommendations even after the third round, the member may reserve the right to express a dissenting opinion and must write a separate report;
  - 1.4. participate in the public defense of the candidate's thesis;
  - 1.5. sign the candidate's evaluation documentation.

### **Article 40**

1. The master thesis must be the candidate's original work and must meet professional standards. It should be clearly written, following the rules for preparing academic papers, with well-developed terminology, appropriate editing, and technical standards.
2. In terms of format, the master thesis must follow these guidelines:
  - Font: Times New Roman
  - Font size: 12 pt
  - Line spacing: 1.5
  - The cover page must include:
    - o Logo of the institution
    - o Name of the College
    - o Name of the Faculty/Level and Program Title
    - o Thesis title
    - o Mentor's name on the right
    - o Candidate's name on the left
    - o Location and year at the bottom



- After the cover page, one blank page should follow,
- After the blank page, another page must replicate the cover page information,
- Table of contents,
- Introduction,
- Detailed topic discussions,
- Conclusions and recommendations,
- References,
- Appendices.

#### **Article 41**

Further details regarding the format and technical aspects of the master thesis are defined in a separate guide.

#### **Article 42**

The master thesis must have no fewer than fifty (50) pages, excluding appendices, as per the prescribed standards.

#### **Article 43**

1. The master thesis cannot be defended earlier than two (2) months from the date of approval of the project proposal and no later than one (1) year from the date of the decision.
2. If the candidate is unable to defend the thesis within the one-year period, the deadline may be extended by an additional six (6) months upon a special request and justification.
3. After this period, the candidate is obliged to start the thesis approval process from the beginning.

#### **Article 44**

Once the committee members confirm that the thesis meets the criteria for defense, the mentor is required to write the candidate's thesis evaluation report within seven (7) days, have it signed by all three members, and submit it to the Master Studies Committee.

#### **Article 45**

If any member of the committee has a differing opinion on the candidate's thesis, they may draft a separate evaluation report and append it to the main report.

#### **Article 46**

1. The Master Studies Committee, after receiving the evaluation report from the committee, will decide on the "approval" or "rejection" of the thesis.
2. After the report is approved, the candidate, in collaboration with the Committee and the administration, will set the defense date, which must be at least five (5) days and no more than forty-five (45) days from the approval date of the evaluation report.
3. If the report is rejected, the Master Studies Committee may grant a fifteen (15) day period for revising and improving the report.

#### **Article 47**

1. The candidate must submit three (3) copies of the master thesis:
  - 1.1. one original copy (prepared in A4 format) for the library;
  - 1.2. one original copy (prepared in A4 format) for the student's file;
  - 1.3. one original copy (prepared in A4 format) for the Committee;
  - 1.4. one electronic copy (PDF) for the electronic library.
2. The copy in 1.3. of this article, after the public defense, must be signed by the committee members and returned to the candidate.

#### **Article 48**

1. The thesis defense must be conducted publicly before the Committee, lecturers, students, colleagues, family members, friends, and other interested parties.
2. Upon the student's request and with the consent of the committee members, the thesis defense may also be conducted online.

#### **Article 49**

During the public defense, the candidate presents the thesis in the form they choose (slides, documents, etc.), depending on the type of thesis.

#### **Article 50**

The presentation should last between fifteen (15) to thirty (30) minutes. After the presentation, the Committee members are given the opportunity to ask questions related to the thesis and the presentation. The Chairman and the audience may also pose questions.

#### **Article 51**

1. After the presentation and the question-and-answer session, the Committee or the candidate are retired for five (5) to fifteen (15) minutes to finalize the evaluation of the thesis and the candidate's presentation.
2. Each committee member independently proposes an evaluation, while the Chairman performs the calculations and determines the final evaluation.
3. After the consultations are concluded, the Chairman of the Committee announces the decision regarding the completion of the thesis, the Committee's evaluation, and the degree title awarded to the candidate.
4. A copy of the defense decision is provided to the candidate.

#### **Article 52**

1. The Committee evaluates, but is not limited to, the structure of the thesis, the quality of writing, coherence between the objectives, hypotheses, and applied research methods, the public presentation of the thesis, and the scientific contribution of the thesis.
2. The candidate's evaluation may be: "with distinguished success," "with success," or "fails."

3. If the candidate fails to defend the thesis publicly for subjective reasons, they are allowed one more chance to defend the thesis within forty-five (45) days.

### **Article 53**

The administration, archive, and administrative officers are required to maintain proper records (copy of the thesis, decision of the Committee, and other documents) for all graduates.

### **Article 54**

The preparation of legal documentation for the Committee is carried out by the Faculty's Administrative Officer in collaboration with the Secretary.

### **Plagiarism Article 55**

1. Plagiarism is defined in most dictionaries and bibliographic references as the presentation of another person's ideas or creative work as one's own, without acknowledging the original source (Pears & Shields, 2005).

2. In academic and scientific practice, plagiarism includes, but is not limited to, the following actions:

- 2.1. paraphrasing information from a source without disclosing the source and without proper citation;
- 2.2. copying and using information, graphics, or any type of media without acknowledging the source;
- 2.3. using someone else's work or purchasing papers or research and presenting them as one's own, including the use of artificial intelligence (AI) for generating scientific content;
- 2.4. failing to use quotation marks when citing a fully copied part of a source.

3. To avoid plagiarism, students should consult with professors for any clarifications before submitting their work. Students are also instructed to follow the College's official referencing guidelines and professors' instructions for their assignments.

4. To prevent plagiarism, lecturers use internationally recognized electronic platforms that detect the level of plagiarism in a student's thesis.

5. The maximum allowable level of plagiarism in a master thesis must not exceed twenty percent (20%).

6. If plagiarism is detected in the thesis, the student will be penalized.

7. The penalty for the student, in the case of detected plagiarism during or after the completion of the thesis, is determined according to the Code of Ethics.

## **Article 56**

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

## **Article 57**

### **Full-time and Part-Time Studies**

1. Upon registration, the student will be assigned to the study format, which may be full-time and/or with correspondence.
2. Full-time studies require direct and regular participation in the learning process, including attending lectures, exercises, completing assignments, and meeting the workload (ECTS) according to the course schedule.
3. The full-time program spans at least fifteen (15) weeks each semester.
4. Part-time studies involve the student's participation in the learning process over longer periods. The duration of the part-time study program is extended compared to the full-time study program and is determined in the study plan. Part-time studies last at least one additional academic year beyond the full-time studies.
5. The student has the right to change their study format based on a decision from the Faculty's Teaching Council.

## **Article 58**

### **Interruption of Studies**

1. The student may interrupt their studies at any time, for a period not exceeding three (3) years, due to health, economic, or social circumstances.
2. The student submits a request for interruption or continuation of studies to the Central Administration along with other supporting documents.
3. The interruption is considered approved upon the Dean's approval.
4. The interruption of studies with the Dean's approval is not counted as repeated years; otherwise, the interruption is treated as non-participation in the academic process and is counted as a repeated year.
5. The interruption of studies suspends all academic and administrative services for the student.
6. The student has the right to resume or continue their studies at the start of any semester and no later than two (2) weeks after the semester begins.
7. The student submits a request for return or continuation of studies to the Dean of the Faculty, which is approved or rejected.
8. Upon approval of the student's request for return, the student is granted access to the electronic management system with all data for exams and completed credits. They are also granted access to academic and administrative services.
9. The procedure for interruption and resumption is managed by the Central Administration.

## **Article 59**

### **Withdrawal from Studies**

1. The student may withdraw from studies at any time, but only if they have settled all outstanding financial obligations and obligations to the library.
2. The student submits the withdrawal form to the Central Administration.
3. Withdrawal from studies is considered approved upon the approval of the request by the Central Administration.
4. Withdrawal from studies entails the closure of the student's electronic account, the return of the student card, suspension of all academic and administrative services, and the loss of student status.
5. The student has the right to retrieve documentation only after the withdrawal request is approved.
6. Upon withdrawal, the student will receive a transcript of grades and credits completed up to the point of withdrawal.

### **Graduation Article 60**

1. The student graduates upon completing the exams prescribed by the study program, successfully defending the master's thesis, and achieving 60 ECTS (for one-year programs), respectively 120 ECTS (for two-year programs).
2. The student may graduate with a thesis in accordance with the study program.
3. The graduation date is the date of the master's thesis defense.
4. Upon completion of academic obligations and graduation, the student receives the title of Master of Science, Master of Arts, or Professional Master in the respective field of study.

### **Article 61**

1. Upon completion of the obligations in the previous article, the student gains the right to apply for their diploma.
2. The application for the diploma is submitted to the Central Administration.
3. The Central Administration conducts a formal check of the student's file to ensure it is complete and that the student has met all graduation requirements.
4. The diploma is issued clearly and signed by the Rector and the Dean, with their names, surnames, academic degrees, titles, and the thesis title. Their signatures are validated with the institution's seal.
5. The diploma is retrieved personally by the graduate with a signature and is recorded in the corresponding register.
6. If the graduate's presence is not possible, the diploma may be retrieved by a family member, showing an identification document, or by an authorized person with written authorization.

### **Article 62**

1. If the diploma is not completed correctly, the graduate must not retrieve it and should request the issuance of a correct diploma.
2. If the graduate retrieves an incorrect diploma, or in the event of loss or damage rendering it unusable, a duplicate diploma may be issued.
3. The procedure for issuing a duplicate diploma is as follows:
  - the student must declare the lost diploma invalid in one of the daily newspapers;
  - an extract from the daily newspaper must be archived in the student's file;
  - the diploma is issued with the same data as the previous diploma;
  - the word "DUPLICATE," the protocol number, and the issue date are noted on the upper-right corner (this may also be a stamp containing this information);
  - the data in the diploma remains the same except for the addition of the data from the previous point;
  - additional procedures and details for issuing the diploma may be regulated by a special guideline.

### **Article 63**

1. The awarding of diplomas may also take place in an organized ceremony for groups of students.
2. The diploma ceremony is organized once a year.

### **Article 64 Tuition Fees**

1. A student pursuing master's studies is required to fulfill financial obligations according to the fees approved by the Steering Council.
2. The tuition fee is specified in the study contract and in the financial statements, which the student signs and agrees to upon registration.
3. Additional tuition fees may apply for study programs and specific research projects related to the thesis.
4. In exceptional cases, students may be exempted from fee payments based on the conditions and criteria set by the Steering Council.
5. Student exemptions from fees may be in the form of academic scholarships and fee exemptions according to categories determined by the Steering Council.
6. For full-time and correspondence studies, the Steering Council may set different tuition fees.
7. The schedule for the payment of tuition fees is determined in the student's contract.

### **Final Provisions**

### **Article 65**

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

### **Article 66**

With the entry into force of this Regulation, Regulation No. 1300 on Master Studies, dated 17.12.2021, is hereby repealed.

#### **Article 67**

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

Prishtinë, June 2024

  
Dr. Sc. Blerim Olluri, Rektor



The Senate of AAB College, in the meeting held on 07/06/2024, made the following:

### **DECISION**

The Regulation on Master Studies is APPROVED.

The decision is to be submitted to:

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

  
Dr.sc. Blerim Olluri, Rektor





