



KOLEGJI - COLLEGE  
**PJETËR BUDI**  
Prishtinë - Prishtina

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## "PJETËR BUDI" COLLEGE - PRISTINA



# REGULATION ON THE GRADUATION PROCEDURE OF STUDENTS IN BACHELOR'S STUDIES

**Prishtina, 2016**

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Pursuant to Article 34 and 39 paragraph 1.9 of the Statute, the Academic Senate of the College "Pjetër Budi" - Prishtina on 04.11.2016, approve:

## **REGULATION ON THE GRADUATION PROCEDURE OF STUDENTS IN BACHELOR'S STUDIES**

### **I. GENERAL PROVISIONS**

#### **Article 1**

This Regulation defines:

1. Procedures for the preparation of the bachelor thesis;
2. Student file verification procedure;
3. Graduation procedure;
4. Issuance of diploma for graduate students of (hereinafter: the College)

#### **Article 2**



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- 2.1. The duration of basic Bachelor studies is 3 (three) academic years, respectively 180 ECTS credits in accordance with the Law on Higher Education in Kosovo and the Statute of the College.
  - 2.2. Upon completion of the full undergraduate course, students must work on the Bachelor Thesis to gain the relevant scientific qualification.
  - 2.3. The graduation of the student is done with the signing of the decision by the commission for the approval of the Bachelor Thesis of the student.
  - 2.4. The Bachelor Thesis is worked under the supervision of the Mentor who has instructed the student until the end of the topic.
  - 2.5. After the approval of the topic by the mentor, the decision of the Commission appointed for the graduation of the student is signed.

## **II. BACHEL THESIS PAPER**

### **Article 3**

- 3.1. All basic bachelor study programs of the College end with the work of the Bachelor Thesis.
- 3.2. The BA thesis work is an independent work of the student, in the form of a project, of a study of general character, which is related to a single scientific discipline, or even to many related disciplines, when the work has a complex character.
- 3.3. The BA thesis is individually elaborated by the student, proving that the theoretical skills achieved during the study can be successfully used to solve practical problems in certain scientific and research fields.



#### Article 4

- 4.1. After successfully passing all the exams foreseen by the study curriculum, the student in cooperation with the subject mentor, is determined for the topic which he will elaborate in the topic work.
- 4.2. While working on the BA thesis, the student is obliged to consult with the mentor regarding the form, content, elaboration and completion of the BA thesis.
- 4.3. The BA thesis is drafted according to the instruction defined by the College which students can take in the administration which instruction is an appendix to this regulation.
- 4.4. The candidate's mentor has the obligation to record the meetings he / she had with the candidate for consultation on the elaboration of the relevant topic.
- 4.5. After the completion of all consultations, and the finalization of the BA topic, the student is obliged to submit to the administration of the College 5 (five) copies of the paper, bound in strong covers.
- 4.6. The determination of the date for graduation is made by the Head of the respective Study Program, which can be no later than 1 month, from the day of submission of the BA thesis to the administration of the College.



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### III. WORK PROTECTION PROCEDURE BA

#### Article 5

5.1. After submitting the paper in sufficient copies (see article 4.3), the Head of the respective Study Program with a special decision appoints the Commission for the evaluation of the Bachelor Thesis.

5.2. The Bachelor Thesis Evaluation Committee consists of three members.

5.3. Members of the commission for defense of BA thesis, should be professors, lecturers of the College. One of the members of the commission should be the Student Mentor, and in his absence a lecturer from the relevant field of the subject where the BA topic was worked on.

#### Article 6

6.1. The student is allowed to work on the Bachelor Thesis, at the moment when it is ascertained that:

6.1.1. The student has completed all the exams provided by the study program curriculum, and has reached a minimum grade point average of 6.00;

6.1.2. The chosen topic for the bachelor's thesis meets the requirements set by the course mentor;

6.1.3. The student has liquidated all financial and material obligations, which he had to the College, based on the contract or even an annex to the contract.

#### Article 7

7.1. No later than five (5) days from the date of formation of the commission for evaluation of the bachelor thesis, the commission must meet for the evaluation of the topic.



7.2. The Chairman of the Commission for the evaluation of the Bachelor Thesis, initially ascertains whether the criteria have been met based on this regulation, for the evaluation of the topic.

7.3. The Candidate Mentor makes a brief presentation of the topic for evaluation before the committee, then the other members of the committee do the evaluation individually and at the end the evaluation decision is made.

7.4. The grade of the Bachelor Thesis is also determined in the evaluation decision.

7.5. For the evaluation of the topic, the commission takes into account the methodological and empirical aspect of the research and scientific work as well as the research result that the student has achieved during the elaboration of the Bachelor Thesis.

7.6. Assessment can be done according to the criteria for evaluation even in exams ie. with grades: 6 (six), 7 (seven), 8 (eight), 9 (nine), and 10 (ten).

7.7. The Chairman of the Commission, in the presence of the other members of the commission with the approval of the other members, sets the grade and signs the decision for graduation of the student.

## **Article 8**

8.1. The Bachelor Thesis is a research - empirical work and is not publicly defended by the student.

8.2. The student who has met the criteria according to article 4.3 and 6.1 of this regulation, no later than 5 (five) days from the date of signing the graduation decision is notified by the College Administration for the signing of the decision by the commission for the Bachelor Thesis .



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8.3. With the signing of the decision by the evaluation committee of the Bachelor Thesis, the student is considered a graduate and belongs to all rights under the Statute of the College and the positive legislation in the Republic of Kosovo for graduates.

#### **IV. AVERAGE GRADE**

##### **Article 9**

9.1. The average grade of the student is calculated according to the system of Higher Education legislation in the Republic of Kosovo.

9.2. All student grades obtained during the three years of study together with the Bachelor Thesis grade are first added together to form the total amount, this total amount is divided by the total number of courses and the Bachelor Thesis.

9.3. Illustrative example the student has reached the sum of 240 out of 29 exams plus bachelor topics 1, in total they do 30 subjects, when we divide by  $240/30 = 8.00$

9.4. The minimum grade point average for graduation is 6.00.

9.4. The maximum average grade a student can earn is: 10.00.

#### **VI. ISSUE OF DIPLOMA**

##### **Article 10**





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10.1. The student who successfully completes the BA paper and receives the passing grade (6, 7, 8, 9 or 10) is considered a graduate.

10.2. The graduate is provided with the Diploma as well as the diploma supplement, according to the criteria set out in the Administrative Instruction of the Ministry of Education, Science and Technology of the Republic of Kosovo.

10.3. The diploma is issued to the graduate within 4 (four) weeks, from the day of graduation.

10.4. The diploma is signed by the rector and the leader of the respective study program.

10.5. Until the preparation of the BA diploma, the College will issue the Graduate Certificate of Graduation and the statement of grades, in which all courses are marked with the respective grades, credits (ECTS), etc.

### **Article 11**

11.1. Upon successful completion of the three-year studies at the College, graduate students receive the scientific degree:

1. Bachelor of Arts in Customs and Forwarding,
2. Bachelor of Arts in Tourism and Hospitality Management,
3. Bachelor of Arts in Insurance,
4. Bachelor of Arts in Business Administration.





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## Article 12

12.1. This regulation enters into force on the day of approval and signing by the Rector of the College "Pjetër Budi" - Prishtina.

25.2. With the entry into force of this Regulation, the Regulation on student graduation no. 1063/2014 dated 24.10.2014.

**Rector of the College**

Prishtina

dt. 04.11.2016

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**Prof. Ass. Dr. Hashim REXHEPI**



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**PAGE FIRST**

**"PJETËR BUDI" COLLEGE - PRISTINA**

**STUDY PROGRAM (indicate which program)**

**BAÇELOR THEME**

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**(note the topic of the paper)**

**Mentors**

**Prof.** \_\_\_\_\_

**(indicate the name and surname of the professor)  
surname)**

**Students**

\_\_\_\_\_

**(enter your name and  
surname)**

**Prishtina, 2016**



## **TEXT STRUCTURE**

### **Contents**

The text "CONTENTS" is written in capital letters with the font "BOLD", in the first line of the page lined up in the center of the page.

The content should include the titles, subheadings and page number on which the topic is located.

### **Introduction**

The elaboration of the BA paper begins with the introduction. At the beginning of the introduction the elaborated topic and the explanation of the methodology used for the work of the bachelor topic should be described. The introduction and justification of the topic should be presented in the introduction. Depending on the topic, some paragraphs define the ways of analyzing the topic, respectively the analyzed views.

At the end of the introduction, the scientific methods used by the student during the elaboration of the topic are emphasized.

Note: The introduction should be short and concise, depending on the volume of work, maximum one page.

### **Elaboration of the topic**



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When elaborating the topic BA it is necessary that the topic is clearly presented, using the methodologies of scientific research.

The topic of the BA paper should be divided into two or more parts, respectively into chapters.

## Conclusions

After the completion and elaboration of the whole presented topic, conclusions should be drawn. The number of conclusions should be a minimum of 3 (three), depending on the topic covered.

**Note:** Conclusions or conclusions should be drawn from the general elaboration of the topic, and not as some do, the introduction to conclusions is fully described).

## Literature utilized

Alphabetical order includes sources - used texts, or sources from the Internet.

A minimum of 8 sources, scientific books, scientific journals, texts and a considerable number of electronic sources are required for a Bachelor thesis.

**Note:** The bachelor's thesis can be elaborated even without electronic sources if scientific books, scientific journals and textbooks are sufficient.



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## Footnote placement (resource documentation)

During the work of the BA topic, different literature should be used and the sources should be documented through the placement of footnotes.

Footnotes are placed as follows: "*Insert - Reference - Footnote*"[1]

## KEY TECHNICAL PARAMETERS

- Program:** Microsoft Word
- Paragraph:** 1.5
- Font type:** Times New Roman
- Font size:** 12
- Format:** A4 - with standard margins
- Text:** Straight line, no TAB spaces. Between two paragraphs, space (twice "Enter").
- Titles:** With the font 16 "Bold"
- Subheadings:** With the font of 14 letters "Bold - Italic"

**The paper should contain 21-30 pages.**



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[1] (Indicate here: name and surname of the author, title of the book, place and year of publication, page or if it is a source from the Internet, the exact place of the source is indicated).

