



**UNIVERSITY
"ISA BOLETINI"
MITROVICA**

Chairperson of the Senate

Prof. dr. Alush Musaj

Nr. Prot. 30791 Dt 01.12.2022

Based on Article 49, point 1.9 of the Statute of the "Isa Boletini" University in Mitrovica, the University Senate, in its meeting held on _____, has adopted the following:

DECISION

1. The draft Regulation on Master's Studies at "Isa Boletini" University in Mitrovica is hereby approved.
2. An part of this decision is the Regulation on Master's Studies at "Isa Boletini" University in Mitrovica.
3. This Regulation shall enter into force on the date of its approval by the Senate.

The decision shall be forwarded to:

1. UMIB Archive;
2. Management;
3. Faculties;
4. Office for Public Relations.

Prof. dr. Alush Musaj

Chairperson of the UIBM Senate

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**UNIVERSITY
"ISA BOLETINI"
MITROVICA**

Nr. Prot. _____ Dt _____

Pursuant to Article 49, point 1.9 of the Statute of "Isa Boletini" University in Mitrovica, the University Senate, in its meeting held on _____, issued the following:

REGULATION ON MASTER'S STUDIES

Article 1

Purpose

This Regulation (hereinafter referred to as the "Regulation") defines: the organization and types of studies; the criteria and procedures for the admission and enrollment of students in Master's programs; conditions for enrollment in each academic year; program changes – changes in the field of study; the duration of studies; the academic year; organization of examinations; student assessment; diploma defense; completion of studies; as well as other important issues regarding Master's studies at "Isa Boletini" University in Mitrovica (hereinafter: UIBM).

Article 2

Scope, Organization, and Types of Studies

1. Within its academic units, UIBM organizes regular Master's level studies (Master of Science; Master of Arts; Professional Master) for obtaining the academic degree of Master in fields defined in study programs accredited by AKA/KSHC.
2. Master's studies may also be organized by UIBM academic units within the framework of cooperation between two or more faculties, offering inter-faculty study programs and interdisciplinary study programs, as well as within the framework of cooperation between UIBM and other universities, offering joint study programs, based on partnership agreements.
3. The provisions of this Regulation apply in academic units of UIBM.

Article 3

1. Academic units organize Master's study programs within the framework of departments/programs.
2. Master's studies are conducted according to the modular system and are based on narrow specialization subjects within the departments/programs.
3. The work system in this cycle of studies also condition practical work hours – research practice, which must be completed by the students.
4. Successful completion of undergraduate (Bachelor) studies is a prerequisite for enrollment in Master's studies.
5. Master's studies last from one (1) year up to two (2) years and require sixty (60) ECTS up to one hundred twenty (120) ECTS.
6. Upon successful completion of Master's studies, the degree of "Master of Science," "Professional Master," or "Master of Arts" is awarded.
7. Graduates of professional Master's programs are not eligible to enroll in doctoral scientific studies.

Article 4

Teaching Process

1. In Master's studies, the right to teach is held by academic staff with academic titles: full professor, associate professor, and assistant professor. The right to conduct exercises in this cycle of studies belongs to assistants who hold a Master's degree and are enrolled in doctoral studies.
2. Assistants conduct the teaching process through exercises, seminars, consultations, and discussions.
3. In certain cases, a course may be taught by two or more instructors. When a course is taught by multiple instructors, one of them is designated as the course coordinator.

Article 5

Teaching Implementation

Teaching is conducted in the form of lectures, seminars, theoretical exercises, laboratory exercises, practical work and fieldwork, professional excursions, discussions, professional consultations, and through independent student work.

Article 6

Enrollment Conditions

1. The proposal for the number of students to be enrolled is submitted by the Faculty Council and approved by the UIBM Senate.
2. The UIBM Senate, based on the proposals of the academic units and in accordance with the decision of the Kosovo Accreditation Agency/State Quality Council (AKA/KSHC) for program accreditation, announces the student admission competition, following approval by MASHTI.

Article 7

Admission Criteria

1. Students in Master's programs are admitted on a competitive basis, according to the results of their previous studies and their equivalence, as defined in the Law on Higher Education.
2. Students who have completed previous studies have the right to compete equally for admission to Master's studies at all higher education institutions in Kosovo. Under equal conditions, priority in admission is given to candidates who have completed their undergraduate (Bachelor) studies at UIBM. Candidates who have completed Bachelor or undergraduate studies prior to the implementation of the Bologna Declaration in all higher education institutions in Kosovo are also eligible to compete for Master's studies at UIBM.
3. All other candidates who have successfully completed undergraduate studies outside Kosovo are also eligible for admission to UIBM. In such cases, the candidate must provide proof (certificate or decision) of the accreditation of the institution where they completed their previous studies. If proof of accreditation cannot be provided, the status of these programs will be confirmed by the UIBM Office for Academic Development. The decision on recognition and equivalence of degrees obtained outside Kosovo is made by MASHTI, while the equivalence of grades is determined by the UIBM Quality/Academic Development Office.
4. Candidates who have completed their undergraduate (Bachelor) studies in one study program may apply for admission to Master's studies in another program. In case of admission, the Study Commission of the respective academic unit may assign differential exams that the candidates must take beforehand. The Study Commission determines the number of exams depending on the level of comparability/similarity of the candidate's previous program of study. In such cases, candidates attend lectures in the following academic year and sit for the exams starting from the June and September sessions. Candidates may have up to five differential exams, which they will take before a three-member commission, while the minutes of such exams are ratified by the Council of the respective academic unit.
5. An exception from paragraph 3 of this article is made for study programs with specific characteristics, which are determined by the respective academic units themselves.

6. Candidates who are enrolled in any study program at any level of study within UIBM are not eligible to apply for another study program at UIBM without completing the studies in the program they are currently attending or without deregistering from the current program of study.
7. Candidates applying for admission as students of UIBM in the respective academic year may not apply to more than one faculty or program.
8. Special admission criteria for Master's studies are determined by the Senate, in accordance with the provisions of the Statute of UIBM.
9. For joint study programs, admission criteria are determined by the senates of the partner universities, in accordance with the provisions of their statutes.

Article 8

Criteria and Procedures for Student Admission and Enrollment

1. The total number of admitted students and quotas, competition criteria, required documentation for application and enrollment, candidate selection procedures, procedures related to the organization and conduct of the entrance exam, announcement of preliminary results, right to appeal, and announcement of final results shall be determined in detail through a public competition announced by the UIBM Senate.

Article 9

Student Enrollment

1. The period for enrollment of admitted candidates and the enrollment procedure shall be determined through a competition announced by the UIBM Senate.
2. An enrolled student is issued a student ID.

Article 10

Right to Legal Remedies

1. Students have the right to appeal against decisions made by the University bodies, academic units, and organizational units concerning their rights, obligations, and responsibilities.
2. Such appeals must be submitted to the Academic Unit Study Commission within fifteen (15) working days from the announcement of the decision.

3. The Study Commission is obliged to submit a report on the decision to the Council of the respective academic unit within thirty (30) working days from the receipt of the appeal.
4. Appeals regarding the decision at the second level are decided by the Senate.
5. Students have the right to contest the Senate's decision in the competent court.

Article 11

Conditions for Year Enrollment

1. Successful completion of the academic year in accordance with the study program is a prerequisite for a student to enroll in the next year.
2. A student who has not successfully completed the year must re-enroll in the same year of studies.
3. The maximum number of re-registered years is equal to the number of regular years of the respective study program. Only one re-enrollment of a year is allowed, and an academic year cannot be re-enrolled consecutively twice.
4. The UIBM Senate, by a special decision, determines the conditions for enrollment in the following academic year for students, for each academic year.

Article 12

Change of Program – Field of Study

For changing the study program or for transferring a student from another program (faculty) within UIBM, or from another accredited university within or outside the country, the provisions of the relevant UIBM Regulation on study transfers apply.

Article 13

Academic Year

1. The University organizes studies in accordance with existing study programs during the academic year, which lasts 12 months. The academic year begins on October 1 and ends on September 30.
2. The active study period (lectures, exercises, seminars, colloquia, etc.) is divided into two semesters: the winter semester, which begins on October 1 and ends on January 15, and the summer semester, which begins on February 16 and ends on May 31.
3. Teaching in Master's studies is conducted over 15 weeks per semester.

Article 14
Organization of Examinations

1. The following methods shall be applied to determine academic success:
 - 1.1. Examination;
 - 1.2. Colloquium;
 - 1.3. Seminar paper;
 - 1.4. Professional practice;
 - 1.5. Practical test during exercises.
2. Students are obliged and entitled to take exams. Exams are held for all subjects after completion of the teaching provided in the course syllabus. A student earns the right to take an exam in a subject after fulfilling the obligations related to that subject as prescribed in the syllabus.

Article 15
Examination Procedures

1. Examinations serve as the regular method of knowledge assessment.
2. Exams may be organized separately for each subject or combined for multiple subjects in accordance with the study program (exam with a commission).
3. Exams are public and conducted in the following forms:
 - 3.1. Written;
 - 3.2. Oral;
 - 3.3. Written and oral;
 - 3.4. Practical.
4. Exams combining written and oral forms are conducted within seven days.
5. Exams are evaluated by a single examiner or by an examination commission.
6. Exams may be conducted by an examination commission if:
 - 6.1. The student has filed an appeal;
 - 6.2. It is prescribed by the study program.
7. The procedure for conducting the exam is determined by the study program.
8. The method for assessing knowledge and conducting the exam shall be specified in the course syllabus.

9. Upon approval of the syllabus by the Faculty Study Commission, it becomes mandatory for implementation.

Article 16

Examination Periods

1. Master's examinations are conducted during the academic year according to the deadlines established in the UIBM Statute and by special decisions of the Senate.
2. The regular examination periods are: January, June, and September sessions.
3. Examination schedules are announced at the beginning of the academic year and are arranged so that a student does not have more than one exam per day.
4. Once announced, examination schedules are binding for both the examiner and the student.

Article 17

Examination Attendance and Schedule

1. The schedule of lectures (lectures, exercises, colloquia) and examination periods for the academic year are determined by the academic calendar approved by the UIBM Senate.
2. In all cases where a student is absent or withdraws from an exam, the exam is considered failed (graded with five (5)). Exceptionally, in cases of student absence for a reason notified to the faculty, the exam is considered as "abstained" and is not graded.
3. Upon the student's request, the Dean of the academic unit may allow the student to take the exam earlier or later, if the student participates in an international exchange program or has completed practical training abroad during the designated examination period.

Article 18

Student Assessment

1. A student's success in an exam is expressed with grades from 5 (five) to 10 (ten).
2. Exams are public and results are announced on the notice board and on the website of the respective academic unit.
3. Entry to the exam is prohibited for external persons, including members of university or faculty staff, except for the Head of the Faculty Department, the Vice Dean for Academic Affairs, and other persons authorized in writing by the Dean or Rector to conduct supervision.
4. The final grade for the exam is determined as follows:

Points	Grade	Description	ECTS Grade
90 – 100	10	Excellent	A
80 – 89	9	Very Good	B
70 – 79	8	Good	C
60 – 69	7	Satisfactory	D
50 - 59	6	Sufficient	E
0 - 49	5	Poor	FX/F

5. A student is considered to have successfully passed the exam when graded from 6 to 10, whereas a grade of 5 indicates that the exam has not been passed.

Article 19

Right to Legal Remedies

1. A student has the right to submit a written appeal to the Dean of the academic unit against the grade received. The appeal must be submitted within two (2) working days after the results are announced.
2. Appeals may be submitted for the following reasons:
 - 2.1. For written exams, an appeal may be filed against the grade received in writing;
 - 2.2. For oral exams, an appeal may be filed against the grade received orally;
 - 2.3. For combined written and oral exams:
 - 2.3.1. An appeal may be filed against the written grade before taking the oral exam;
 - 2.3.2. An appeal may be filed against the oral grade, which implies that the written exam grade has been accepted.
3. Upon timely receipt of the appeal, the Dean of the academic unit shall form an examination commission within one (1) working day and appoint three members, excluding the examiner whose grade is being contested.
4. If the oral exam is repeated, the assessment by the commission shall be carried out on the next working day after the commission is appointed.
5. In the case of an appeal against a grade in a written exam, the written exam shall be re-evaluated by the commission on the next working day after the commission is appointed.
6. Appeals against the commission's evaluation are not permitted.
7. Tests from exams related to student assessment shall be kept for a maximum of thirty (30) days.

Article 20

Retaking Exams

1. A student has the right to retake a subject in which they have not passed the exam.
2. As a general rule, a student is allowed to take an exam they have not passed a maximum of three times.
3. Upon appeal with a well-founded justification, the Dean of the academic unit may allow the student to take the exam for a fourth time. The exam may then be conducted before a three-member commission appointed by the Dean of the academic unit.
4. If the student repeats the same academic year, the previous number of failed exams is not considered.
5. If the student fails the same exam four times during the repeated year, they lose their regular student status for this type of study program.
6. A student may regain student status if they enroll in a new study program. The decision regarding the restoration of student status determines the exams and other obligations recognized for the student in the new study program.

Article 21

Completion of Studies

1. Upon completion of the final regular semester of the Master's program, a student shall be granted a period of 12 months to complete the exams (graduation period).
2. A student may request once from the Dean of the academic unit an extension of the graduation period for an additional 12 months.

Article 22

Master's Thesis

1. Master's study programs are completed with the preparation of a Master's thesis in accordance with the study programs.
2. The Master's thesis is prepared individually by the student, demonstrating that the theoretical knowledge and skills acquired during the study period can be successfully applied to solve complex research problems in the respective scientific fields.
3. A Master's thesis may be *prepared jointly by two or three students* (research group), and the contribution of each candidate must be clearly indicated.

4. The approval for joint elaboration of a Master's thesis by two or three students is decided by the council of the academic unit.
5. At the beginning of each academic year, academic units announce research topics proposed by the faculty members of the respective departments.
6. The right to supervise lies with academic staff holding academic positions: full professor, associate professor, and assistant professor. Commission members may include regular assistants who hold a Master's degree and are enrolled in doctoral studies.
 - 6.1. Research topics announced at the beginning of the academic year and not taken by students remain valid for the following academic year.
7. The council of the respective faculty forms the evaluation commission, which must also participate in the defense.
8. Procedures for submission, preparation, defense, and evaluation of the Master's thesis are determined by the Council of the academic unit.
9. Prior to the defense of the thesis, the student signs a sworn statement/declaration stating that the thesis is original; if proven otherwise, the defense is revoked.
10. The Master's thesis must include an anti-plagiarism report provided by the supervisor. The maximum permitted similarity index is 15%.

Article 23

Awarding of the Degree

1. A student who completes all exams stipulated in the curriculum, fulfills other obligations defined by the normative acts of UIBM and the respective Faculty, and successfully defends the Master's thesis, shall be awarded the degree of "Master of Science," "Professional Master," or "Master of Arts."
2. The Master's diploma is signed by the Dean of the Faculty and the Rector of the University.
3. The content and format of the shall be determined by the Ministry of Education, Science, and Technology.

Article 24

Diploma Ceremony

1. The diploma is ceremonially handed over to the student. The graduation ceremony for students is conducted according to the rules established by UIBM in cooperation with the Deans of the Faculties.
2. The University and the Faculty maintain records of graduated students.

Article 25
Transitional Provisions

1. This Regulation shall enter into force on the day of its approval by the Senate of the University of Mitrovica.
2. For all matters not covered by this Regulation, the provisions of the UIBM Statute and the Law on Higher Education of Kosovo shall apply.
3. In accordance with this Regulation, academic units shall harmonize their current Master's study regulations, reflecting the specifics of each academic unit.
4. Upon entry into force of this Regulation, Regulation No. Prot. 262/004 dated 26.02.2018 shall be repealed.
5. Amendments and supplements to this Regulation shall be made in the same manner as the Regulation was originally adopted.

Prof. Dr. Alush Musaj

Rector

