



**UNIVERSITETI I MITROVICËS “ISA BOLETINI”
UNIVERSITY OF MITROVICA**

**FAKULTETI I TEKNOLOGJISË USHQIMORE
FACULTY OF FOOD TECHNOLOGY**

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REGULATION FOR BASIC STUDIES-BACHELOR

**Mitrovicë
February 2015**

Pursuant to Article 76, paragraph 3 and Article 80, point 2 and 3 of the Statute of the University of Mitrovica, the Council of the Faculty of Food Technology on the meeting held on 20/02/2015 issued the following:

Regulation on Basic Studies-Bachelor

1. General Provisions

Article 1

With the Regulation on Basic Studies (hereinafter: Regulation) regulates the: organization and types of Master Studies, the conditions of enrollment in program studies – study program, duration of studies, student status, student rights and obligations, conditions for enrollment in the following year of studies after successful completion of exams, completion of studies and graduation thesis.

2. Organization and types of studies

Article 2

For the purpose of preparing the staff for professional and research activities - scientific research in the Faculty of Food Technology regular studies are organized.

Article 3

Basic - bachelor studies are organized in two departments, respectively study programs:

- I. Technology with specializations: Environmental Engineering;
Chemical Engineering
- II. Food Engineering and Technology

Article 4

1. Each department has its own head of programs
2. The teaching staff respond to the Head of the Programs for the implementation of the curriculum and for all matters pertaining to teaching and examination.
3. The Head of the Programs answers to the Dean and Pro-Dean for teaching.
4. The head of the department should inform the Dean of the Faculty in written form about the completion of the lessons from the relevant subject, with an analysis of attendance and rate of passing as well as the engagement of the teaching staff in the realization of the curriculum.

Article 5

1. At the beginning of each academic year and semester, the department chief and secretary announce the teaching schedule for the respective subjects.
2. The schedule should include the time and place, teaching classes for lectures, seminars, theoretical exercises, laboratory exercises, practical work and practical work. The hours held by the academic staff, according to the announced schedule, are to be recorded in protocol of teaching hours completed.
3. The lecturer keeps the evidence of student attendance in the classroom and submits it to the chief of the department.

Article 6

The teaching is held in the form of lectures, seminars, theoretical laboratory exercises, practical work and field work, professional excursions, discussions, professional consultations and through independent student work.

Lectures

Article 7

1. Lectures are the main form in which the lecturer teaches the subject foreseen in the course curriculum.
2. In addition to the subject matter provided in the course curriculum, new scientific and professional data may be included in the lecture and an analysis of current questions relating to the program.
3. At the beginning of the lectures, the lecturer in a written and brief form, presents the syllabus of the course and the dynamics of its realization, the work method, the exam practices, the basic and additional literature, and other information.

Seminars

Article 8

1. The seminar is a form of teaching which is applied to inform the students on the subject matter of the course, in order to elaborate the problems from the curriculum of the given subject and for the introduction of the students to the scientific work.
2. The student writes the seminar in the form of a paper based on research or literature review. The student is obliged to write and submit the seminar.
3. The lesson related to the work of the workshop is led by the teacher who helps the student in preparing the work.

Theoretical exercises and laboratory exercises

Article 9

1. Exercises are a form of instruction in which students independently solve practical and theoretical tasks and thus process the subject program.

2. The students have the obligation and the right to undertake the program of exercises in the relevant subjects according to the foreseen program. Participation in exercises is mandatory.
3. Basic literature and rules of work should be offered to each student before beginning work in the exercise hours.
4. Exercises are carried out at the Faculty and outside the Faculty. During the exercise hours students receive help and guidance from professors and teaching assistants.
5. For the content and realization of exercises responsibility rests with the lecturer - the subject bearer.

Practical work and fieldwork

Article 10

1. During the studies the student is obliged to spend a certain period of time in the practical work in the professional duties for which he is studying according to the study program.
2. Practical work is carried out in production enterprises or in other cases also in scientific research institution under the leadership of a professional employee and under the supervision of a teacher appointed by the Dean of the Faculty or the leaders responsible for the practical work.
3. Practical work is carried out during the third year of studies.

Professional excursions

Article 11

Professional and scientific excursions are organized to introduce students to the technological process and organization of work in the productive economic enterprises.

Consultations

Article 12

1. Consultations are the form of learning that takes place in the direct contact between the teacher and the student.
2. Through consultation hours student are provided with the necessary assistance to prepare the colloquium, the workshop, the exam, the paper, thesis etc.
3. Consultations shall be conducted according to the schedule. Consultation hours are announced by the teaching staff and placed on the door of the offices as well as on the web page.

Scientific work-Research

Article 13

1. Scientific research work is an integral part of the teaching through the student is turned into a professional and obtains a critical approach to professional matters.
2. The student can join the work and the scientific tasks in the framework of the scientific projects of the departments and the Institute for Research of the Faculty.

Conditions for enrollment in studies

Article 14

1. The Faculty of Food Technology enrolls students according to the possibilities and proposals of the departments.
2. The proposal for registration of new students shall be provided by the study commission department and approved by the Faculty Council. The final

decision on the announcement of the public competition is issued by the Senate of the University after consultation with MEST.

Article 15

There is no age limit for enrollment or qualification in higher education.

Article 16

1. In basic studies – Bachelor candidates who meet the following conditions can apply:
 - all candidates who have successfully completed secondary school in Kosovo or abroad and have a diploma for the completed education;
 - candidates who have completed secondary education outside of Kosovo in the time of application for enrollment must have validated their school documents. The recognition of the diplomas is done by the Ministry of Education, Science and Technology.

Article 17

1. The selection of candidates is done according to the qualification procedure. The student earns the right to enroll in the Faculty based on the points of the ranking procedure according to the conditions announced in the public call for enrollment.
2. Against the ranking list, the dissatisfied candidate has the right to submit a complaint to the respective commission, respectively the Dean of the Faculty, and has the right to see his entrance exam within 24 hours from the day of announcement of the results. The decision on the complaint will be made on the following day.

Article 18

The registration of students in the first semester according to the open call is done by the Central Administration of University.

Article 19

1. When applying for admission, candidates must provide the following original documents:
 - birth certificate;
 - certificates of all secondary school grades;
 - secondary school diploma;
 - decision on recognition of diplomas obtained overseas;
 - copy of the ID Card
2. Candidates admitted when registering shall submit:
 - the completed registration form, obtained when beginning the registration process;
 - two photos (4.5x6 cm format), which should be in accordance with the rules for personal documents;
3. The documents submitted by the student when registering are kept in the Student Services Office. The Student Services Office enrolls new students in SEMS program and in the official registry. The Student Services Office forms the student's file.
4. The selection procedure for candidates is regulated by an open call of the University of Mitrovica.

4. Change of the study program

Article 20

1. The student may change the study program: by completing a study program and starting the course in another study program of the Faculty of

Food Technology, or transferring from any faculty of the University of Mitrovica to the Faculty of Food Technology.

2. During the change of the study program, the student is legally permitted to begin the new study program if at least 50% of the exams are completed within the old program of studies and are accepted in the new study program (can be transferred).
3. The student is allowed to enroll in the new study program at least in the second of studies and at best in the year of studies following the previous study program.
4. The study program may not be changed if the student has to register again in the first year of studies.

Article 21

1. The request to change the program of studies shall be reviewed by the Studies Commission. Evidence and proof for completing the requirements in paragraph 3 in article 21, need to be enclosed with the rests.
2. The application for change of the study program may be made at the same time as the application period for enrollment in the faculty and the latest by 30 September of the calendar year.
3. The Studies Commission on the proposal of the professional committee of the department proposes to the faculty council the acceptance of student grades (previous grades), and individual obligations for the change of the study program in accordance with certain rules of the study program.
4. The decision on the change of the study program is made by the faculty council.
5. The student, who has been denied the request to change the study program can appeal to the faculty council within eight business days after the submission or publication of the decision.

Article 22

When changing the program of studies or transferring from a faculty of another university in the Faculty of Food Technology, the same rules shall apply as during the change of the study program within the Faculty of Food Technology or the University of Mitrovica.

5. Duration of studies

Article 23

1. Basic Bachelor studies last 3 or 4 years and require 180 until 240 ECTS credit points.
2. The University organizes studies in accordance with the existing 12-month academic year. The academic year begins on October 1 and September 30.
3. Active study period (lectures, exercises, seminars, colloquia) are divided into two semesters. The Winter semester starts on October 1 and ends on January 15, the Summer semester starts on February 16 and ends on May 31.
4. Teaching in bachelor studies lasts 15 weeks during a semester.

Article 24

The student must complete basic studies within a period of twice the expected duration of the studies he is enrolled in, an addition of two years can be approved on the basis of student's request.

6. Student status

Article 25

1. The person enrolled in the Faculty of Food Technology has the status of the student.

2. The status of the student is evidenced by the student card.
3. The content and form of the Student Identity Document is defined by the University with a special act.

Article 26

1. Student loses the student status:
 - When deciding to leave studies;
 - When he finished his studies;
 - When failing to enroll in the academic year;
 - When he / she has not completed the studies in the double of the length of the studies;
 - When the student reaches the maximum number of re-registrations of the academic year without successful completion of the studies;
 - In the case of the exclusion, based on the decision issued after the disciplinary procedure
2. The student may make an official request once to increase the duration of studies for one or two years. The decision is made by the academic unit council. If the decision is positive the student will obtain the status of the regular student again.

Article 27

1. The student may request temporary suspension from the status of the regular student, for a period of no longer than 2 years, in cases such as:
 - serious illness;
 - care for children under the age of three;
 - in the case of pregnancy;
 - other cases noted in the legal provisions and normative acts of the University of Mitrovica.
2. The decision to allow temporary suspension of the student status is issued by the dean of the faculty.

Article 28

1. The student may re-enroll as a regular student without any obstacles after the period of temporary suspension.
2. After no more than 2 years of interruption, the student may re-register as a regular student and may continue with the same study program that was valid at the time of the first registration even if at the same time the program of study has not changed.
3. If the student registers again after the temporary suspension of studies but not more than 2 years and if the study program is changed, a commission appointed by the Dean of the Faculty decides on the differential exams or other additional obligations mandatory for the continuation studies.

7. Rights and Obligations of Students

Article 29

1. Students have the following rights:
 - To participate in lectures, seminars, theoretical exercises, practical work and field work, vocational and teaching excursions, discussions, professional consultations and other forms of learning based on the curriculum;
 - To use the faculty equipment according to the respective rules, in order to complete the curriculum and the work programmed in their scientific activity, reading corners and other environments dedicated to sports and cultural activities;
 - To use libraries and other services for students;
 - To participate in the elections for student representatives at the bodies of the University, to participate regularly in the meetings of the committees where they are appointed as members and to perform tasks with dedication and sincerity. In the case of conflicts of interest relating to the content, the delegated members of the students do not participate in the governing bodies of the University and the Faculty;

- To present new ideas and debatable opinions without risk to the student's place or privileges that can be enjoyed by the University
 - To complain about the quality of the teaching process or the infrastructure of the University;
 - To challenge a decision or action of the University to Ministry and the competent court;
 - To benefit from the study scholarships and the rewards that the University administers when fulfilling the conditions set by the University Body
2. Students have these obligations
- To know in detail the rules established by the University and the faculties to be aware of their implementation, otherwise the Faculty is responsible for the consequences that may arise from their lack of knowledge;
 - Respect the regulations issued by the University and Faculty
 - Respect the rights of staff and other students;
 - Pay due attention to their studies and take up academic activities;
 - Continue lectures and other forms of instruction in accordance with specific study rules;
 - Respect the Code of Ethics;
 - To pay the fees and tariffs set.

Article 30

1. The Faculty Council shall exempt students from the Faculty and the University temporarily or permanently if student violates the prescribed rules.
2. The disciplinary responsibility of students is determined by the Regulation on Disciplinary Procedure of the University of Mitrovica.

Article 31

1. Students have the right to appeal against the decision taken by the faculty and the University related to their rights, obligations and responsibilities.
2. Such complaints shall be submitted to the commission of studies of the Faculty within 15 business days after the announcement of the decision.

3. The study commission is obliged to submit the report for the decision taken to the Faculty Council within 30 working days after the receipt of the complaint.
3. The appeal to the decision taken by the first instance is decided by the Senate.

8. Terms of registration of the academic year

Article 32

1. The successful completion of the year in accordance with the study program is a precondition for enrollment in the next year.
2. Exceptionally, the enrollment requirement for the next academic year may be reached with a minus of 2 exams from the previous year.
3. The student who could not successfully complete the year must again enroll in the same year of studies.
4. The maximum number of newly registered study years is equal to the regular number of study years of the relevant study program.

Article 33

The Senate of the University, by a special decision, determines the preconditions for the registration of the following academic year for students, this decision is made every academic year.

9. Examination term, registering and passing exams

Article 34

1. Students are obligated and have the right to enter exams. Exams are taken in all subjects after the completion of the course schedule.

The student earns the right to enter the examination in a specific subject once all the requirements for the given subject are completed, requirements foreseen in the study plan.

2. The exam can be an oral or a written exam, or it can consist of a written and oral part. In cases when the exam consists of a written and oral test, the student can only enter the oral exam when he has received a positive grade in the written test. Combined exams, written and oral, are completed within seven days.
3. To determine the academic success of a student the following methods can be applied: a colloquium, a seminar work, a test and a practical test during the lab hours. The method of evaluating knowledge and passing of the exam is determined by the course program.

Article 35

1. Exams for bachelor studies are held during the examination period.
2. The regular examination deadlines include: winter (January), spring and autumn (September). The exact period for the term is defined in the general study schedule, which is accepted by the Senate and made public. Details on the commencement and ending date of each exam term are determined by the academic units' councils.
3. Schedule of exams, including daily schedules, are announced at the beginning of the academic year.
4. Exam schedules will be set in such a way that the student does not have more than one exam scheduled per day.
5. Exam schedule after being announced is compulsory for the student as well as the examiner.

Article 36

1. Examination enrollment period shall commence not earlier than 6 weeks before and not later than 8 days before the beginning of the examination term.

2. Exam schedule must be announced not later than three days before the exam date.

Article 37

1. In all cases when the student is absent or withdraws from the examination he / she is considered to have failed (he / she is given a 5).
2. Upon his or her request, the student may be permitted by the dean of the academic unit to enter the exam earlier if he is participating in an international study program or is doing an internship abroad during the examination period.

Article 38

1. To describe the level of success in the exams, the Faculty shall apply these grades
 - 10 and 9 (excellent)
 - 8 (very good)
 - 7 (good)
 - 6 (sufficient)
 - 5 (insufficient)
2. The candidate passes the exam successfully with grades 6 - 10.
3. The Senate shall issue a regulation for the determination of the relevant grading criteria.

Article 39

1. A student who is not satisfied with outcome of the assessment may file a written complaint to the Dean of the Faculty. The complaint must be filed within two working days after the result has been announced.
A complaint may be made for the following reasons:
 - a. For a written examination – a complaint is filed against the grade in the exam

- b. For an oral examination- a complaint is filed against the grade obtained in the oral exam;
2. For the combined written and oral exam:
 - a. A complaint is filed against the grade received in the written exam prior to entering the oral exam;
 - b. A complaint is filed against the grade received in the oral exam, which implies that the grade received in the written examination has been accepted.
3. Upon timely receipt of the complaint, the Dean within one working day, appoints a three-member examination commission, but without the examiner against the grade of whom a complaint has been filed.
4. If the examination is to take place again in writing or orally, the Commission will hold the exam on the following working day after the commission has been appointed.
5. In the case of a written complaint against the grade, the written exam shall be reviewed by the Commission on the following working day after the Commission has been appointed.
6. No appeal may be filed against the Commission's assessment.
7. According to the rules, the student has the right to enter for a maximum of three times in the exam.
8. After having complained with a strong underlying justification, the student may be given permission by the Dean of the Faculty to enter an exam for the fourth time. The exam will be held in front of a three-member commission appointed by the Dean of the Faculty.
9. If the same study year is registered again, the number of times an exam has been failed is not taken into account.
10. In case a student fails for the fourth time in an exam when attending the same academic year for a second time (repeating the same year) the student will lose the regular student status for the specific study program.

10. Bachelor Thesis

Article 40

1. Upon completion of the last regular semester of the bachelor and master studies, the student will be assigned a period of 12 months to complete the exams (graduation period).

2. The student may apply for an extension to the office of the dean of the academic unit to extend the graduation period for another 12 months.

Article 41

The Program of Basic Studies at the Faculty of Food Technology is completed with the Bachelor Thesis.

Article 42

The bachelor thesis is individually elaborated by the student confirming in this case the theoretical skills achieved during the studies can be successfully applied to solve complex research problems in the scientific field for which the student has decided.

Article 43

1. The Bachelor thesis can be elaborated jointly by two or three students (a research group) and the contribution of each candidate should be clearly specified.
2. The application for elaboration of the master's thesis by two or three students is determined by the Faculty Council.

Article 44

1. The graduation thesis represents the independent professional work of a particular theoretical, methodological, theoretical - methodological or professional problem or task.
2. With the bachelor thesis, the student must demonstrate that based of his / her knowledge, that he / she has obtained during studies and the use of literature, he/she has acquired knowledge on the given topic, has employed appropriate methods, understand and correctly cites professional literature

and knows professional terminology. The diploma thesis should include the ability of independent student thinking, respectively the ability to give conclusions and suggestions for solving a particular problem.

Article 45

1. At the proposal of the departments and the commission for studies of the Faculty, the Faculty Council approves the register of the topics that the students can take. The Bachelor Thesis topics are initially proposed by the teaching staff of the Faculty.
2. The Faculty Council shall, by a decision, decide on the number of thesis that a member of the teaching staff may mentor during an academic year.
3. The Register of Diploma Theses, approved by the Faculty Council, is announced at the beginning of the academic year.

Article 46

Students, in accordance with the needs of enterprises and in agreement with the mentor, may propose topics which are not in the published register of topics.

Article 47

1. The student may register for the Bachelor Thesis with one exams unpassed at the time of application for the thesis.
2. The registers the Bachelor Thesis through a special form which in addition to student information has the following information: the title of the thesis, the subject to which the thesis belongs, the name of the mentor and the registration date of the Bachelor Thesis. The second part of the form includes the following information: the date permitting the work on the Bachelor thesis to begin, the submission date, the evaluation and defense committee. All data is verified by the department head and Dean of the

Faculty. At the very end of the form, is the declaration of the administrative staff that the student has gained the right to the degree thesis.

3. The form from registering the bachelor Thesis can be obtained at the Student Services Office. The topic chosen by the student should be signed by the mentor. The mentor can nominate two members in the committee for the assessment and defense of the thesis.
4. The application form, which the mentor has signed, the student submits to the Student Services Office to register the diploma thesis.
5. The student has the right to change the topic once. In this case the student must inform the mentor and the Student Services Office and in the application form it must be noted that the student has abandoned the topic initially presented.
6. The thesis registration form is sent to the department for review. Based on the proposal of the department and the Studies Commission, the Faculty Council approves the diploma thesis, assigns a mentor and establishes a committee for evaluation and defense. The mentor cannot be elected chair of the commission.
7. In cases when the student chooses the topic of the diploma thesis from the Register of Diploma Theses approved by the Faculty Council, the Bachelor thesis topic is approved by the Studies Commission based on the proposal of the respective department. In this case, the commission of studies forms the commission for evaluation and defense.
8. The approved diploma thesis cannot be defended before 30 days have passed from the approval date.
9. The student is obliged to submit the thesis topic in 5 copies at the Student Services Office at least 7 days before the day of defense.
10. The approved thesis must be defended within 6 months after this deadline the thesis is canceled and the student must select a new thesis topic.

Article 48

1. The student submits the completed Bachelor Thesis at the Student Services Office within the deadline specified in article 48.
2. The Student Services Office registers the thesis topic in the protocol and the three copies of the thesis along with the thesis registration form are sent

to the evaluation and defense commission after noting that the student has passed all the exams based on the study program curricula and has fulfilled other obligations mandatory for defending the Bachelor thesis.

Article 49

After accepting the diploma thesis, the commission evaluates the diploma and if the evaluation is positive, the date for the defense is specified.

Article 50

1. The defense of the Bachelor thesis is public and is held in the premises of the Faculty
2. The procedure of defense is led by the chairman of the commission, while the candidate with a maximum duration of 15 minutes presents the results of the thesis describing the methods applied and the conclusions. The candidate during the presentation shows that has done an independent work and knows the literature used.
3. Upon completion of the oral presentation of the candidate, the commission ask questions about the topic. In general, each member of the committee can ask a maximum of 4 questions.
4. Upon answering the questions, the Chairperson of the Commission may provide the candidate with a short break in order to prepare for answering the questions.
5. Once the candidate answers the questions asked, the members of the committee convene to reach a decision on the Bachelor Thesis defense.
6. The grades for the evaluation of the diploma thesis defense are the same as exam grades. The evaluation of the Bachelor Thesis and the oral defense by the candidate is made with the majority of the votes of the commission.
7. The final grade of the bachelor thesis and the signature of the members of the committee are written in the diploma registration form.
8. Based on the defense minutes are written. The minutes are signed by all members of the commission.

9. Minutes and the diploma thesis registration form the Chairperson of the Commission submits to the Student Services Office.

Article 51

1. If the Bachelor Thesis or the defense of the thesis topic receives an insufficient grade by the commission, the student must improve the thesis and eliminate the flaws according to the instructions of the chairman and the members of the commission within thirty days from the announcement of the grade. The diploma thesis defense procedure is repeated.
2. If the topic of the diploma, improved, is evaluated with a positive note, the defense procedure shall be organized based on the procedure specified in Article 50.
3. The student the thesis of whom has been evaluated with an insufficient grade can change the topic of the diploma as well as the mentor.

Article 52

1. The student who passes all the examinations foreseen by the curriculum and completes all other obligations prescribed by normative acts of the University and successfully defends the Bachelor Thesis earns academic the academic title Bachelor of Science in the respective field.
2. The diploma issued upon the completion of Bachelor studies is signed by the Dean of the Faculty and the Rector of the University.
3. The content and form of the diploma is determined by the Ministry of Education, Science and Technology.

Article 53

1. The student's diploma is delivered solemnly. The promotion of graduates is done according to the rules that the University of Mitrovica determines in cooperation with the Dean of the Faculty.
2. The Faculty keeps the evidence graduates.

11. Transitional Provisions

1. This Regulation is approved by the Senate of the University of Mitrovica based on the proposal of Faculty Council of the Faculty of Food Technology.
2. For all other matters not covered by this Regulation, the provisions of the Statute of UMIB and the Law on Higher Education of Kosovo will be applicable.
3. This Regulation shall enter into force on the date of its approval by the Senate of the University of Mitrovica.
4. Amendments and supplements to this Regulation shall be made in the manner in which this Regulation has been approved.

Nr. _____, date 20/02/2015
Mitrovicë

Dean of the Faculty
Associate Professor Milaim Sadiku