



UNIVERSITETI I MITROVICËS "ISA BOLETINI"
UNIVERSITY OF MITROVICA

FAKULTETI I TEKNOLOGJISË USHQIMORE
FACULTY OF FOOD TECHNOLOGY

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REGULATION FOR MASTER STUDIES LEVEL

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 Master Studies

1. General Provisions

Article 1

With the Regulation on Master 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 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

1. The Faculty of Food Technology organizes regular Master studies leading to the obtainment of scientific grades in the field defined by the plan and program of Master studies.
2. Master studies, the Faculty of Food Technology can organize in cooperation with other faculties of the University of Mitrovica by offering two subject studies and interdisciplinary programs of studies as well as in cooperation between the University of Mitrovica and other universities provide joint programs of studies based on cooperation agreements.

Article 3

Study programs and curricula proposed by the Faculty Council are approved by the Senate of the University and become active after being accredited by the Accreditation Agency.

Article 4

1. The right to teach in the master studies have the teaching staff who hold the academic title of a professor (regular professor, associate professor and assistant professor) who fulfills the conditions set out in the Statute of the University of Mitrovica. The right to hold exercise hours/lab hours in this cycle of studies is given to persons holding the position of a teaching assistant
2. In certain casess in a subject the teaching can be held by two or more teaching staff members. In case the subject is taught by more than one individual, only one is appointed as the professor responsible for the given subject (bear the responsibility for the class).

Article 5

1. Master studies are conducted according to the modular system and are based on specialization course within the program.
2. The study regime, the grading system and the credit system is similar to the first level-bachelor studies.

Article 6

Master studies are organized in two departments, respectively study programs:

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

Article 7

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

3. Conditions for enrollment in studies

Article 8

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 9

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

Article 10

1. In postgraduate studies - Master in the Faculty of Food Technology of Mitrovica, candidates who in the Bachelor studies have an average of 7.50 and above can enroll. The selection of these candidates for admission to the assigned number is done according to the priority rankings of the average grade during Bachelor studies.
2. In the Master studies, candidates with an average grade lower than f 7.50 may also be accepted, but they will be subject to the entrance examination.
3. The ranking of candidates shall be based on:
 - a. average grade during preliminary studies and

- b. results of the entrance examination for those entering the entrance exam.
4. Candidates who have completed prior study programs in other academic units (not to the one they are applying to) can also apply for enrollment; In order to complete the incoming class, student who have completed studies in private colleges in the Republic of Kosovo in accredited programs (the status of these programs should be confirmed by the Kosovo Accreditation Agency and MEST) as well as the candidates who have completed studies in Higher Education Institutions abroad may apply for enrollment
 5. The conditions and criteria for admission to the students as defined in paragraph (4) shall be based on the decision of the Senate of the University.

Article 11

1. Candidates who have not been admitted in the first year of the master studies may formally complain against the decision within two working days after the announcement of the selection results.
2. The final decision on the complaint shall be taken by the commission for appeal appointed by the rector.

Article 12

Registration of students in the first semester according to the competition shall be made by the Central Administration of the University.

Article 13

1. When applying for admission, candidates must provide the following original documents:
 - the completed application form which is downloaded during the online application
 - the birth extract;

- diploma (certificate) of completing Bachelor studies;
 - the decision on recognition of the diploma if studied abroad;
 - copy of the ID card
2. Candidates admitted, for registration 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;
 - payment at the specified fee

4. Change of the study program

Article 14

In order to change the study program or transfer from a faculty at another university to the Faculty of Food Technology, the candidate will be subjected to the same regulations applicable to enrolled students requesting a change in the study program within the Faculty of Food Technology, regulations which are foreseen by the Statute of the University of Mitrovica and other legal acts of the University and the Faculty.

5. Duration of studies

Article 15

1. Master studies last from 1 year to 2 years respectively and require 60 ECTS credits.
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. Master studies take last for 15 weeks during a semester.

6. Student status

Article 16

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. In case of loss of the student card, with the dean's permission, the student is given the new student card.

Article 17

Student loses 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

Article 18

1. The student may request temporary suspension from the status of the student in cases such as:
 - serious illness;
 - compulsory military service;
 - 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 19

1. The student may re-enroll as a regular student without any obstacles after the period of temporary suspension of the student's status based on this Statute. The period of temporary suspension of student status under this Statute is not counted towards the duration of the studies.
2. If the curriculum valid at the time of the first registration does not take place in the following enrollment year (after the suspension of the status of a regular student under this Statute), the Academic Studies commission decides on the differential examinations or additional obligations mandatory for the continuation of studies in the new program.

7. Rights and Obligations of Students

Article 20

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. The 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 21

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 22

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.
4. The appeal to the decision taken by the first instance is decided by the Senate.

8. Terms of registration of the academic year

Article 23

The Senate of the University of Mitrovica with a special decision determines the conditions for the registration of the following year of studies for students.

9. Exams and success in exams

Article 24

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 25

1. Exams for master 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 26

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 27

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 28

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 29

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.
2. 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;
3. 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. Graduation Thesis-Master Thesis

Article 30

1. Master studies at the Faculty of Food Technology shall complete the master's thesis in accordance with study programs.
2. A student who has fulfilled the obligations specified in the curriculum, has been enrolled in the fourth semesters of studies and has at most two exams left towards graduation earns the right to receive the master thesis topic.

Article 31

1. Teaching staff who take part in teaching in academic year shall propose to the Faculty Council one or more titles for the master thesis work with the respective reasoning. The teaching staff who propose thesis topics are potential mentors of those topics.
2. The Faculty Council shall, by a special decision, decide on the number of thesis that a teacher may mentor during an academic year.

3. Students, in accordance with the needs of enterprises or other institutions, and in agreement with the mentor may propose master thesis topics.

Article 32

The master 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 33

1. Master's 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 34

1. A candidate who has earned the right to present the master's thesis work in accordance with the paragraph 2 of the article 30 of this Regulation shall submit a proposal for the master thesis title. The proposal for the title of the candidate master's thesis is determined in collaboration with the professor teaching the given subject.
2. The proposal from paragraph 1 of this article should contain: the subject and the scientific purpose of this scientific work, the basic hypotheses and the methods to be applied during the research.
3. The candidate submits one of the topics allowed under Article 31, paragraph 1 or submits a topic in accordance with Article 31, paragraph 4.
4. The proposal for the master thesis title is confirmed by the mentor.

Article 35

The Faculty Council at the proposal of the Department and the Studies Commission approves the proposal for the title and allows the master thesis. The Faculty Council nominates a mentor who helps the student during the completion of the master thesis.

Article 36

The master thesis presents the independent scientific work of the candidate through which the candidate proves to have the knowledge to present and solve professional scientific problem.

Article 37

1. The candidate is obliged to submit the master thesis for evaluation within a maximum of one year from the day when the master thesis is allowed.
2. At the request of the candidate, the Faculty Council may allocate additional time of a maximum of up to 6 months to submit the master thesis. The postponement of the deadline is done after presenting a valid reason such as disease or other reasons as specified by the Faculty Council.
3. If the candidate fails to submit the master thesis for assessment in the timeframe specified in this article, the procedure for obtaining the academic title shall be terminated based on the decision of the Dean, as proposed by the Faculty Council and the candidate has the right to submit a proposal for the new master thesis title. This option can only be used once.

Article 38

1. When the candidate submits the master thesis, the Faculty Council appoints the commission for the evaluation of the master thesis within a maximum of 60 days after the candidate has submitted the request.

2. The task of the commission is upon reading the thesis to submit a written report to the Faculty Council in writing within a deadline of no longer than 2 months.
3. In the report to be made by the majority of the members of the commission, the commission may propose that the work be approved and the candidate be allowed to defend the thesis, the thesis to be improved or refused.
4. A member of the commission who does not support the report from the previous paragraph of this article shall be obliged to share his opinion and do so in writing.
5. The defense of the thesis must be made within a time frame which cannot be shorter than 15 days or longer than three months from the day that the decision has been issued.
6. The Dean of the Faculty decides the day for the defense, in accordance with the defense commission.

Article 44

If the candidate does not defend the master thesis for unjustified reasons on the timeframe indicated in the article above, the dean based on the proposal of the committee before which the thesis was to be defended, by a decision will terminate the procedure for the obtainment of the academic master degree and thesis is returned to the candidate.

Defense Procedures

Article 45

1. The Chairperson of the Commission shall open the public defense of the master thesis while the mentor briefly and summarily present the contents and parts of the report of the master thesis evaluation commission.
2. The candidate makes a presentation - a summary presentation of the thesis, but not longer than 30 minutes.

3. The members of the commission shall ask questions and the candidate shall answer.

Article 46

1. When the commission determines that the master work has been thoroughly considered, the chairman shall complete the defense and invite the committee to convene for the evaluation of the defense.
2. The decision of the commission is publicly announced.

Article 47

1. The candidate has defended the master thesis if most of the members have given a positive assessment of the thesis defense.
2. If the candidate has not successfully defended the master thesis, he or she may submit a new master thesis proposal within six months.

Article 48

1. Upon successful completion of the master's degree, the candidate obtains a master of science degree in the respective field.
2. For the achievement of the academic Master of Science degree, the candidate will be issued a diploma signed by the Dean and the Rector.
3. The content and form of the diploma shall be determined by the Ministry of Education, Science and Technology.

Article 49

The Faculty keeps an evidence of graduates.

Article 50

1. If after the defense of the master thesis it is discovered that the thesis submitted was not the independent work of the candidate and does not contain the results from article 32 and 36 of this Regulation, the title can be withdrawn.
2. In the case of the previous paragraph, the Faculty Council appoints a committee composed of members to examine the doubts expressed with regard to the master thesis.
3. The Senate of the University of Mitrovica, with reason and arguments and based on the recommendation of the Rector, may remove the recipient's title.

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