

“UKSHIN HOTI” UNIVERSITY OF PRIZREN



STUDENT'S HANDBOOK

for students of “Ukshin Hoti” University in Prizren

Prizren, 2019

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INTRODUCTION

The Student Manual is a summary of the Statute and regulations of the "Ukshin Hoti" University in Prizren which regulates the status of the students and their rights and responsibilities.

This manual will be a guide to the acts of the Statute as well as the legal and sub-legal acts issued by MEST and the Kosovo Accreditation Agency Manual.

The manual is a collection of information for students throughout the student's life cycle, so that the student is closer to the information and has an address where he or she can obtain accurate information about it.

The Rector's Speech

Dear students,

Welcome to "Ukshin Hoti" University in Prizren. From now on, until you graduate, this will be your second home. Your decision to study at this university is a fair decision, an honor for us and obliges us to provide you with all the necessary conditions during your studies.

This Manual provides essential information you will need as a student at "Ukshin Hoti" University in Prizren. The guide covers all information required for all stages of a student's life cycle - acceptance, promotion, recognition and certification - including all regulations, rights and responsibilities of students, actions to be taken for disciplinary violations, employee responsibilities and relevant commissions, and the penalties that may be imposed, thus, is a summary of the acts that regulate the student's relationship with the university.

The issuance of this Manual is a result of the comprehensive efforts of university staff, including student representatives, to improve the quality of each service to meet required standards..

With the work done, this University is entering a new and serious competitive age with universities in the country and beyond. I am convinced that you dear students too are ready to support this challenge and make a university that we all take pride in.

Wish you many successes!

Prof. Asoc. Dr. Ismet Temaj – Rector

LOCATION

The University is located in the western part of the city of Prizren. Prizren is one of the oldest cities in Kosovo

City Park is located near the University, which is frequented by students all the time..

Address: «Rruga e Shkronjave», no. 1, 20000 Prizren



BACKGROUND

University "Ukshin Hoti" based in Prizren, was established by decision no. 01/87 of the Government of the Republic of Kosovo on 09.10.2009 as the second public university in the Republic of Kosovo which started with the first generation of students in the academic year 2009/10, respectively 01.10.2010.

The Assembly of the Republic of Kosovo on 30.05.2013 approved the Statute of the University "Ukshin Hoti" based in Prizren.

The University "Ukshin Hoti" with its six academic units currently offers Bachelor and Master degree studies and by statute the same can organize doctoral studies. In addition to studies in Albanian language, the University also offers studies in Turkish and Bosnian languages.

The University inherits the experience of the former Pedagogical High School, a separate branch of Pristina, which has been in operation since October 1961, later transformed into a Faculty of Education, a branch in Prizren, and now the University "Ukshin Hoti" Prizren.

The city of Prizren, the seat of this university, by law no. 06L / -012 article 4 item 2 has been proclaimed the **Historical Capital of the Republic of Kosovo**, which is normally known except for its rich history as well as for multi-ethnicity and heritage and culture not only in the Republic of Kosovo but also beyond.

The city of Prizren is also the second-largest city after Pristina, which according to statistics is the most visited city in the country, it lies in the southern part of the Republic of Kosovo, being the closest city to the Republic of Albania for citizens of which, the city and the university "Ukshin Hoti" are very attractive.

UNIVERSITY MISSION

"Ukshin Hoti" University in Prizren, is a competitive and academic institution oriented towards providing quality education by conducting scientific research and contributing to innovation, in accordance with the demands of the labor market and the community where it operates locally, nationally and beyond.

VISION

The university builds the vision based on the principle of educational-research values, comparative advantages of ethnic, linguistic and cultural diversity, with the aim of creating a center of academic excellence that will serve students, researchers and society in the fields of IT, agribusiness and the environment, business management and administration, justice, linguistics and education.

ATTENDANCE OF STUDENTS IN CLASS

Each lecturer is required to keep records of student attendance in class. Attendance forms will be provided at the beginning of the month and must be submitted to the Deans at the end of the month. The lecturer is required to have these forms with him during each class as evidence of compliance with the regulations during the Dean's monitoring.

Each student must attend at least 70% of the total number of subject hours (lectures and exercises) in order to be eligible for the exam.

KNOWLEDGE ASSESSMENT GRADES

The grades are determined in accordance with the evaluation criteria and the coefficient. Although some form of final exam or final project may be required, the student's final grade for the subject is based on his or her semester performance and is not solely determined by the final exam.

Student evaluation for all academic units is done as per the below given table;

| No. | Grade | Description |
|-----|-----------------------|--------------|
| 1. | Ten (10) and nine (9) | Excellent |
| 2. | Eight (8) | Very good |
| 3. | Seven (7) | Good |
| 4. | Six (6) | Satisfactory |
| 5. | Five (5) | Insufficient |

Exams serve as a regular way of assessing knowledge.

Exams can be organized separately for each subject or can be combined for several subjects in accordance with the study program (examination with a commission).

Exams are public and are held in these ways:

In writing;

Oral;

In writing and oral;

Practice.

The combined oral and written exams are made within seven (7) days.

The exams are assessed by a questioner or an exam committee.

Exams can be held by an exam committee if:

The student complained in writing;

Is assigned to the study program

The procedure for taking the exam is determined by the study program.

The way of determining the knowledge and passing the exam will be determined by the syllabus of the course.

Exam deadline schedules, including daily schedules, are announced at the beginning of the academic year.

Dissatisfaction with the grades

The student has the right to file a written complaint to the dean of the academic unit against the grade received. The appeal must be filed within two (2) business days after the results have been announced.

A complained may be filed for these reasons:

for the written exam a complaint is made against the written mark;

for the oral exam a complaint is made against the grade taken orally;

for the combined written and oral exam:

a complaint is made against the mark taken in writing before entering the oral exam;

a complaint is filed against the oral mark indicating that the mark has been accepted by the written examination.

Upon receipt of the complaint on time, the dean of the academic unit forms the examination commission within one business day after the complaint is received and appoints three members, but without the questioner against which grade the student has complained..

If the oral exam is repeated, the evaluation by the commission is made on the following working day after the commission is appointed..

In the event of a complaint against the grade on the written examination, the written examination shall be reviewed by the commission on the following business day after the commission has been appointed.

No appeal may be lodged against the committee's assessment.

The tests from student assessment exams are stored for at least one (1) year.

Academic progress

The student has the right to enroll for the second year of studies, if he/she has passed 70% of the exams, out of the total number of exams, or has received 41 credits from the first year courses.

In the third year of studies, the student can enroll, if he / she has completed 35% of the exams, respectively if he/she has gained 20 credits, out of the total number of credits in the second year of study.

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.

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 third year exams.

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 enrollment, must repeat the academic year enrollment.

A student who repeats their year of studies pays the administrative and tuition fees, just like other full-time students.

GRADUATION PROCEDURES FOR BACHELOR AND MASTER LEVEL

Bachelor graduation procedures

Upon successful completion of the exams during the studies, the student has the right to start with the graduation procedures which are specified by the regulations for basic studies.

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 has worked with methods that respond to the thesis, that he or she knows the literature and know how to use it professionally and independently.

The final exam represents the independent and professional work of a particular theoretical, methodological, or professional problem or task. The final exam is elaborated and protected individually.

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.

The steps to be taken to defend your thesis are:

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 to the person authorized for this.
3. The form is filled in with all student data that is submitted for the final exam.
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 diaries,
 4. Presentation project.

For further details on the graduation procedures, please refer to the [Bachelor Degree Regulation](#)

Graduation Procedures for the Masters degree

Master studies at "Ukshin HOTI" University in Prizren conclude with defending of the master thesis in accordance with the study program. The student who has fulfilled the obligations foreseen by the respective study plan and syllabus, is entitled to take the master's thesis. The student can apply for master thesis upon the 4th semester registration (fourth).

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.

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.

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 field according to the relevant study program. Type in TimesNew Roman, font size in text should be 12, spaceline should be 1.5.

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 date of defending the thesis.

For further details on the graduation procedures you can refer to the [master studies manual](#)

STUDY RATES AND PAYMENT FORMS

- Payments for bachelor and master studies are determined by **Administrative Instruction (MEST) no. 17/2014 applying for student fees at universities**
- First year: Free
- For entrance exam: 2.5 €
- Regular BSC semester: 25 €
- BSC semester correspondence: 125 €
- MSc Science Semester: 150 €,
- Payment for defending of the diploma thesis 100 €
- For MSC Entrance Exams: 5 €
- For MSC exam: 2.5 €
- For Certificate of Grades: 2.5 €
- For Diploma certificate: 5 €
- For each exam passed on the transfer: € 0.50
- For diploma: 5 €
- For Duplicate of the Degree: 25 €
- For the change of the faculty/department change: 25 €

The **payment** method is the system in which students will be able to generate the payment reports they need during their studies. We have some types of payments that will appear in the drop-down list after you click on **Select, the price of which varies by level of study and they are:**

1. For the entrance exam,
2. For a certificate of grades,
3. For a diploma certificate,
4. For duplicate index,
5. For the request for the transfer of a grade/grades,
6. For a diploma,
7. For a duplicate degree,
8. To change the faculty/department,
9. Per semester for students.

INFORMATION TECHNOLOGY – IT AND SERVICES

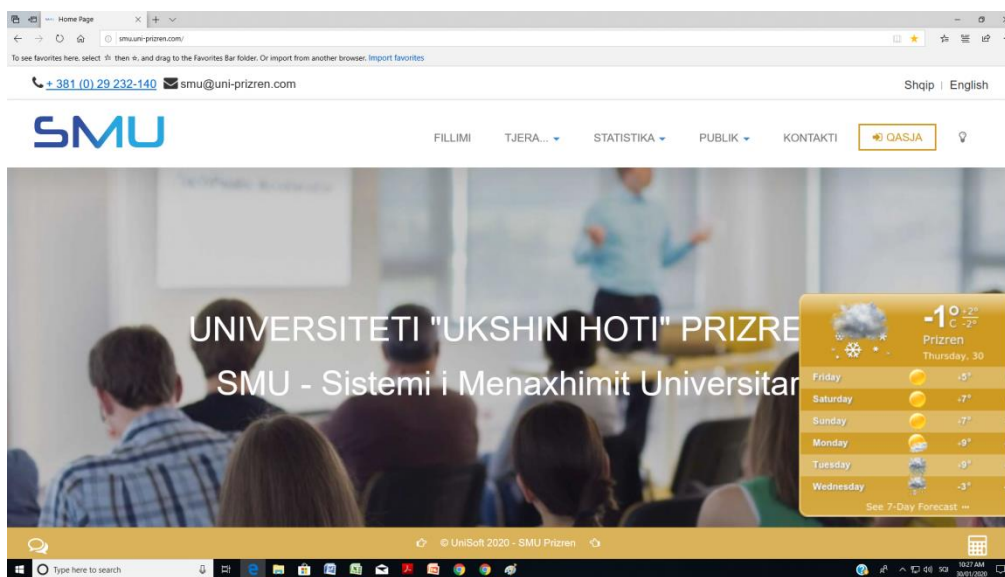
University Management System - UMS operates within the University "Ukshin Hoti" Prizren

Applying for student status at our university is through UMS (www.smu.uni-prizren.com), the application form and application fee (according to the administrative instructions of the applicant) are made online and submitted to the student service at the faculty where you are applying.

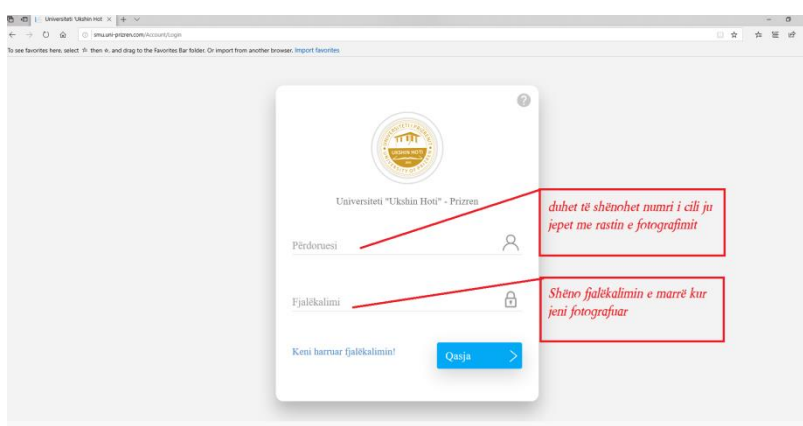
High school scores and scores on the entrance exam are calculated automatically in the system and the result lists are generated according to the criteria set in the competition..

The applicant who is admitted takes a picture and is given access to the UMS and is provided with a student ID card. The student's UMS electronic account contains the following services: student records, faculty-department data, study syllabus, professor-student enrollment, college results, exams, subject literature, exercises, lectures ... etc.

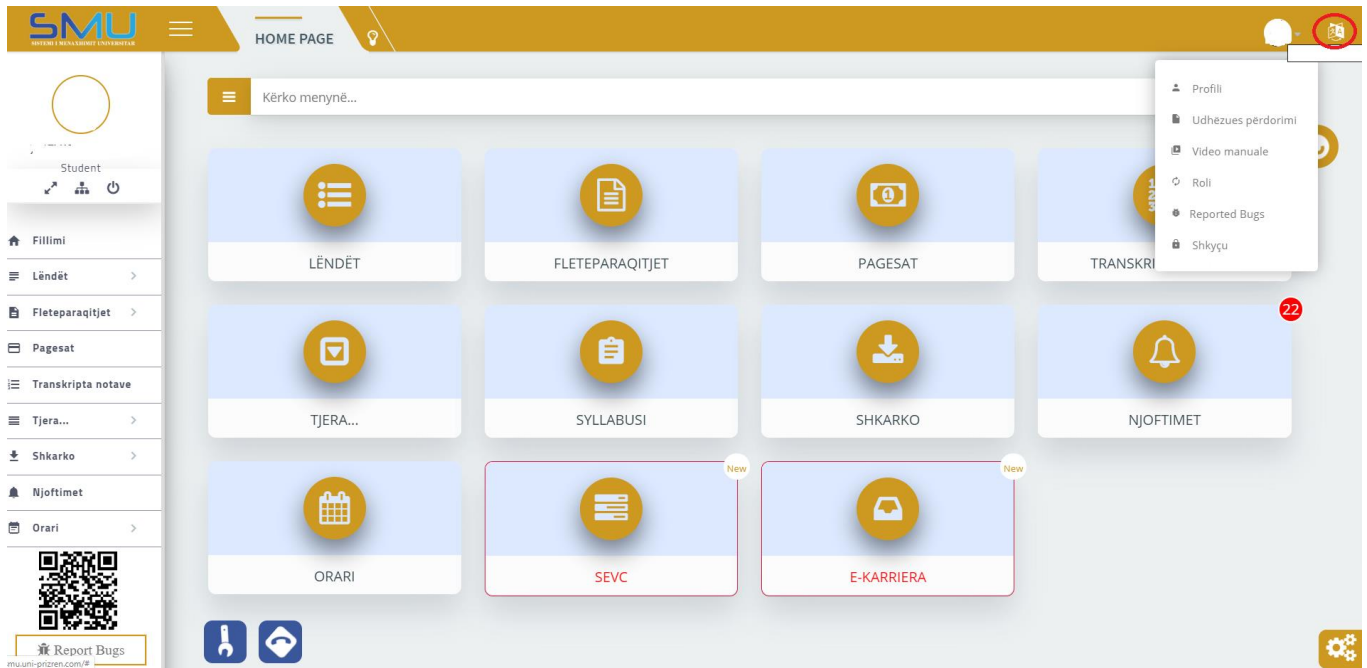
The access to a student system is as follows: access the link www.uni-prizren.com



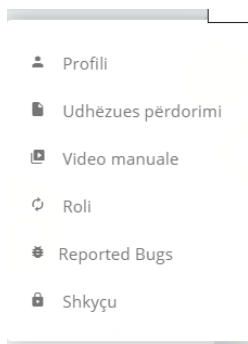
Click on access and then the following window opens, giving you access details that you will be notified for when you receive your student ID card.



After accessing the system your UMS account will look like the following.



on the right hand side of the screen you will be able to change the password originally generated by the system and the rest of the help



Profile, the possibility of changing the password Contact no. and email as below

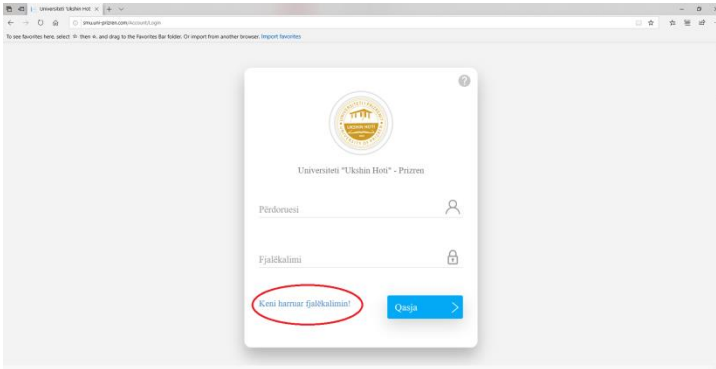
You have a detailed **user guide on** how to use your SMU account in pdf format.

Manual videos are some examples illustrated with videos

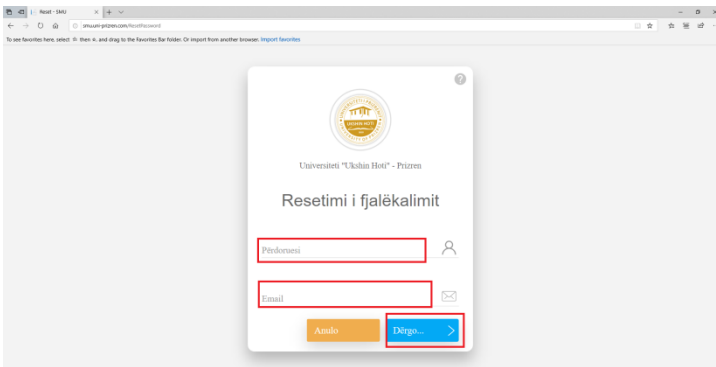
Reports that you made of any errors or answers

Log off, is the safest way to get out of the system

If you have forgotten your password you have the option to restore access again through the form below:



By clicking **forgot your password?** And then the window opens as follows

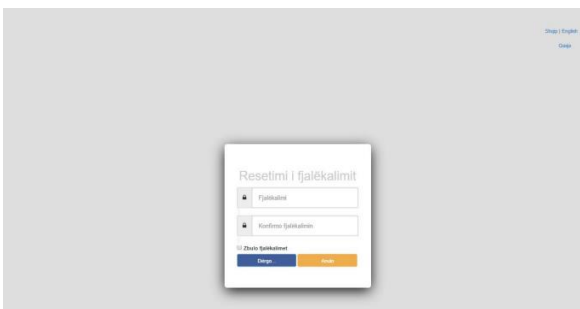


where you should enter your username and email you provided at UMS, then click send and you will be notified that you need to open your email where you have the password reset link.

the e email sent will look as below



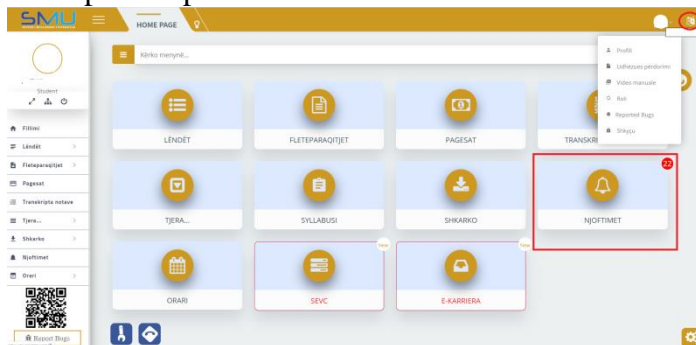
After you click on the link, a password reset screen will appear on your screen that looks like below:



The new password should be entered in the Password field and enter the same in the Confirm Password field. If you would like to discover the characters you mark, then click Discover Password. Once you have entered the new password, click **Send**, and a message confirming the successful password reset will appear on your screen.

Password must contain at least 8 characters; these characters must consist of letters (one letter must be uppercase), numbers and symbols. For example: fiLan123+ @Filan321

An important part of the announcements is as follows



Where all the announcements for opening of the examinations term, graduation deadlines, and other announcements made by the dean or professor for consultations come from, depending on the form of communication.

For technical assistance you have the emails of the IT office online for technical problems



For student service help - the clerk has your email in the relevant faculty system



Below you have the menus of the UMS system what they contain:

The courses have two submenus for the registration of compulsory and elective courses per semester and the semesters you have enrolled up to that point;

The application forms give you the opportunity to take the exams for the fixed term and the degree of the diploma and you can see the results of the exams for the subjects you have submitted;

Payments is the form of downloading online payments according to the Administrative Instruction issued by MEST, semester payments are fixed by deadlines according to relevant regulations;

Transcript of grades You can see the positive grades you received up to that point and the average.

Other include more curriculum submenus with which you are pursuing studies, some types of requirements (for deregistering, for departmental-curriculum change, for status change, for grade transfer, for ID card change) etc;

Download where you can download results, teaching materials (lectures, literature, exercises, etc.) syllabuses;

Notifications here come all the announcements for opening the system for entrance exams and graduation deadlines and other announcements downloaded by professors, deanery etc.

Schedules are the opportunity to view lecture and exam schedules;

You also have the student account usage manual in the system for more information (STUDENT'S MANUAL).

UNIVERSITY CENTRAL LIBRARY "UKSHIN HOTI" PRIZREN (UCL "UKSHIN HOTI" PRIZREN)

The Library of the University "Ukshin Hoti" Prizren, has been in operation since 1968, and in the current building since 1972. This library has a large book fund, and has two very convenient reading rooms, which serve the students of this university.

By 2019 the Library has received the status of Central University Library.

Within the University of Prizren there is another library located in the Faculty of Economics (equipped with titles in the field of economics and law, as well as Turkish language books), there is also the Austrian corner located on the premises of the Faculty of Life Sciences and the Environment where it is equipped with German language titles in the field of literature and linguistics, while the headquarters of the UCL is in the premises of the Faculty of Education.

The books in the library are sorted by the Universal Decimal Classification (UDC) system which is currently used throughout the library network.

The library has a substantial fund of over sixty thousand (60,000) books in various fields, adapted to the curricula and syllabuses of academic units.

Within the library there is also access to online libraries which can be used within the University campus, such as:

- IMF eLibrary
- Cambridge e-Journal
- Elgaronline
- Duke University Press
- ASTM COMPASS ABSTRACT
- ACCEPTANCE OF LICENCE FORM
- (free access)

The general UCL space including the reading rooms in the faculties is over 1000 m²

All students will be notified on the newest titles at "Ukshin Hoti" University Prizren website.

The University Library also has a digital catalog which is available on the University website (<https://uni-prizren.com/sq/biblioteka-1>) where the books are listed according to the UDC system.

STUDENT CODE OF ETHICS

Student behavior

Students in the premises of "Ukshin Hoti" University in Prizren, should:

- a) Implement the lesson schedule and abide by the rules sanctioned in the Statute; and Regulation of the University "Ukshin Hoti" in Prizren;
- b) To be presented in a serious and dignified manner on the premises of the institution, which implies a suitable dress, pants or skirts not shorter than the knee and blouse or short or long sleeved shirt, not décolleté, and the use of a vocabulary appropriately, with regular intonations according to the norms of ethics, morality and decency ;
- c) To respect academic staff, scientific teaching assistants, and administrative staff, peers and teaching rules. Address the academic and administrative staff in the second person plural as well as the full academic titles concerned;
- d) Not to provoke or harass or make gestures against academic staff or other students in the institution's premises;
- e) Not to offer in any form, privileges, benefits, interventions, favoritism, payments or endowments, either on their own or through other persons, for the purpose of obtaining high scores, or other benefits, which the lecturer or other staff members of the University can perform them because of duty;
- d) Not to copy, not to cheat during the learning process, as well as not to avoid paying tuition fees;
- g) Not to consume alcoholic beverages or tobacco in the premises of the institution;
- h) Not to use a cellphone and keep it turned off during class or exam in the auditorium;
- i) Use the textbook during the exam only if this action is approved by the relevant faculty or unit;
- j) A student who is involved in a prohibited act or breaking a law that results in a break in class may be ordered by the teacher to leave the auditorium for the remainder of the class. Written decisions must be made by the relevant authorities for longer exemptions as a result of disruption of the classroom.;
- k) To carry with them during the teaching process the ID card or student card issued by the University "Ukshin Hoti" Prizren, and to present/submit it upon request based on the academic or administrative staff members of the University.

As members of "Ukshin Hoti" University of Prizren, students enjoy the following rights and freedoms:

- a) Every student has the right to be free from racial, religious, ethnic, political, age, gender and disability discrimination.
- b) Students have the right to freedom of expression, assembly and association as long as the exercise of these freedoms is consistent with university policies, does not interfere with the effective conduct of university courses, and respects the rights of others;

c) Students are free to organize and participate in student organizations to promote their common interest within the University. Student organizations are free to review and discuss all matters of interest, in accordance with University regulations. Recognized organizations may enjoy the privilege of using the University's facilities and services in accordance with the University's administrative policies and procedures.

d) Students have the right to be free and free from any harassment by members of the University community. Students have the right and responsibility to report, in good faith and without fear of retaliation, any breach of this Code or the University's academic and administrative policy to the Academic or Administrative Directors of the University.

Students accused of violating this Code have the following rights:

- a) Have access to all University regulations and procedures regarding the functioning of the disciplinary process;
- b) Be informed and clarified as required on pending charges;
- c) Be free from threats by university personnel in resolving disciplinary matters.
- d) Face the accuser (s) and have the opportunity to interrogate them/any witnesses present.
- e) To be free from searches or seizures, except where these are based on reasonable grounds given by the officials concerned.