



**“UKSHIN HOTI” UNIVERSITY PRIZREN
UNIVERSITETI “UKSHIN HOTI” PRIZREN**

Rruga e Shkronjave str, No. 1, 20000
Prizren, Republic of Kosovo;
Tel:+381 (0) 29- 232 140;
Homepage: www.uni-prizren.com

**REGULATION ON THE DEFINITION OF MASTER
STUDY CRITERIA**

Prizren, December 2019



Pursuant to the provisions of Article 16 paragraph 3 of the Law on Higher Education of Kosovo no. 04/L-037 and Article 48 paragraph 1 under paragraph 1.9 of the UHUP Statute. Nr. 04 — V- 621 DT. May 30, 2013, UHUP Senate at its regular meeting held on: 27.12.2019, adopted the following:

Regulation for master studies

General Provisions

Article 1

The Master's Degree Regulation (hereinafter referred to as the Regulation) defines: The ways of organizing studies and their types; conditions to enroll in studies; exams and their success, as well as the final organization of studies, until the preparation of the master's thesis.

Organization and types of studies

Article 2

Regular studies at master's level are organized at Ukshin Hoti University in Prizren. The university may organize master studies in collaboration with other relevant universities and faculties, mainly within the campus, but it also organizes in collaboration with other national and international faculties. To this end, it may offer two-subject and interdisciplinary programs of study.

Article 3

For Master studies are eligible to enroll all students who have completed a bachelor's degree and have earned at least 180 credits (ECTS).

Candidates who have completed basic studies abroad recognized by EUA (European University Association) or institutions recognized by an international accreditation agency are also eligible to enroll in master studies. The Ministry of Education, Science and Technology, in accordance with the relevant laws and regulations, makes the evaluation and certification of external diplomas.

UHUP students who have achieved a bachelor's degree of 8.0 or above can enroll directly in master studies.



The selection of candidates up to the number foreseen by the competition is done according to the priority ranking of the average grade achieved during the bachelor studies, while students with UHUP grade 8.0 in case of completing the same number are subject to the entrance exam.

Students who have studied at other public or private universities and colleges, regardless of grade point average, will be selected after the candidates who have studied at UHUP are selected and that have met the foreseen criteria.

In cases where the number of candidates is less than the number announced by the competition then students with an average grade below 8.0 may be admitted but they will be subject to the entrance/qualification exam, based on the criteria which is determined by the Relevant faculty.

Article 4

The teaching staff who have the right to teach in master level are the ones with the call of the professor (*full professor, associate professor and assistant professor*), who fulfill the conditions foreseen by the Statute of “Ukshin HOTI” University in Prizren..

Assistants who have at least a master's degree or PhDc or equivalent degree are entitled also to hold exercises, seminars in master studies.

In certain cases a lesson can be held and organized by two or more teachers (with a syllabus).

When more teachers are teaching (in one subject), UMS-SEMS indicates the name of the subject carrier.

Article 5

At UHUP the following academic units have the right to organize master studies:

1. Faculty of Economics,
2. Faculty of Computer Science,
3. Faculty of Education,
4. Faculty of Law,
5. Faculty of Philology,
6. Faculty of Life Sciences and Environment.

Article 6



Master studies are led by the Dean of the respective Faculty. The list of teachers proposed by the Faculties for the realization of the program of master studies is approved by the Senate of the University of Prizren.

Article 7

Classes are delivered in the form of lectures, seminars, theoretical exercises, practical work, field work, excursions, professional and scientific study visits, discussions, professional consultations and through independent student work.

Master studies are completed when the student publicly defends the master's thesis and attains the Master of Science degree in the designated profile.

Article 8 (Conditions for enrollment in studies)

" Ukshin Hoti " University of Prizren, enrolls students according to personnel and technical possibilities, society and market needs. The proposal for the enrollment of new students is made by the respective faculty and approved by the Senate of the University "Ukshin Hoti" Prizren. The final decision for announcing the public competition was made by the Senate of "Ukshin Hoti" University of Prizren.

Article 9

The selection of candidates under section 3 (three) of this Regulation shall be made by the relevant Committee of at least 3 members, who shall be elected by the Faculty Council.

The committee should be competent and professional according to the field of study.

The Commission, in cooperation with the Dean of Faculty, announces the list of candidates who have applied. Candidates who are not admitted to master studies may file a written complaint to the faculty council (*appeals committee*) within three working days after the publication of the results..

The final decision on the appeal is taken within two working days after the appeal deadline expires.

Article 10

Student enrollment in the first semester of master studies is done in the administration of "Ukshin HOTI" University in Prizren, and the student ID card is signed by the General Secretary of "Ukshin HOTI" University in Prizren.

Article 11

Candidates must bring these documents when applying:



- ✓ Birth certificate;
- ✓ Original diploma (certificate) of completion of the Faculty upon registration (while after registration it can be replaced by a notarized copy);
- ✓ For students who have studied abroad, the decision to recognize the degree is also required;

Eligible candidates for registration submit:

- ✓ Completed registration form, which deals with registration;
- ✓ Two pictures (format 4,5 x 6 cm.),
- ✓ Payment determined by "Ukshin HOTI" University Prizren.

Documents submitted by the student upon enrollment remain in the student service. The student service records new students in the register, in the special computer program, and forms the student file. Students who fail to respond to the scheduled enrollment dates lose their right of registration.

Article 12 (Replacement of the program and transfer from other Universities)

To change the study or transfer program from other local and international public universities, the provisions provided by the Statute of the "Ukshin HOTI" University in Prizren and the internal regulations of the Faculties, apply.

Article 13 (Duration of studies)

- ✓ Master studies last 2 years, four semesters and each semester by taking exams they earn 30 ECTS, which means that 120 ECTS credits must be achieved for the completion of these studies.
- ✓ The student may repeat the same year of study at most once as a regular student, and is subject to administrative fees under the MEST Administrative Instruction,
- ✓ A student who has not gained the right to enroll after the second iteration of the registration loses the status of full-time student.
- ✓ The student may request one more time during the studies to be allowed to continue for another year (in exceptional cases). The application must be approved by the academic unit.
- ✓ The student may request temporary suspension of studies in the following cases: serious illnesses, childcare for children under 3 years of age, and in other justifiable cases. The application must be approved by the academic unit.



- ✓ The beginning and the end of the semesters are done according to the provisions of the Statute of the "Ukshin HOTI" University Prizren.
- ✓ Teaching in master studies takes 15 weeks per semester.

Article 14 (Conditions for gaining and losing student status)

1. The person enrolled at the "Ukshin HOTI" University in Prizren has the status of a regular student. Student status is verified with student ID card, in case of loss of ID card with permission of Faculty Dean, student can be provided with new ID card.
 - 1.1 Request for new ID card must be accompanied by proof that the document has been declared invalid and that payment has been made under the Regulation.
2. The student loses regular status in these cases:
 - 2.1 When he voluntarily leaves his studies (*upon special request*),
 - 2.2 Upon finishing the studies,
 - 2.3 When he/she has not completed his/her studies in the double period of study duration,
 - 2.4 Disciplinary Committee of Ukshin Hoti University Prizren expels students who violate the rules set by the Disciplinary Procedure of Ukshin Hoti University Prizren.

Article 15 (Students' rights and obligations)

Students have the following rights:

1. Participate in lectures, theoretical exercises, laboratory exercises, practical learning, fieldwork, seminars, scientific-teaching discussions, professional consultations, excursions of a teaching-scientific nature and other forms of teaching organized with syllabus and curriculum;
2. To use the faculty equipment according to the relevant rules for learning and learning exercises.
3. To use the library of the faculties in accordance with the relevant rules on the operation of the library;
4. To participate in student elections for their representation on University Faculty bodies;
5. Attend meetings of bodies and committees where they are appointed members and perform such duties with commitment and responsibility;
6. To receive special scholarships and grants awarded by the Faculty or the University



when they meet the requirements;

7. To request exemption from the registration fee when they meet the conditions set by the competition published by the university;
8. Require to be familiar with the rules laid down for Master studies at the Faculty.

Article 16

The determination of students' disciplinary responsibility is regulated by the Regulation on Disciplinary Procedure of the University of Prizren.

1. A student who fails to comply with the statutory and legal obligations under this regulation or any decision of the Dean of the Faculty during the course of his or her studies, commits a breach of obligations, is subjected to disciplinary and legal measures.
2. The University discipline regulation defines minor or serious violations of student obligations, defines disciplinary procedures, imposes disciplinary measures and rights for student complaints.

Article 17

Students have the right to appeal against the decision issued by the Faculty bodies regarding their rights, obligations and responsibilities. Such complaints shall be submitted to the Senate of the University of Prizren within 8 working days of the announcement of the decision.

The UHUP Senate, within 30 working days of receiving the complaint, makes the final decision.

Article 18 (year registration requirements)

1. The student has the right to enroll for the second year of studies, if he / she has taken 50% of the exams, out of the total number of exams, or has received 30 credits from the first year courses;
2. The student cannot enter the second year exams without completing the first year exams;
3. The first year registration is done in the time determined by the competition;
4. The second year registration is done according to the criteria defined by the statute;
5. Semester confirmation takes place from 01-15 October for the winter semester and 01-05 March for the summer semester;



-
6. The student pays the administrative and tuition fees according to the MEST Administrative Instruction.

Article 19 (Exams and exam success)

Students are required and have the right to submit and take exams.

The exams are taken from all the subjects foreseen in the study plan, after the completion of the respective subjects. The student has the right to take the exams in the subject after fulfilling the obligations foreseen in the syllabus.

The exams are in written, oral or written and oral.

When the exam consists of the written part and the oral part, the student may enter the oral exam only when the written part has received a positive grade.

Forms of work, such as colloquium, seminar work, test and practical exercises, can also be applied to determine a student's academic success.

Article 20

1. Exam schedule is publicly available on the web site of the academic units respectively on the university website.

Exams for the master studies are held on the deadlines and dates set and published on the Faculty Announcement Board, and on the official website www. of the Faculty (university).

2. Regular exam deadlines are:

January deadline (starts January 20th until February 15th),

June deadline (starts June 6 to June 30th),

September deadline (starts September 7 to September 30th).

3. The deadlines for the exams are done according to the deadlines foreseen in the Bachelor studies.

Article 21

The student's success in the exam is expressed in grades 5 (five) to 10 (ten). The grade is marked with number and text in the minutes, which the lecturer receives from the UMS.

Application forms and exam minutes are sent to the student service, which at the latest 3 days after holding consultations and marking at UMS, the student service files the student grade notes.

The exams are public and are posted on the bulletin board at the relevant departments as well as at UMS.



When announcing results in the bulletin board students' privacy should be preserved, results are announced with the no. of the ID card.

Article 22

1. The student has the right to file a written complaint to the Dean against the grade received in the exams and to request viewing of the test submitted and assessed by the lecturer.
2. The appeal must be lodged within 48 hours after the results of the examination have been announced.

Article 23 (Graduate thesis - master thesis)

Master studies at “Ukshin HOTI” University in Prizren conclude with master thesis defense, in accordance with the study program.

The student who has fulfilled the obligations foreseen in the study plan and curriculum, is entitled to receive the master's thesis.

The student can apply for the master thesis upon the 4th semester registration (fourth semester).

Students who have passed the exams in record time or minus one exam are awarded an undergraduate degree and do not pay for one year if they have paid semesters 3-4.

Students who have passed the exams in record time but for various reasons are not able to graduate, pay the last semester and the graduation fees.

Research in the master thesis lasts no less than 3 (three) months.

Article 24

Lecturers with full-time employment in the designated academic unit and who teach at the master's level during the academic year, propose to the Faculty Council up to 10 different subject titles for the master's thesis for each subject separately, within the particular program of studies. The lecturer who proposed the topics is a potential mentor for those topics.

One lecturer, during one academic year in the Faculty of Economics and Law, can mentor 15 candidates within one year, 3 candidates are within the regular norm and 12 candidates are paid within the year, whereas at the Faculty of Computer Science and at the Faculty of Life and Environment Sciences 3 candidates within the norm and 7 paid within the year, based on the UHUP GC regulation, while the lecturer can lead up to 5 candidates simultaneously, a number that can be followed by the following candidates.



Table no. 1.2. from the regulation on personal incomes of academic staff, postings, royalties and standing commissions at Ukshin Hoti University”

Topic rates for the mentor Topic rates for mentor within rate and pay at bachelor and master level:

Clusters of academic units	Mentoring Master's Degree Theses (mentor)
Group 1	Up to 10 / year
Group 2	Up to 13 / year
Group 3	Up to 15 / year

Group 1 includes Faculty of Life Sciences and Environment, Faculty of Computer Science,

Group 2 includes the Faculty of Philology and that of Education,

Group 3 includes the Faculty of Law and Economics.

Table no. 1.2. from the regulation of personal income of academic staff, postings, royalties and standing commissions at " Ukshin Hoti University”

Source: (Regulation on Academic Staff Personal Income, Functional Supplements, Royalties and Standing Commissions at Ukshin Hoti University dated 18.01.2019 and its supplement as per decision dated 15.03.2019)

Article 25

The master thesis is worked individually by the student proving that the theoretical and practical skills acquired during the course of study can be successfully applied to solving research problems in the scientific research field for which the student is assigned.

Article 26

The written proposal for allowing the thesis for the master thesis should include: Title with justification of the proposed thesis, scientific purpose of the thesis, basic theses to be taken as basis and instruments to be applied in conducting the research.

Article 27

Faculties have committees for filtering thesis papers and theses where evaluation by the committee and proposals are sent for consideration to the Faculty Council which approves the titles proposed by the lecturers and allows the drafting of the master thesis for the



candidates.

On this occasion, the Dean in coordination with the Faculty Scientific Teaching Council appoints the mentor who guides the student while working on the topic of the master thesis.

Article 28

Master thesis is an independent professional thesis of a candidate showing that he / she has acquired theoretical and practical knowledge and can put forward and solve problems and professional-scientific tasks.

Article 29

The master thesis should have 50-80 pages of A4 format. References footnotes are not included in this calculation. The paper should be original in content and incorporate into the research area according to the relevant study program.

Type in Times New Roman, font size in text should be 12, spaceline should be 1.5

Article 30

The thesis is submitted in 5 (five) copies with strong link to the administration of the academic unit where the candidate studies 15 days prior to the thesis protection date.

Article 31

The candidate must submit the manuscript of the evaluation paper within one (1) year after the end of the fourth semester and after passing the final exam.

Upon the candidate's request, the Dean of the Faculty may set an additional term of up to 6 (six) months to submit the master's thesis.

The reasons for postponing the deadline are evaluated by the Faculty Council concerned. If the candidate fails to submit the manuscript for the evaluation paper within the time limit set by this article, the candidate must resume the procedure for allowing work on a new topic, namely to restore full-time student status in accordance with the UHUP statute.

Article 32

Upon submission of the manuscript for evaluation of the master's thesis, the Dean of the Faculty, upon proposal of the relevant Faculty Council, establishes the committee for evaluation of the master's thesis within 30 days from the day of submission of the candidate's request.



It is the task of the committee to submit a written report to the Faculty Council after the evaluation of the paper, not later than one (1) month. The Master Thesis Evaluation Committee, with a majority of its members, proposes to the Council that the work be approved and that the candidate be allowed to defend the thesis, or that the work be completed or the work rejected.

The member of the commission who does not agree with the proposal from the previous paragraph of this article is obliged to share the opinion and present it in written form.

Article 33

The Master Thesis Evaluation Committee is composed of 3 (three) members, one of whom is an opponent, who submits his / her thesis evaluation in writing. If necessary, the Dean of the Faculty may form a committee of 5 (five) members. Members of the committee may be teachers at the discretion of the professor (full professor, associate professor, assistant professor).

Article 34

On the basis of the proposal of the evaluation committee, the Dean of the Faculty makes a decision to allow the public defense of the master thesis. The mentor cannot be chair of the public defense committee for the master thesis.

Article 35

If the candidate's work is rejected by the relevant commission or the candidate for other reasons fails to complete the paper in accordance with the preceding article, the candidate has the right to submit a written proposal for the new master's title. The candidate can only use this opportunity once.

Article 36

If the Faculty Council returns the candidate to complete the work, then it can expand the commission to evaluate the completed job.

The candidate must complete the master thesis within six months at the latest.

When the Commission receives the completed work, it is obliged to draw up a new report on the evaluation of the work and submit it to the Dean within 30 days from the day it received the work.

Article 37

The master thesis, positively evaluated by the members of the committee, within 7 days remains in public discussion. During the public discussion, the paper is made available for



viewing by those interested who may make possible observations and suggestions.

Upon expiration of the public discussion deadline, the mentor, in consultation with committee members, administrations and the candidate shall set the date of defense, the notice of public defense shall be announced by the secretary of the relevant academic unit within 7 days prior to the defense of the master thesis through notification to the UEB and to announcement board.

Article 38

The Council of the respective Faculty, after the expiration of the deadline from the previous article and the approval of the report of the committee on the positive evaluation of the master thesis, forms the commission for the public defense of the master thesis. The commission, in agreement with the candidate, shall determine the date and place (hall) of the public defense of the work.

Public defense of the master thesis should be done within the deadline, which may not be shorter than 7 days nor longer than 30 days from the day of issuing the decision..

Article 39

The Secretary of the Faculty announces the defense of the master thesis 7 days before the day of the defense. The announcement is given on the Faculty Announcement Board, and on the UHUP Web site.

The announcement presents the data on the candidate, the Commission for Defense, the title of the paper and the information that the defense is public..

Article 40 (Defense procedure)

The chairperson of the commission opens the session for the public defense of the master thesis, presents the data related to the procedure developed until the issuance of the decision on allowing the defense of the thesis and presents the biographical and bibliographic data of the candidate.

The mentor briefly presents the evaluation report to the committee and the audience for the evaluation of the master thesis.

The candidate submits a brief presentation of the paper, but no longer than 20 minutes. The committee members, by asking questions to the candidate and his/her answers, verify the authorship of the paper and evaluate the level of recognition of the issues addressed in



the paper.

Article 41

The Chairman of the Commission concludes the defense and invites the Commission to decide on the evaluation and final decision to announce the outcome of the public defense. The committee's decision is publicly announced in front of the auditorium.

Article 42

Candidate has defended master thesis if majority of committee members gave positive evaluation for thesis defense. The paper is graded with a score of 6-10. The grade of the paper may be for 2 grades higher than the average grade.

If the candidate has not successfully defended the master thesis, he may submit a new master thesis proposal within 6 (six) months from the date of notification that he has not publicly defended the master thesis.

Article 43

Upon completion of studies and successful defense of the master thesis, the candidate earns the title "scientific master in the relevant field". Upon receiving the "scientific master's" degree, the candidate from the relevant services of " Ukshin Hoti " University of Prizren receives the certificate and diploma signed by the Dean and Rector.

The Faculty and the University keep records of students graduating in master studies.

Article 44

A candidate's master's thesis may be contested and taken if it is found that the master thesis is plagiarized or is some form of forgery.

In case of grounded suspicion, the Dean of the Faculty forms a committee of three members to examine the suspicions raised regarding the master thesis.

The Faculty Council shall consider the report of the committee and, if it finds any suspicion in the preceding paragraphs of this article, shall propose to the UHUP Senate the withdrawal of the master candidate's nomination.

The Senate of the University of Prizren makes the final decision on getting a master's degree.



Article 45 (Final and transitional provisions)

The regulation is approved by the Senate of " Ukshin Hoti " University in Prizren. For all other matters not covered by this Regulation, the provisions of the UHUP Statute and the Law on Higher Education of Kosovo shall apply.

Academic units are required to draft internal regulations according to the specifics of the study programs.

The Regulation comes into force on the day it is approved by the Senate of " Ukshin Hoti " University of Prizren. Amendments to this Regulation may be made in accordance with the procedure by which it was adopted.

Chairman of the UHUP Senate

Prof. Asoc. Dr. Ismet TEMAJ



”UKSHIN HOTI” UNIVERSITETI PRIZREN

FACULTY _____

MASTER STUDIES

Rruga e Shkronjave str, No.1, 20000 Prizren -Kosovo; Tel:+381 (0) 29- 232 140; Homepage: www.uni-prizren.com

Prizren, on _____ **No. 01.** _____

For: Faculty Council: _____

Project proposal of the master theses topics

Studying program: _____

Name and Surname of the student: _____

Name and surname of the proposed mentor: _____

Proposed topic title:

(Also be written in English)

Introduction

Purpose of the study:

Objectives of the study:



Highlight the problem to be explored and explain why this problem is important to investigate:

The actuality of the study:

Current knowledge in the field of study:

(All the papers consulted for the purpose of understanding and researching the research problem)

Research methodology:

(The way the study will be conducted, the methods used, etc.)

Study hypotheses:

(To lay out the hypotheses)



Content of the paper by chapters and titles:

INTRODUCTION

Purpose of the research

Working methodology

Problem formulation

CHAPTER 1

1.....

2....

CHAPTER 2

1.....

2....

CHAPTER 3

1.....

2....

CHAPTER 4

1.....

2....

CHAPTER 5

1.....

2....

CHAPTER 6

1.....



2....

LITERATURE

1....

2....

3....

.....

.....

15.

Literature:

Signature of the mentor

Student signature



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MASTER STUDIES

Rruga e Shkronjave str, No.1, 20000 Prizren -Kosovo Tel:+381 (0) 29- 232 140; Homepage: www.uni-prizren.com

Prizren, on _____

No. 01. _____

FACULTY _____

Program: _____

Candidate: _____ **ID:** _____

Subject: Request for approval of MASTER WORK topic and theses, entitled:

Proposed Mentor: _____

Commission:

1. Prof. _____. Dr. _____ Chairman _____

2. Prof. _____. Dr. _____ Member _____

3. Prof. _____. Dr. _____ Member _____

4. Prof. _____. Dr. _____ Member _____

5. Prof. _____. Dr. _____ Member: _____

Decision of the Commission:



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FACULTY _____

MASTER STUDIES

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Ref. no 02 -

Prizren, on:

FACULTY _____

Program:

**Subject: Request for Establishment of the Commission for the Evaluation of the
MASTER WORK, entitled:**

Mentor:

Name and Surname of the candidate: ID No:





”UKSHIN HOTI” UNIVERSITY PRIZREN

FACULTY _____

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Faculty Dean _____

Faculty _____

Ref.No.

Prizren, _____

ANNEX 3

PROTOCOL ON MASTER THESIS DEFENSE

The commission enters the room where the defense will be held. The candidate stands in front of the Commission.

Members of the Commission and others present sit down, and then the Chairperson reads the materials:

Dear members of the Commission and all of YOU present,

I announce to you that e today, the candidate

name and surname of the candidate

Will defend the Master thesis entitled

Title of paper	
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Prepared under the guidance of a mentor

	<i>Call, name and surname</i>	<i>Institution, state</i>
<i>Mentor</i>		
<i>Co-mentor</i>		

The Master thesis will be defended in front of the Committee of 3 members:

	<i>Call, name and surname</i>	<i>Institution, state</i>	<i>Signature</i>
<i>Commission selected for the defense of the Master's thesis</i>	1.		
	2.		
	3.		

Appointed by the Faculty Council on the date following the approval of the Assessment Report,

The Chairperson of the Commission reads the short CV of the candidate (brought by the candidate up to ½ of A4 page):

The Mentor reads the short report on the importance of the candidate's work (compiled by the Mentor)

After reading the report, the Chairman gives the floor to the candidate with these words:

We kindly ask the candidate to present the Master thesis, preferably within 20 minutes.

After completing the presentation, the Chairperson asks the Committee members to ask questions in the field of research.

At the end, the Chairman and the members of the Committee ask the candidate questions:

The Chairman asks the attendees:

We ask the audience to ask the candidate questions, if there are any.



If so, please submit the question to the committee and introduce yourself.

Questions from those present are submitted to the candidate through the Commission.

The Chairman concludes the procedure with the words:

If there are no more questions the Commission shall withdraw to make a decision.

* * *

Upon returning to the hall the Chairman reads: The Decision

**Based on the work of the Master's degree, the answers and explanations given by the candidate,
on the questions of committee members, the committee withdrew and took the following:**



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Pursuant to Article 88, point 3 of the Statute of the "Ukshin Hoti" University Prizren, Article 42 of the Regulation on the Organization of Master Studies and Decision No.r. 01/____, dated _____._____.2019,

The Academic Council of the respective Faculty has appointed a professional committee in composition of:

1. Prof. _____. Dr. _____ Chairman
2. Prof. _____. Dr. _____ Member
3. Prof. _____. Dr. _____ Mentor

After analyzing and evaluating the exhibition and the answers to the questions asked, of the public defense of MASTER WORK, of the candidate, the commission unanimously took the following:

DECISION

Candidate _____, on: ____/____/ ____, has successfully defended MASTER THESIS with the title:

_____, in the program

_____.

Pursuant to Article 88, paragraph 3, of the Statute of "Ukshin HOTI" University in Prizren and Article 42 of the

Regulation

on Master studies, earned the academic call: **MASTER** _____ **in** _____, thus acquiring all the rights under applicable law.

The defense commenced at _____ and it was concluded at _____ hrs

Dekani

MEMBERS OF THE

COMMISSION:

1. Prof. _____. Dr. _____ Chairman _____
2. Prof. _____. Dr. _____ Member _____
3. Prof. _____. Dr. _____ Mentor _____



”UKSHIN HOTI” UNIVERSITY PRIZREN

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Ref.no. 03 -

Prizren, on:

MINUTES ON THE PUBLIC DEFENSE OF MASTER’S THESIS

Candidate

On _____ defended before the commission the project / proposal and other contents foreseen by the Regulation for determining the criteria of Master Studies at 'Ukshin HOTI" University Prizren.

The Commission, in its full composition, at a special meeting, evaluated the Master Thesis and the defense of the contents intended for the public deense of the Master Thesis, and found that:

The candidate has successfully defended the MASTER THESIS and has been graded

Candidate has completed the Master studies at the Faculty _____ and receives the title **MASTER** of _____ **in** _____.

Defense of the thesis commenced at _____ and concluded at _____ hrs.

Master's Office

COMMISSION MEMBERS

1. Prof. _____ Dr. _____ Chairman _____
2. Prof. _____ Dr. _____ Member _____
3. Prof. _____ Dr. _____ Mentor _____



APPENDIX 6

STANDARD GUIDE FOR MASTER PAPER DESIGN

Forefront

“UKSHIN HOTI” UNIVERSITY PRIZREN (font size 20)

FACULTY _____(font size 18)

Program _____(font size 16)



MASTER THESIS (font size 28)

TOPIC TITLE (at most 14 words, font size 20)

Mentor:

Candidate:

Title, Name SURNAME

BA. Name SURNAME

Prizren, year _____



Home Page (in Albanian and English)

THESIS TITLE

Second page

Statement of authorship

Third page

ABSTRACT

(abstract in Albanian and English)

Fourth page

CONTENTS

The following pages:

INTRODUCTION

(Purpose of the research, Methodology of work, Problem formulation, Definitions and terminology, Description of chapters and stages of work, Location of research)

Chapter 1, 2, 3, 4, 5– EXPLICATION OF THE MATERIAL

(Depending on the problem)

The last chapter - CONCLUSIONS AND RECOMMENDATIONS

(Presentation of the achieved results, presentation of problems that require further solution)

LITERATURE

ATTACHMENTS

(depending on the department or study program, eg. Drawings, questionnaires, guides, etc.

Regardless of their size, they should be sorted / folded in A3 or A4 paper format).



Second page

TOPIC TITLE

ABSTRACT

In the master thesis, the formatting requirements must be followed according to the following guidelines and data. Some of the writing recommendations can be obtained directly from the PDF or MS Word format guide.

Please follow the instructions in this guide to compose the paper with respect to the type of the letter, the text, the design of the tables, the references and the way of quoting - citing.

The Master Thesis will be published in electronic form Portals Document Format (PDF) on the UHUP website. The abstract should contain up to 200 words and should be on the third and fourth pages of the paper. The abstract should give a brief explanation of the purpose of the paper and the expected results.

KEY WORDS: 3- 5 key words

INTRODUCTION

Candidate is expected to submit carefully researched, written and proofread data - careful scrutiny of spelling and grammar.

The number of login pages should be 2-4 pages. The introduction should clearly describe the subject area (s) of study, candidate's work, methods used, results and conclusions for discussion of: research-designed issues, proposals for further study of researched issues. Punimi duhet të hartohet në gjuhën shqipe (mësimore përkatëse sipas statutit).

Technical terminology must be in accordance with international standards, laws and regulations in force.

1. PAPER FORMAT

The unification of the paper is done to harmonize the standard applied within the " Ukshin Hoti " University of Prizren. For this reason, candidates are suggested to use the following example template.

Margins are normal, with 1.5”- 35mm on the left and 1” -25mm on the right, top and bottom.

All lines - paragraphs of text should be 1.5 spaced apart, with the first line avoided by 10 mm. *Doublespacing* should only be used before and after titles and subtitles, as presented in this example. The positioning, composition and style of the titles and subtitles should be as per this example.

There should be no space between paragraphs.

1.1 Header, Footer, Number of pages

Candidates should make the header according to this example. The page number should be centered on the footer.

1.1.1 Font

Times Nev Roman font 12 is used for writing MDP work, using bold, italic and underlined styles. It is recommended that the text in the figures in the tables be not less than *11 Arial Narrow font*.

2.1 Tables and figures

Picture and table headings should be placed on top of them to explain the composition of the picture or table without having to refer to the text. Figures and tables not mentioned in the text should not be presented. The following is an example for Table 1.

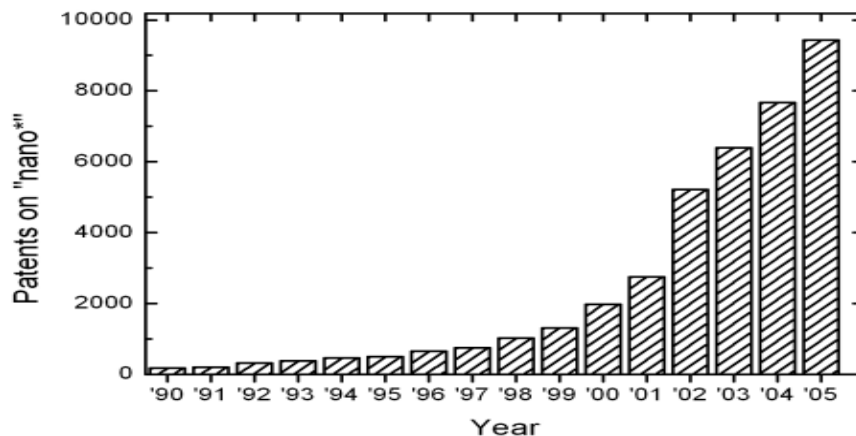
Table 1. Table title

Types of nanometric components	Size (nm)	Varainca (nm)
CuO	47	4.2
NiO	35	6.4
Al ₂ O ₃	42	2.1
SnO ₂	27	3.9

Source: (author 2018)

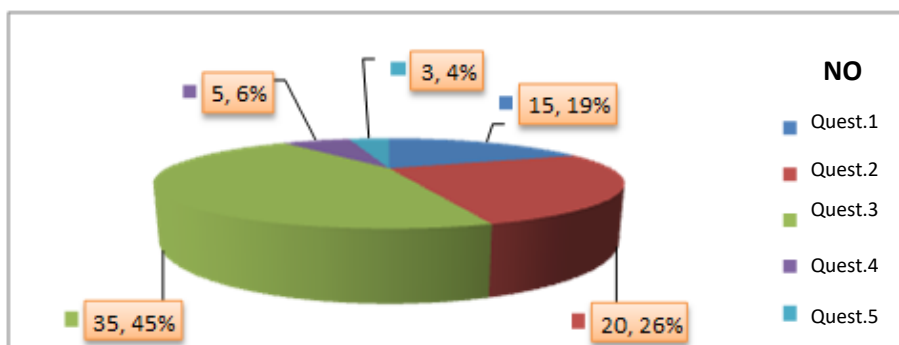
Tables and figures should be placed near the text where they are referenced. All tables and figures must be numbered with Arabic numerals. The headings of the tables should be located in the center of the row and its title at the top of the table. The figure should be located in the center of the row and its title after the figure, as presented in Figure 1.

Figure 1: Number of patents on nano technology with time



Source: author 2019

Figure 2: Questionnaire answers to the questions asked



Source: Author 2019

Figure 3: Multifunctional halls without intermediate supports



Source: Author 2019

2.2.1 Equations

Each equation should be presented in a separate line from the text with a blank space above and below. The equations should be clear and the expressions used should be explained in the text. The equations must be numbered in the following line, as shown in the following example (1) - (2).



In any case, the system of equations should be written as follows:

$$\frac{\partial \rho}{\partial t} = -\nabla \cdot (\rho \mathbf{u}) \quad (1)$$

$$\rho \left(\frac{\partial}{\partial t} + \mathbf{u} \cdot \nabla \right) \mathbf{u} = -\nabla P + \rho \mathbf{g} + \frac{1}{c} \mathbf{J} \times \mathbf{B} \quad (2)$$

ATTACHMENTS

Depending on the department and / or study program, e.g. Drawings, questionnaires, guides, etc. should be separated and placed behind the main text of the paper. Regardless of their size, they should be sorted and folded into the Master's Degree format, A4 format, respectively A3.

Discussion of research results

Conclusions and Recommendations

Conclusions

The conclusions should show a brief explanation of the research results during the working stages (max. 1 page). Further research steps on issues that may be recommended are also suggested.

Recommendations

Recommendations should state precisely the most important MD (Master's Degree) proposals, as well as the candidate's views on the practical implications of the results..

Literature

Appropriate literature should be included throughout the text and a list of references should be placed in this chapter - section, in alphabetical order, and as: (a) citation of references in the main text, appendices, tables and data must be done using the author's surname (both authors, or when more than two, then the first author plus et al.).

Example: "... as previously calculated (Jones et al, 1989)," or "... as shown by Jones et al (1989)". For two or more publications published in the same year by the same author (s), add a, b, c, etc. of the year, such as (1980) or (1980b) together and cite as Jones et al.



(1980, b); (b) List all references cited (including quotes / sources in tables, figures and / or appendices) alphabetically by: surname, the initials of the first author's name and others, year of publication, Headings of papers, patents and books or chapters, monographs, starting and ending page numbers must be included. Abbreviations of the names of scientific journals should be consistent with the use of original abbreviations - international.

Website referrals: the increase in useful information that can be found on the internet should be reported according to the website reference.

At the bottom of the reference list, make a separate section of the pages and date of access to them.

However, very often references to web pages in the MD have to be referred to as web-1, Web-2, etc.

For example, in the text of the paper: "... it has been shown that there is an increase in heat transfer 40% (Web-1) ...".

The number of references in the submission phase should not be less than 10 bibliographic units while in the defense phase the student should use at least 20 bibliographic units.

Mitchell, J.W., Beckman, W.A. 1995. Instructions for IBPSA Manuscripts, SEL, University of Wisconsin, Madison USA.

Plan, Z.A., Lin R.T. and Richer, J.A. 1989. Nanotechnology Devices in "The World of Nanotechnology, G.E. Goodfellow and A.T. Mann, Eds., Butterworth Publishers, Boston, MA, pp. 61–67.

Chairperson of the UHUP Senate

Prof. Asoc. Dr. Ismet TEMAJ