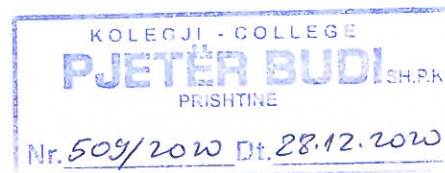




KOLEGJI - COLLEGE
PJETËR BUDI
Prishtinë - Prishtina



“PJETER BUDI” COLLEGE - PRISTINA

REGULATION FOR MASTER STUDIES

Prishtina, 2020



Pursuant to Article 67 of the Statute of "Pjetër Budi" College, the Academic Senate of the College, on the date 28.12.2020, approved:

REGULATION FOR MASTER STUDIES

I. GENERAL PROVISIONS

Article 1

This Regulation of master studies (hereinafter-Regulation) consists of:

- General provisions;
- Organization and types of studies;
- Conditions for enrollment in master studies;
- Duration of studies;
- Change of program - direction of studies;
- Conditions for gaining and losing student status;
- Year registration conditions;
- Exams, success in exams;
- Examination assessment methods, student grades,
- Complaints - student objections;
- Procedure for selection and approval of the Master Thesis
- Thesis (Master Theses);
- Master Thesis Defense;
- Transitional and final provisions.

II. Organization and types of studies.

Article 2

2.1. "Pjetër Budi" College organizes regular master studies for obtaining scientific degrees in the fields defined by the curriculum of master studies, in accordance with the decision for accreditation by the Kosovo Accreditation Agency and the Ministry of Education, Science and Technology.

2.2. "Pjetër Budi" College can organize master studies and in cooperation with other faculties of other universities abroad, on the basis of joint study programs and memoranda of partnership.

Article 3



3.1. Master studies are eligible to enroll all students who have completed basic studies (bachelor) and have earned at least 180, respectively 240 credits (ECTS).

3.2. Candidates who have completed their basic studies abroad and who are recognized by the EUA (Association of European Universities) or an institution that has been accepted by an international accreditation agency have the right to enroll in master studies.

Article 4

4.1. The right to teach master has the teaching staff at the call of the professor (full professor, associate professor and assistant professor) who meets the conditions provided by the statute of the College "Pjetër Budi". The right to hold exercises, seminars in master studies are also held by assistants with at least a master's degree or equivalent.

4.2. In certain cases, two or more teachers may teach in one subject. In case the teaching is held by more than one teacher, the name of the subject holder is indicated in the index.

Article 5

5.1. The right to organize master studies, according to decision no. 561/2014 of the Kosovo Accreditation Agency, have the following Study Programs:

5.1.1. Study Program: Customs and Freight Forwarding Master

5.1.2. Study Program: Master Management, with two sub-profiles

5.1.2.1. Master in Tourism and Hospitality Management,

5.1.2.2. Master in Insurance Management.

5.2. "Pjetër Budi" College organizes Master studies in other programs, based on the decision for accreditation by the Kosovo Accreditation Agency.

Article 6

7.1. Master studies are led by the collegium of master studies. The Collegium consists of 5 members - teachers who are engaged in the implementation of study-master programs in the respective departments. The members of the Collegium are elected by the Teaching-Scientific Council of the College.

7.2. The list of teachers for the realization of the program in master studies is proposed by the Collegium of master studies and approved by the Academic Senate.

7.3. The Collegium of Master Studies is chaired by the President of the Collegium for Master Studies.

Article 7

The teaching is realized in the form of lectures, seminars, theoretical exercises, practical work and field work, professional and scientific-educational excursions, discussions, professional consultations and through independent works of students, as well as the final work (diploma) for achieving master degree.

III. Conditions for enrollment in studies

Article 8



-
- 8.1. "Pjetër Budi" College enrolls students according to the staff and technical possibilities, the needs of the society and the market for deficient scientific profiles.
- 8.2. The proposal for enrollment of new students is given by the relevant department and approved by the College Council.
- 8.3. The final decision on announcing the public competition is made by the Board of Directors of "Pjetër Budi" College.

Article 9

- 9.1. The right to enroll in master studies at the College "Pjetër Budi" have all candidates who have completed bachelor studies with 180 or 240 ECTS credits.
- 9.2. Students who have completed bachelor studies with a 4-year system (240 ECTS credits) are accepted 60 ECTS credits obtained in advance and are transferred directly to the 9th semester at the College "Pjetër Budi" in the relevant direction.
- 9.3. Accepting these credits counts as learning.
- 9.4. For the candidates submitted for registration who have completed bachelor studies in inadequate directions with the study programs offered by the College "Pjetër Budi" will be organized additional exams (differential) from the formation of the base of the respective direction.
- 9.5. Additional exams are determined by decision of the Collegium of master studies.
- 9.6. Semesters in Master studies are calculated as semesters 1, 2, 3 and 4 for students who have achieved 180 ECTS credits in the first cycle of studies, while for Students who in the first cycle of studies have achieved 240 ECTS credits, the semester of 3, and 4.

Article 10

The registration of students in the first semester in master studies is done by the Administration of the College "Pjetër Budi", while the student index is signed by the Rector of the College "Pjetër Budi".

Article 11

- 11.1. In the case of competition, candidates must bring the following documents:
- Original Bachelor's Degree or certified copy, a certificate of completion of bachelor studies can be temporarily accepted;
 - grade certificate;
 - birth certificate;
 - two (2) photos (format 4.5 x 6cm),
 - filling in the registration form.
- 11.2. Documents submitted by the student upon registration remain with the service student. The student service registers new students in the registry book, in the special computer program and forms the student file.

IV. Change of the program - direction of studies



Article 12

For the change of the study program or transfer from one Study Program to another of the College "Pjetër Budi" or from any other University abroad in the College "Pjetër Budi", the provisions provided by the Statute of Pjetër Budi College and the relevant Regulation.

V. Duration of studies

Article 13

13.1. Master studies last 2 academic years, respectively 4 semesters, and in each semester with passing the exams you earn 30 ECTS, while in the last semester the student is obliged to defend the Master Thesis, which means that for the completion of these studies must be achieved 120 ECTS credits.

13.2. The student with the conditions defined by the Statute of the College retains the status of a regular student for another two years.

13.3. The beginning and the end of the teaching semesters are done according to the provisions of the Statute of the College "Pjetër Budi".

13.4. Tuition in master studies takes place in 15 weeks for one semester.

VI. Conditions for gaining and losing student status

Article 14

14.1. The person enrolled in "Pjetër Budi" College has the status of a regular student. Student status is evidenced by an index or some equivalent document.

14.2. In case of loss of the index with the permission of the Rector of the College the student is issued a "duplicate index". The request for a duplicate index must be accompanied by proof that the index has been declared invalid and that payment has been made according to the regulation.

14.3. The conditions for gaining and losing student status are regulated by the Statute of the College "Pjetër Budi".

14.4. The College Council expels from the College temporarily or permanently students who violate the rules set out in the Regulation on disciplinary procedure of the College "Pjetër Budi"

VII. Conditions for registration of the year

Article 15

The Academic Senate of the College by special decision determines the conditions of registration for the year student attendance.



VIII. Exams and success in exams

Article 16

16.1. Students are obliged and have the right to submit and take exams. The exams are given from all the subjects foreseen by the study curriculum, after the completion of the teaching of the respective subject. The student gains the right to take the exam in one subject after completing the obligations provided by the curriculum.

16.2. Exams are held in writing, orally or in writing and orally. When the exam consists of the written and oral part, the student can enter the oral exam only when he / she has received a positive grade in the written part.

16.3. To determine the academic success of the student, the following forms of work can be applied: Colloquium, seminar paper, test and practical exercises.

16.4. The student has the right to take the same exam three (3) times. If he does not pass the exam for the third time, he must take the exam before the commission.

16.5. If the subject professors do not oblige them to work on seminar papers, the student is obliged to work on one seminar paper for each semester in which the lectures are held. The student himself determines in which subject he will receive the seminar paper. The topic of the seminar paper is marked in the index by the professor of the subject.

Article 17

17.1. College "Pjeter Budi"- Prishtina, within one academic year organizes three (3) regular exam deadlines.

17.2. Regular exam deadlines are: January deadline, June deadline and September deadline.

17.3. According to the need and at the request of students, "Pjetër Budi" College can organize additional exam deadlines for students.

17.4. Exams are organized in each subject for each Study Program within the College "Pjeter Budi" - Prishtina

Article 18

18.1. After the publication of the announcement for the organization and the schedule of the exams, which announcement must be made at least 5 days before the organization of the first exam of the deadline, the students are obliged to within the foreseen deadlines, within the deadline determined by the decision of the Rector, present the exams they are willing to take.

18.2. When submitting the exam, the student must possess the index and have the following semester registered - certified, depending on the deadline for submitting the exam.

18.3. The student can submit the exam even after the expiration of this regular deadline, but no later than 24 hours before the date of the exam.

18.4. The exams submitted outside the regular deadline, with a special decision of the Scientific Teaching Council, are paid and the amount is determined by the Rector of the College "Pjeter Budi" — Prishtina.



18.5. The student who has not submitted the exam on time, can not enter the exam.

18.6. Students take the exams within the deadline provided by the administration free of charge. However, if the student does not pass the exam in two three (3) or does not submit the exam in three (3) terms, in the fourth term (4) must pay the fee of 20 euros.

Article 19

19.1. The following assessment methods will be applied for determining the final grade of the exam evaluation test for students:

9.1.1. **100** points of the final written exam, orally, in the form of essays or completion of the test, which makes the final assessment of knowledge from the relevant subject .

19.1.20 The subject teacher has the right to evaluate the student with a higher grade than the one obtained in the assessment test, based on the student's activity during the lectures, as well as based on the paper, and the presentation of the seminar papers.

Article 20

20.1. The evaluation test of the exam is prepared by the subject teacher. With the test you can get / gain a maximum of 100 points.

20.2. The subject teacher can arrange another form of assessment test if he / she thinks it will be more useful for assessing students' knowledge.

20.3. The subject teacher should include the assessment methodology in the syllabus and communicate it to the students at the beginning of the first lecture.

20.4. The student passes the exam if there are more than 50 points in the exam evaluation test.

20.4. The final grade of the exam evaluation test is determined as follows:

From 50 - 59 points is obtained grade 6 (six)

From 60 - 69 points is obtained grade 7 (seven)

From 70 - 79 points is obtained grade 8 (eight)

From 80 - 89 points get grade 9 (nine)

From 90 - 100 points get grade 10 (ten).

Article 21

21.1. In all study programs of the College "Pjeter Budi" - Prishtina, to determine the level of student success, the following grades will be applied:

Nr.	Grade / with numbers	Written assessment
1.	10	excellent
2.	9	excellent
3.	8	very good
4.	7	good
5.	6	Sufficient



6.	5	insufficient
----	---	--------------

21.2. The student is considered to have successfully passed the exam if he / she is graded with a grade from 6 to 10, while it is considered that he / she has not passed the exam if he / she is graded with a grade of 5 (five).

Article 22

22.1. The subject teacher, after completing the exams, checks the evaluation tests of the exams, which must be checked within 48 hours, if the tests are not checked within 48 hours, then the tests are checked by the commission appointed by the College "Pjetër Budi". Tests should be checked at the premises of the College "Pjetër Budi" - Prishtina.

22.2. After checking the assessment tests, the subject teacher signs the final grade lists.

22.3. The announcement of the lists with the final results of the exams is done in the bulletin boards of the College "Pjetër Budi", in which case the students are notified about the results of the exams.

IX. Complaints Student objections

Article 23

23.1. If the student is not satisfied with the grade achieved based on the assessment of the knowledge test in the exam, or oral exam, then he has the right to submit a written request for rejection of the grade obtained in the relevant subject.

23.2. The request is addressed to the subject teacher, within 2 days or 48 hours from the moment of announcing the exam results.

23.3. After refusing the grade, the student must take the exam at the next deadline.

Article 24

24.1. The student dissatisfied with the results of the assessment test of the exam or oral exam and with the final grade of the exam, has the right to submit a written request to check the assessment test of the exam.

24.2. The request is addressed to the teacher of the respective subject, informing the Rector of the College.

24.3. After submitting the request, the student can check the exam evaluation test, in the presence of the teacher of the respective subject, or the Rector and see his mistakes while completing the exam evaluation test.

Article 25

25.1. The student has the right to file a written complaint against the grade obtained in the relevant subject and to request the formation of a special commission for the exam.

25.2. The complaint is addressed to the Rector of the College, within 2 days or 48 hours from the moment of announcing the exam results.



25.3. In the complaint, the student must justify his / her dissatisfaction with the assessment of the written test or the oral exam.

25.4. After receiving the complaint, the Rector, and in special cases the Academic Senate, forms a special examination commission and appoints 3 members for evaluation, and notifies the subject teacher, who has the right to participate in the evaluation of students by Commission in the capacity of observer.

25.5. The Rector, after the formation of the Commission, sets the date of the evaluation, which cannot be farther than four days and closer than two days from the submission of the request by the student for evaluation by the commission.

X. Procedure for selection and approval of the Master Thesis

Article 26

26.1. Students, after completing the exams and receiving the seminar papers, submit a request for approval of the Master thesis.

26.2. For the admission of the Master thesis the candidate submits a written request to the Collegium of Master Studies. In the request, the candidate submits: The title of the topic, the rationale for choosing the topic, the purpose of the research, the scientific contribution, the expected results, the study methods, the research project, as well as the proposal for Mentor.

Article 27

27.1. After submitting the request for approval of the master thesis, the candidate's file is verified.

27.2. The verification of the candidate's file is done by the permanent commission in the College "Pjetër Budi", in this composition: 1. Rector of the College, 2. Executive Manager, and 3. Director of Finance.

27.3. After verifying the file, the commission makes a decision and ascertains whether the candidate's file is complete or not.

Article 28

28.1. If the candidate file is complete then the Collegium for master studies evaluates the candidate's request and decides on the approval and approval of the Master thesis of the respective candidate, in which decision is determined the Mentor of the candidate and the evaluation committee.

28.2. The Collegium has the right to reject the request for approval of the topic, to reformulate the name of the topic without changing the content of the topic, or even to ask the candidate to reformulate the name;

28.3. The proposed topic should be new work and relevant to science in the country, and should not have been defended by other students at the College for at least 5 years.

Article 29



-
- 29.1. The mentor is obliged to help the candidate with suggestions, instructions, tips until the completion of the Master topic.
- 29.2. The mentor keeps records of meetings and recommendations, suggestions which he has submitted to his candidate.
- 29.3. The mentor must have a scientific degree Doctor of relevant sciences.
- 29.4. The commission for the evaluation of the master thesis submits a report to the teaching-scientific council for the fulfillment of the methodological-scientific conditions, for the defense of the master thesis of the candidate.
- 29.5. After the report is approved by the Academic Senate of the College, the commission in consultation with the candidate sets the date of the public defense.

XI. Master thesis

Article 30

Master studies at the College "Pjetër Budi" end with the work and defense of the master thesis in accordance with the study program.

Article 31

Master thesis - the master thesis is an independent scientific work of the candidate with which he shows that he has acquired knowledge and can present and solve professional-scientific problems and tasks.

Article 32

The master thesis is elaborated individually by the student, proving that the theoretical skills achieved during the studies can be successfully applied to solve complex research problems in the scientific field for which the student is assigned.

Article 33

- 33.1. The master's thesis can only be elaborated by one student - individually.
- 33.2. The master thesis should contain 41 to 50 pages of A4 format.
- 33.3. The Master Thesis must be submitted to the College Master's study service in 6 identical copies arranged on the computer in A4 format, with Times New Roman typeface, with 2.5 cm margins. rarely between rows 1.5. and font size 12.
- 33.4. If the Student wants to expand the topic, he must apply to the Scientific Teaching Council for permission to expand the topic, in terms of content and volume.

Article 34



Necessary parts of the master thesis are:

- a.) Cover, which contains the notes:
 1. "Pjetër Budi" College, Relevant study program,
 2. Master Thesis, Master Thesis
 3. Title
 4. Name and surname of the candidate,
 5. Title and scientific degree together with the name and surname of the mentor,
 6. Prishtina, year.
- b.) The second page contains the notes: the
 1. notes from point a).
- c.) Other parts of the paper:
 1. Content, 2. introduction, 3. topic reasoning and methodology, 4. topic elaboration, 5. conclusion,
 6. list of acronyms and abbreviations, and 7. bibliography.

XII. Protection of Master Thesis

Article 35

35.1. The date and place of protection must be announced at least 3 days before the defense. The defense of the master thesis is done publicly.

35.2. The chairman of the commission opens the session for public protection of the master's thesis, and 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 report of the commission for the evaluation of the master thesis.

35.3. The candidate made a presentation - a summary of the paper, but not longer than 30 minutes.

35.4. The defense is led by the chairman of the commission. The chairman of the commission cannot be the mentor. After reading the report of the commission and the submission of the candidate, the questions of the commission members and the answers of the candidate follow, as well as the final speech of the chairman of the commission.

35.5. Upon completion of the defense, the commission withdraws to make a decision. The decision is taken unanimously or by a majority of votes.

35.6. The student who successfully defends the Master's thesis receives the scientific degree "Master of Arts", according to the respective direction of studies.

35.7. After obtaining the scientific master degree, the candidate from the relevant service of the College "Pjetër Budi" receives the graduation certificate (which can be used temporarily instead of the diploma) signed by the Rector, in optimal time the student is provided with the diploma signed by the Rector, sealed with a dry seal and recorded in the graduate registry.

35.8. "Pjetër Budi" College keeps records of graduate students in master studies.

XIII. Repealing and transitional provisions


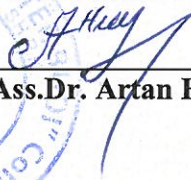


Article 36

- 36.1. This regulation with the proposal of the Rector is approved by the Academic Senate of the College "Pjetër Budi" - Prishtina.
- 36.2. The provisions amending and supplementing this Regulation are incorporated directly into the Regulation and are not annexed as amendments.
- 36.3. From the date of entry into force of this Regulation, all other provisions which regulate the same matter as regulated by this Regulation shall be repealed.
- 36.4. For cases where the procedure has started according to the provisions of the preliminary Regulation, the provisions of the old Regulation apply.

Article 37

- 37.1. This Regulation contains 37 articles and enters into force on the day of approval by the Academic Senate of "Pjetër Budi" College and signature by the Rector.
- 37.2. For all other issues that are not included in this regulation, the provisions of the law on Higher Education of Kosovo and the Statute of the College "Pjetër Budi" will be applied.
- 37.3. Amendments and supplements to this regulation can be made according to the procedure by which it was approved.

 **Rector of the College**

Prof. Ass. Dr. Artan Haziri