



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

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**REGULATION**  
**ON THE DEFINITION OF CRITERIA FOR BASIC STUDIES**

Prizren, December 2019

Pursuant to the provisions of Article 99, paragraph 3, of the Statute of "Ukshin Hoti" University of Prizren, the Senate, at its regular meeting held on 27.12.2019, approved the following:

**REGULATION**  
**ON THE DEFINITION OF CRITERIA FOR BASIC STUDIES**

**General Provisions**

**Article 1**

1. Types of studies,
2. Duration of studies,
3. Study programs,
4. Language of studies,
5. Conditions for admission and enrollment in studies,
6. Student status,
7. Change of course of study,
8. Transition from one faculty to another,
9. Exam deadlines,
10. Practical and professional work,
11. Student rights and obligations,
12. Student organization,
13. Completion of studies and the final exam (*diploma*),
14. Transitional and final provisions.

**1. Types of studies**

**Article 2**

1. Faculties at "Ukshin Hoti" University in Prizren offer basic bachelor studies, four years, eight (8) semesters and three years, six (6) semesters.

**Article 3**

1. Basic bachelor studies are organized and held according to the syllabus approved by the Senate of "Ukshin Hoti" University in Prizren.
2. The plan and the syllabus can be changed or supplemented. Changes or additions to the syllabus are approved by the University Senate on the proposal of the Faculty Council.

**Article 4**

1. Faculties organize regular and part-time studies.



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### **Article 5**

Faculties enroll full-time and part-time students. The academic unit shall determine the internal rules of procedure for the organization of studies and student enrollment.

### **Article 6**

1. Classes are delivered through lectures, theoretical exercises, laboratory exercises, practical training in public, private institutions, seminars, tests, professional consultations, independent student work as well as excursions of an education-scientific nature.
2. Course content, with the consent of the Faculty Council and the Dean, can be lecture-designated, for weeks during one or two semesters, or can be held as a lecture block in one semester.

### **Article 7**

1. The academic year begins on October 1<sup>st</sup> and ends on September 30<sup>th</sup> of the following year.
2. The winter semester begins on October 1<sup>st</sup> and ends on January 15<sup>th</sup> of the following year.
3. The summer semester begins on February 16 and ends on May 31<sup>st</sup> of the following year.

## **2. Duration of studies**

### **Article 8**

1. Basic bachelor studies, until the completion of studies, last three/four years, respectively six/semesters, with the requirement of completing at least 180 respectively 240 credits. The student must obtain 60 credits each year from the exams in compulsory and elective subjects.
2. Credits must be earned:
  - ✓ First year= 60 = credits- I semester = 30 = credits and the II semester = 30= credits.
  - ✓ Second year = 60 = credits= semester (III) = 30 = credits and semester (IV) = 30 = credits,
  - ✓ Third year = 60 = credits = semester (V) = 30 = credits and semester (VI) = 30 = credits,
  - ✓ Fourth year = 60 = credits = semester (VII) = 30 = credits and semester (VIII) =30 = credits,Total of = 240 = credits.



3. Bachelor studies last three years, respectively six semesters, requiring at least 180 credits to be completed.

The student must provide 60 credits of compulsory and elective exams for each year of study.

Credits must be earned:

- ✓ First year = 60 = credits semester (I) = 30 = credits and semester (II) = 30 = credits,
- ✓ Second year = 60 = credits= semester (III) = 30 = credits and semester (IV) = 30 = credits,
- ✓ Third year = 60 = credits = semester (V) = 30 = credits and semester (VI) = 30= credits, total of 180 credits.

### **Article 9**

1. Upon successful completion of these studies, the student earns a Bachelor academic degree for the respective study program (faculty).

## **2. Study programs**

### **Article 10**

1. Faculties offer studies of interest and suitable for the labor market.

### **Article 11**

1. Programs of study may be terminated, amended or supplemented on the proposal of the Faculty Council with the approval and proposal of the Senate and Governing Council.

## **3. Language of studies**

### **Article 12**

1. The faculties offer basic bachelor studies in Albanian, Bosnian, and Turkish.
2. University Senate issues special decision on teaching in other official languages in Republic of Kosovo.

### **Article 13**

1. Candidates interested in studying at this university must meet these requirements:
  - ✓ To have completed high school in the Republic of Kosovo (*which is certified by a diploma*);
  - ✓ To have successfully completed primary and secondary school with at least twelve years of schooling (*certified with relevant diploma*),
  - ✓ If they have completed high school abroad, they must have a diploma nostrified and certified by the Ministry of Education, Science and Technology of the Republic of



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Kosovo.

#### **Article 14**

1. The competition, admission and enrollment of new students are done in accordance with the conditions set by the competition announced by the University.
2. Candidate is eligible for admission and registration when successfully passing the entrance exam, based on the number of points earned, set for admission, for the course of the competition.
  1. The entrance exam is held with a test, unless otherwise stated in the competition.
  2. The conditions, terms, organization and manner of taking the entrance exam are generally determined in the competition announced by the University.

#### **Article 15**

1. The candidate, who has not acquired the right of registration, has the right to appeal the test, to check it and to ask for clarification.
2. The appeal must be submitted to the Appeals Commission established by the Faculty Council within 24 hours of the day of notification, i.e. the day of the publication of the result of the entrance exam.
3. The Appeals Commission is obliged to decide within 48 hours at the latest after receiving the complaints. Against this decision, the candidate has the right to submit an appeal to the ad hoc Senate Committee within eight days of the day the appeals are processed.

#### **Article 16**

1. Candidates who have applied must submit these documents:
  - ✓ The application form with two pictures;
  - ✓ Diploma and High School certificates (originals),
  - ✓ Birth certificate,
  - ✓ Receipt with payment determined by competition.
2. Documents shall be submitted to the faculty clerck, unless otherwise provided by competition.

#### **Article 17**

1. Eligible candidates must also submit these additional documents:
  - ✓ Payment receipt on behalf of semester registration.
  - ✓ Completed application form for admission to the faculty.



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2. Supplementary documents are submitted to the student affairs clerk within the deadline.

### **3. Student status and registration requirements for the academic year**

#### **Article 18**

1. Students are only enrolled in regular status, unless otherwise stated in the competition.
2. Upon registration, the student is issued a student card instead of an index.

#### **Article 19**

1. Enrollment in the first year of studies is done at the time determined by the competition.
2. Enrollment in the second, third and fourth year of studies is made from October 1<sup>st</sup> to October 15.
3. Semesters are certified from the 2<sup>nd</sup> to the 5<sup>th</sup> of March.

#### **Article 20**

1. The full-time student is obliged to attend lectures, exercises, practical lessons, as well as to perform all other duties related to the continuity of daily lessons, until the completion of studies.
2. The continuity of regular student attendance is confirmed by the teachers, according to the signatures on the evidence sheets.

#### **Article 21**

1. In the absence of a teacher's signature on the special forms, he/she has no right to certify the respective semester nor to register the following semester.
2. Exceptionally, the student is allowed to certify the respective semester without a signature, only in exceptional and reasonable cases.
3. The Dean makes the decision.

#### **Article 22**

1. The student has the right to enroll in the second year of studies, if he/she has passed 70% of the exams, out of the total number of exams, or has obtained 41 credits from the first year courses.
2. In the third year of studies, the student can enroll, if he/she has completed 35% of the exams, respectively if he/she has earned 20 credits, out of the total number of credits for the second year of study.
3. In the fourth year, the student can enroll, if he/she has taken 30% of the exams out of the total number, respectively, if he/she has gained 18 credits, from the third year courses.



4. The student cannot enter the second year exams without completing the first year exams; also the second year student cannot enter the third year exams without completing all the second year exams, and the fourth-year student cannot enter the fourth-year exams without completing all the third-year exams.
5. The student cannot pass the exam if there is less than 50% attendance in the lectures and exercises in the subject (*exclusively with the approval of the professor of student reasoning for the subject*).

### **Article 23**

1. A student who is enrolled in the highest year of study is not eligible to apply for the following academic year unless he/she has completed all the remaining exams of the previous year.

### **Article 24**

1. A student who fails to obtain the credits provided for in section 22 of this regulation by the September deadline, for the following year's registration, must repeat the academic year registration.
2. A student who repeats their year of studies pays the administrative and tuition fees, just like other full-time students.

### **Article 25**

1. The student has the right to repeat the same year of study, at most once, as a full-time student.
2. Student who has not gained the right to enroll, after the second iteration of the registration, loses the status of full-time student.

### **Article 26**

1. The student may also require a long study period, where they may be allowed to continue studying for another year (*in exceptional cases*)
2. The request must be approved by the Academic Unit Council.

### **Article 27**



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1. The Faculty Council has the right to make special decisions on maintaining the status of full-time student in cases when: the student has special achievements in the fields of education, science, technology, culture and sports.

### **Article 28**

1. The student may request temporary suspension from full-time student status in these cases:
  - ✓ Severe illness;
  - ✓ Child care under the age of three,
  - ✓ In other justifiable cases.

### **Article 29**

1. The student who has completed all the exams foreseen by the syllabus, in the relevant course, has the right to retain the status of full-time student for another year. During this time, the student must complete all exams and defend his/her thesis.

### **Article 30**

1. Student who has completed the eighth semester (VIII) for the first time, with less than two exams left, enjoys the status of an undergraduate.
2. The student, who has completed the sixth (VI) semester for the first time, with less than two exams remaining, enjoys the status of an undergraduate (in three-year studies).
3. Absolvent status lasts one year. After this time, the student who has not completed all the exams successfully, loses the status of the student and is subject to all obligations that apply to other students (*repeating school year registration, registration fee etc.*)

### **Article 31**

1. Absolvent does not pay the administrative and tuition fees minus two final year exams.
2. After completing the one-year internship as an absolvent, the student pays the administrative and tuition fees.

### **Article 32**

1. The student loses regular status in these cases:
  - ✓ When voluntarily abandones the studies,
  - ✓ Upon finishing the studies,
  - ✓ When he/she has not completed his/her studies in the double period of study duration.

### **Article 33**





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### **Transfer from other faculties**

1. The student who is enrolled in the faculty has the right to transfer to the same faculty from other relevant faculties in the respective program.
2. Transfer is allowed from the 1<sup>st</sup> to the 15<sup>th</sup> of November according to MEST transfer AI.
3. The transfer from other public faculties is determined by separate regulations for each academic unit.

### **Article 34**

1. Exams are public.

Basic studies exams are held at the deadlines and dates set and published on the notice board and the official website.

2. Regular exam deadlines are:

January term - (starts January 20<sup>th</sup> to February 15<sup>th</sup>),

June term (starts June 6<sup>th</sup> to June 30<sup>th</sup>),

September term (starts September 7 to September 30).

3. The Senate and the Faculty Council may, by special decision, permit any other term of examination, as an extraordinary term.

### **Article 35**

1. The exams published in the bulletin boards are mandatory for both the examiner and the student.
2. The number of exams is defined as one exam per day, avoiding the possibility for the student to have more exams per day.

### **Article 36**

1. The exam schedule is announced at the beginning of the academic year.
2. The Dean prepares and publishes the exam schedule, having previously received the exam dates, from the Chief Teaching Officer of the respective curricula and directions.
3. Changing the exam date is allowed only in reasonable cases by the Dean of the Faculty.

### **Article 37**

1. Submission of exams is done:

For the January term, January 15<sup>th</sup> to January 20<sup>th</sup>,

For the June term from June 1<sup>st</sup> to June 5<sup>th</sup>,

For the September term from August 25<sup>th</sup> to 31<sup>st</sup>.

2. Delayed examination submission is allowed by special decision of the Dean at least 48



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hours after the closure of the system.

### **Article 38**

1. Submission of exams is done by card/index, or directly online, at student service (clercks) for student affairs.
2. The student service compiles the list of students who have taken the exam, for each exam and for each term.
3. Examination application forms must be valid and sealed by the student affairs clerk.
4. Exam results are announced on the faculty and SMU announcement board only with ID card number (no name and surname) at least 48 hours prior to the consultation.
5. Grades are posted on SMU following the consultations with students.

### **Article 39**

1. The teacher is obliged to post the grades in SEMS within 72 hours after the completion of the exam and consultation and to submit the applications to the clerck along with the list of students who have completed the exam..

### **Article 40**

1. Examination forms are:
  - ✓ Written exam;
  - ✓ Oral exam;
  - ✓ Written and oral exam;
  - ✓ Test exam;
  - ✓ Practical exam.
2. The combined written and oral examinations are held within the deadline; otherwise the exam is canceled by the Dean's Office.

### **Article 41**

1. The assessment of the exam is marked with a grade:
  - ✓ Grades 10 and 9 represent excellent success,
  - ✓ Grade 8 represents very good success,
  - ✓ Grade 7 represents good success,
  - ✓ Grade 6 represents sufficient success,
  - ✓ Grade 5 represents insufficient success (poor).
3. Assessment grades are recorded in the SMU and in the teacher-commission submission



form.

4. Successfully passed exam sheets are recorded in the student's registers and stored in the student's file.

#### **Article 42**

1. Exams are assessed by a teacher or by commission.
2. Commissioned exams are held:
  - ✓ When the student complains about the evaluation of the exam held;
  - ✓ When the student passes the exam after the third time;
  - ✓ When the exam is scheduled, but in exceptional cases the teacher is absent.

#### **Article 43**

1. The student has the right to file a written complaint to the Dean against the grade received on the exam and to request the viewing of the exam submitted and evaluated by the teacher.
2. The appeal must be filed within 48 hours after the announcement of the results of the examination.

#### **Article 44**

1. Dean - the Vice-dean appoints a three-member commission to hold the exam.
2. The previous lecturer does not participate in the assigned commission.
3. The student has no right to file a complaint against the evaluation of the commission.

#### **Article 45**

1. The exam passed in infringement of the provisions of this regulation shall be canceled.
2. The decision to cancel the exam is made by the Dean.
3. The student has the right to appeal against this decision.
4. The appeal is submitted to the faculty council within 48 hours of being notified.

#### **Article 46**

1. The student has the right to request postponement of the exam only in reasonable and justified cases.
2. The decision for this is made by the Dean-Vice-Dean.

### **Practical lessons**

#### **Article 47**



1. University faculties have practices where each of the academic units has its own specifics. Therefore, each faculty has its own internal rules of practice.

Faculty teachers are required to supervise students in the institutions where they are taking practical lessons.

#### **Article 48**

1. The practice is organized and delivered in public and private institutions.

### **8. Student rights and obligations**

#### **Article 49**

1. Admitted students have these rights:

- ✓ Participate in all lectures, theoretical exercises, laboratory exercises, hands-on learning, fieldwork, seminars, scientific-educational discussions, professional consultations, excursions of a teaching-scientific nature as well as other forms of lesson planning and educational program;
- ✓ Use the faculty facilities according to the relevant teaching and learning rules.
- ✓ To use the library of the faculties in accordance with the relevant rules on the operation of the library;
- ✓ To participate in student elections for their representation on faculty and university bodies;
- ✓ Attend meetings of bodies and committees where they are appointed members and perform such duties with commitment and responsibility;
- ✓ Benefit from scholarships and special awards given by the faculty or university when they qualify;
- ✓ To request exemption from the registration fee when they meet the conditions set by the competition published by the university;
- ✓ To seek to become familiar with the rules laid down for basic studies at this faculty.

#### **Article 50**

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 and is therefore subject to disciplinary and legal liability.

#### **Article 51**



1. The regulation on the disciplinary procedure of the university determines the minor or gross violations of the student's obligations; the definition and procedure of disciplinary liability, the imposition of disciplinary measures and the rights of student complaints.

#### **Article 52**

1. The student has the right to appeal against any decision that considers that his/her rights have been violated during his/her studies..
2. The appeal is filed:
  - ✓ Against the decision of the Dean, when he has decided as a body of first instance - Faculty Council;
  - ✓ Against the decision of the study commission, when it has decided as a body of first instance - the appeal committee of this faculty;
  - ✓ Against the decision of the Faculty Council, when it has decided as the first instance body of the University Senate.

### **8. Student organization**

#### **Article 53**

1. Students' interests are realized directly in the Student Council and through their representation on:
  - ✓ Faculty Council.

#### **Student Parliament**

#### **Article 54**

1. Students have the right to establish student organizations.
2. The establishment of student organizations is done in accordance with the statute and regulations approved by the University Student Parliament.

### **8. Completion of studies and the final exam (diploma)**

#### **Article 55**

Three-or four-year undergraduate bachelor degree studies at the faculty are completed after the final exam (diploma). The preparation and conditions of the diploma thesis are regulated by the diploma thesis regulation.

#### **Article 56**

1. The student is subject to the final exam after having completed all the required exams and has accumulated at least 240 respectively 180 required credits on behalf of the



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exams entered and after having fulfilled all other obligations provided by law, statute as well as with this regulation.

2. The data for meeting these conditions are checked and verified by the Secretary of the Faculty.

#### **Article 57**

The deadline for the defense of the final exam (diploma) is determined according to the regulation for preparation, presentation and defense of the diploma thesis.

Students may graduate after completing administrative procedures,

Bachelor studies at "Ukshin HOTI" University in Prizren conclude with the defense of thesis, in accordance with the study program.

The student, who has fulfilled the obligations foreseen in the respective study plan and syllabus, is eligible to receive the bachelor degree.

The student can apply for bachelor thesis upon enrollment of the 6th (sixth) semester of three year studies respectively 8th semester in four year studies.

#### **Article 58**

1. The defense of the final exam (diploma) is public.
2. The final exam is held in front of a three-member commission.
3. The commission is appointed by the Dean/Vice-Dean, in cooperation with the curriculum chiefs.
4. Professors with the title of Doctor of Science are entitled to mentorship.

#### **Article 59**

1. The Committee for the defense of the thesis is proposed to the department and approved by the Faculty Council.

#### **Article 60**

1. Upon completion of the last semester, the student is entitled to complete the exams in the 12-month period, respectively to complete the graduation period - to graduate.
2. During this period the student does not pay any tuition fees.
3. If the student does not graduate during this period, he/she must repeat the final year of study (fourth year) of study and pay the tuition fee for full-time study at the same rate as full-time students..
4. If the student does not graduate even after this repeated enrollment, for the second time, in the third year of the three-year studies and the fourth of the four-year studies, he loses the right of a full-time student and is required to apply to the dean to extend his status for



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one year.

### **Article 61**

1. In the final exam (diploma), the student must demonstrate theoretical knowledge and skills acquired during the course of study in mastering the given topic, proving that the subject was prepared with methods that respond to the thesis, that he or she knows the literature and know how to use it professionally and independently.

### **Article 62**

1. The final exam represents the independent and professional work of a particular theoretical, methodological, or professional problem or task.
2. The final exam is elaborated and defended individually.
3. In special cases, by special decision of the Faculty Council, it may be allowed to elaborate and defend the final exam, together with two or three students.

### **Article 63**

1. Submission for the final exam is made to the faculty administration, to the clerk or to the person authorized for the matter..
2. Application forms are provided from the person authorized for this.
3. The form is filled in with all student data that is submitted for the final exam defense.
4. In addition to applying for the final exam, the student also submits:
  1. Index / ID card.
  2. Application form for the final exam which is taken to the student affairs clerk,
  3. Two practical learning journals,
  4. Presentation project.

### **Article 64**

1. The final exam consists of three parts and is estimated up to a maximum of 100 points (details in the relevant faculty regulation).
2. The final grade in the final exam is calculated according to the points accumulated in the spreadsheet as follows:



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<u>Points</u>	<u>Grade</u>
91—100	10
81-90	9
71-80	8
61-70	7
51-60	6

### **Article 65**

1. The defense of the final exam (diploma) is kept by the record.
2. The minutes are signed by committee members and the dean.
3. The final examination procedure (minutes) has this form and holds this data:
  - ✓ Necessary data on candidate and topic;
  - ✓ Points earned while defending the final exam;
  - ✓ Average grade;
  - ✓ Earned bachelor's degree in curriculum or instruction;
  - ✓ Date of the final exam;
  - ✓ Signature of committee members;
  - ✓ Dean's signature.

### **Article 66**

1. The student who successfully defends the diploma exam earns a bachelor's degree for the syllabus or course.

### **Article 67**

1. The student who successfully completes the final exam is issued a certificate in the name of the diploma for the completion of three-year/four-year bachelor studies of the completed curriculum.
2. The diploma is signed by the Dean of the Faculty and the Rector of the University.

### **Article 68**

1. The diploma is solemnly handed over to the student. Graduate students are promoted according to the rules set by the University, in cooperation with the Dean of the Faculty.

### **Article 69**

1. Faculty administration keeps track of graduate students.





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## **12. Transitional Provisions**

### **Article 70**

1. The regulation comes into force on the day it is approved by the university Senate.

### **Article 71**

1. Students who have not been able to complete their studies within a specified period of time are required to continue and complete their studies under this regulation.

### **Article 72**

For all other matters not covered by this regulation, the provisions of the Law on Higher Education in Kosovo, the University Statute and other normative acts shall apply.

### **Article 73**

1. Amendments and supplements to this Regulation can be done in the same manner as has been adopted.
2. Upon entry into force of this regulation on the day of its adoption by the University Senate, regulations, decisions, or other prior instructions of this nature shall be repealed.
3. The regulation enters into force immediately after being approved by the University Senate.

**Chairman of the UHUP senate**

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**Prof. Asoc. Dr. Ismet Temaj**