



**Republic of Kosovo**  
**University of Mitrovica “Isa Boletini” Mitrovicë**  
**Faculty of Economics**

**REGULATION ON MASTER STUDIES**

Pursuant with article 76 point 3, and article 80 points 2 and 3 of the Temporary Statute of the University of Mitrovica “Isa Boletini”, The Council of the Faculty of Economics, at its meeting held on 23.12.2019 approved this

## **Regulation on Master Studies**

### **General provisions**

#### **Article 1.**

The Regulation on Master Studies (hereinafter: the Regulation) regulates the organization and forms of master studies, the enrollment criteria for the studies, change of programme– field of studies, duration, student’s status, student rights and obligations, fulfillment of necessary criteria for continuing the following year of studies, exams and exam success, completion of studies and thesis paper.

### **Organisation and forms of studies.**

#### **Article 2.**

- (1) Faculty of Economics organizes full-time master studies in earning the academic title in the specified field, in accordance with the curriculum of the master studies.
- (2) Faculty of Economics may organize Master studies in cooperation with the other faculties within the University of Mitrovica “Isa Boletini”. For this purpose, it may offer dual-subject programmes and interdisciplinary study programmes, as well as multidisciplinary study programmes.
- (3) In the framework of cooperation of UMIB, and other universities, the faculty offers joint study programmes based on partnership contracts.

#### **Article 3.**

- (1) All students who have completed their basic studies (bachelor) and have obtained at least 180 credits (ECTS) or 240 credits (ECTS) are eligible for enrolling master studies.
- (2) Students who have completed their bachelor studies abroad, in universities recognized by EUA (European University Association), or in institutions licensed by one of the international accreditation agencies are also eligible for enrolling master studies. The equivalence and nostrification of certificates – foreign diplomas is conducted by the Ministry of Education, Science and Technology in concordance with the law and respective regulations.
- (3) The maximal number of points according to the criteria is 100 points, including success in bachelor studies up to 30 points, success in the entrance exam up to 70 points, of which the foreign language exam will be evaluated up to a maximum of 24 points.
- (4) In addition to the exams in the professional subjects, candidates shall also take the English language exam. Exception will be made only for candidates who hold a certificate for TOEFL, IELTS.

- (5) The selection of the candidates up to the number foreseen by the vacancy is done according to the priority ranking of the average grade achieved during the bachelor studies.
- (6) Master studies are also eligible for candidates who have completed preliminary studies in other academic units, other than the unit in which they are applying. To complete the number in fair competition, the right of application is also granted to candidates who have completed preliminary studies in private colleges in the Republic of Kosovo in accredited programmes by the Kosovo Accreditation Agency; the right of application is also granted for candidates who have completed prior basic studies in Higher Education Institutions outside the Republic of Kosovo.
- (7) The selection of candidates is done according to the criteria specified by the statute of the university, and the defined criteria of the accredited programme, presented in the vacancy.

#### **Article 4.**

- (1) Master studies classes can be taught by the academic staff holding the call professor (full professor, associate professor and assistant professor) who meet the conditions provided by the statute of the University of Mitrovica.
- (2) Master studies exercises and seminars can also be taught by teaching assistants, with at least a master degree or an equivalent diploma with it.
- (3) In specific occasions, a subject can be taught by two or more professors. In the cases when a subject is taught by more professors, in SMU is noted only the name of the full-time professor.

#### **Article 5.**

- (1) The right to organize master studies is possessed by the Faculty of Economics, respectively the programme of Business and Management.
- (2) Master studies specializations in Business and Management are: Finance, Banking and Accounting, Management and Entrepreneurship and Industrial Management.

#### **Article 6.**

- (1) Master studies are conducted according to the modular system and are based on narrow subjects of specialization within the study programme.
- (2) The system of studies, the grading process and credits system are similar to the first cycle studies.
- (3) The list of professors proposed by the Faculty for the realization of the master studies programme is approved by the Faculty Council. The master studies commission is chaired by the Vice Dean for Teaching.

#### **Article 7.**

Teaching is realized in the form of lectures, seminars, theoretical exercises, practical and field work, professional and scientific-educational excursions, discussions, professional consultations and through independent work of students, as well as the final work (diploma) to achieve the master title.

## **Criteria for Registration in Master Studies**

### **Article 8.**

- (1) Faculty of Economics in Mitrovica enrolls students according to its personnel and technical possibilities, the needs of the society, as well as the market.
- (2) The proposal for the registration of new students is given by the Faculty and approved by the Faculty Council. The final decision on announcing a public vacancy is made by the Senate of the University of Mitrovica, after consulting with the MEST.

### **Article 9.**

- (1) The selection of the candidates, per article 3 (three) of this regulation is done by the respective commission consisting of at least three members, chosen by the Faculty Council.
- (2) The commission must be competent and professional, according to the field of studies.
- (3) The commission, in cooperation with the Dean's office announces the rankings of the candidates who have applied.
- (4) The candidates who have not been accepted in the master studies may file a written complaint in the dean's office, within two working days after the publication of the results.
- (5) The decision for the filed complaints is taken within two working days after the complaints.

### **Article 10.**

The registration of students in the first semester in the master studies is done in the University's Central Administration.

### **Article 11.**

- (1) When applying, the candidates must bring the following documents:
  - Birth certificate
  - Diploma (certificate) of completing faculty
  - Decision on recognition of education abroad
  - Completed registration form which is obtained on the occasion of registration
  - Three photos (format 4.5 x 6cm);
  - Payment in the specified amount
  - Copy of ID card
- (2) The documents submitted by the student upon registration remain with the student service.
- (3) The student service registers new students in the registry book, in the special computer program and forms the student file.

## **Change of programme – field of studies**

### **Article 12.**

For the change of the study programme or transfer within the faculties of UMIB, or from any other University within the country or abroad to the Faculty of Economics apply the foreseen provisions by the Statute of the University of Mitrovica.

## **Duration of studies**

### **Article 13.**

- (1) Master studies last two years, four semesters and in each semester by passing the exams you earn 30 ECTS, which means that 120 credits must be achieved for the completion of these studies.
- (2) The student, with conditions determined by the UMIB Statute, retains the status of a regular student for another two years.
- (3) The beginning and the end of the semesters are done according to the provisions of the Statute of UMIB. Classes in master studies take place in 15 weeks throughout a semester.

## **Conditions for gaining and losing student status.**

### **Article 14.**

- (1) A person enrolled in the Faculty of Economics has the status of a full-time student.
- (2) Student status is evidenced by an ID or an equivalent document.
- (3) In case of ID loss, with the permission of the Dean, the conditions for gaining and losing the student status are regulated by the UMIB statute. The Faculty Council expels from the faculty, temporarily or permanently, students who violate the rules set forth in UMIB's Regulation on disciplinary procedure.
- (4) The loss of student status is regulated according to the UMIB Statute.

## **Student rights and obligations**

### **Article 15.**

Student rights and obligations, which are defined with articles according to UMIB statute, are also valid for master students in the Faculty of Economics.

### **Article 16.**

The determination of disciplinary responsibility of students is most closely regulated by the Regulation on Disciplinary Procedure of UMIB.

### **Article 17.**

- (1) Students have the right to appeal against the decision announced by the bodies of the Faculty related to their rights, obligations and responsibilities. Such complaints are submitted to the Faculty Studies Commission within 8 working days after the announcement of the decision.
- (2) The commission is obliged to submit the report on the imposed decision to the Faculty Council within 30 days of working days after receiving the appeal.
- (3) The appeal against the decision of the first instance is decided by the University Senate.

## **Year registration conditions**

### **Article 18.**

The Senate of UMIB, with a special decision, determines the conditions of registration on the following year of students.

## **Exams and exam success**

### **Article 19.**

- (1) Students are obliged and have the right to submit and take exams. Students enter the exams in all the foreseen subjects according to the study plan after the completion of the teaching of the respective subject.
- (2) The student acquires the right to take the exam in one subject after fulfilling the obligations provided by the subject curriculum. Exams are held in writing, orally, or in writing and orally. In exams consisting 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.
- (3) To determine the academic success of the student, the following forms of work can also be applied: Colloquium, seminar paper, test and practical exercises.

### **Article 20.**

Master studies exams are held throughout the academic year, according to the deadlines allowed by the statute of UMIB and with the instructions of the Senate of UMIB.

### **Article 21.**

- (1) The student's success in the exam is expressed with grades 5 (five) to 10 (ten). The grade is recorded in the University Management System.
- (2) The application forms and the minutes of the exam are sent to the clerk, who at the latest 2 days after the exam, registers it in the computer, the registry book and in the student file. The exams are public and are announced on the UMIB website, at FE.

### **Article 22.**

For students who are not satisfied with the assessment and grade taken in the exam, the provisions of the UMIB Statute are applicable.

## **Diploma thesis – Master thesis**

### **Article 23.**

- (1) Master studies in the Faculty of Economics are completed with the work and defense of the master thesis in accordance with the study programme.
- (2) The student who has completed the obligations provided by the study plan and curriculum of the respective study acquires the right to receive a master's degree.

#### **Article 24.**

- (1) The professors who teach in master studies, during the academic year propose to the Study Commission one or more titles of topics for the work of the master thesis with the relevant reasoning.
- (2) The professor who has proposed the topic is a potential mentor of that topic. The Faculty council, with a special decision, will decide on the number of diplomas – master thesis paper which a professor can mentor during an academic year.
- (3) Students, in agreement with the subject professors may propose other titles of the diploma – master thesis topics.

#### **Article 25.**

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

#### **Article 26.**

The master thesis can be elaborated by two or three students (research group), and it should clearly indicate and note the contribution of each candidate.

#### **Article 27.**

The written proposal for allowing the thesis – master thesis should contain: the title and the reasoning for the proposed topic, the scientific purpose of the paper, the basic hypotheses that will be taken as the basis and the instruments which will be applied to conduct the research.

#### **Article 28.**

- (1) The Faculty Council, upon a written proposal of the department, respectively of the collegium of master studies, approves the proposed title and allows the work of the diploma - master thesis.
- (2) The council appoints the mentor who guides the student during the work on the topic of the diploma thesis - master thesis.

#### **Article 29.**

Diploma thesis - master thesis is an independent professional work of the candidate through which the student shows that he/she has acquired knowledge and can submit and solve professional-scientific problems and tasks.

#### **Article 30.**

- (1) The candidate must submit the completed written diploma thesis for evaluation within a maximum period of one year after the certification of the fourth semester of master studies.
- (2) At the request of the candidate, the Faculty Council may set a new deadline of up to six months to submit the master's thesis. The reasons for the postponement are evaluated by the Faculty Council.

- (3) If the candidate does not submit the completed diploma-master thesis, the reasons for the postponement are evaluated by the Faculty Council.
- (4) If the candidate does not submit the completed diploma-master thesis for evaluation within the deadline set by this article, the candidate must resume the procedure for allowing the diploma thesis with a new topic, respectively to restore the status of full-time student in accordance with the UMIB Statute.

#### **Article 31.**

- (1) After submitting the completed diploma thesis for evaluation, the Faculty Council, on the proposal of the Collegium of Studies of the relevant department, establishes the commission for the evaluation of the master thesis within 60 days from the day of submission of the candidate application.
- (2) The duty of the commission is to submit a written report to the Faculty Council, after reviewing the paper, within a period not longer than three months.
- (3) The commission for evaluation of the diploma-master thesis, with a majority of its members, proposes to the Faculty Council that: The thesis be approved and the candidate is allowed to defend, or the thesis is revised or the thesis is rejected. The member of the commission who does not agree with the proposal from the previous paragraph of this article is obliged to share the opinion and present it in writing.

#### **Article 32.**

- (1) The commission for the evaluation of the master thesis paper consists of three members.
- (2) If necessary, the Faculty Council may establish a commission consisting of five members. Members of the commission may be professors (holding the call of full-time professor, associate professor, assistant professor).

#### **Article 33.**

- (1) Based on the proposal of the commission, the Faculty Council makes a final decision on the report of the commission, the validity of the diploma-master thesis and the permission of public defense.
- (2) The Commission for Defense shall be formed in the composition defined in Article 32 of this Regulation.
- (3) The mentor may not be the chairman of the commission for public defense of the master thesis.

#### **Article 34.**

If the candidate's work is rejected by the respective commission, or the candidate for other reasons does not complete the work within the deadline under the previous article, the candidate has the right to submit a written proposal for the new title of master thesis. The candidate can use this opportunity only once.

#### **Article 35.**

- (1) If the Faculty Council returns the work of the candidate for further revision, in that case the commission for the evaluation of the completed work may be expanded.



- (2) The candidate must complete the edited version of the master thesis within a maximum period of six months.
- (3) When receiving the completed work, the commission is obliged to draft a new report on the evaluation of the work and send it to the Faculty Council within 30 days from the day it has received the thesis.

#### **Article 36.**

- (1) The master's thesis, evaluated positively by the members of the commission is put on public discussion within 15 days, together with the commission's reports in the Faculty's secretariat.
- (2) During the public discussion, the paper is made available for interested parties which may provide remarks or suggestions.

#### **Article 37.**

- (1) After the expiration of the deadline from the previous article, and the approval of the report of the commission with positive evaluation of the thesis defense, the Faculty Council forms the commission for the public defense of the master thesis.
- (2) In agreement with the candidate, the commission determines the date and place (hall) of the public defense of the thesis paper. The public defense of the master's thesis defense must be done within the deadline, which cannot be shorter than 5 days nor longer than 15 days from the day of issuing the decision.

#### **Article 38.**

The Secretariat of the Faculty gives the notification for the thesis' defense 7 days ahead. The announcement is given on the Faculty's bulletin board and Faculty's website. The announcement provides information about the candidate, the topic of the paper and that the defense is public.

### **The procedure of the defense**

#### **Article 39.**

- (3) The chairperson of the commission opens the session for the public master thesis defense, presents the data related to the procedure developed until the decision issuing on allowing the thesis defense, and presents the candidate's biographical and bibliographic data.
- (4) The mentor briefly presents the report of the commission for the evaluation of the master thesis.
- (5) The candidate makes a presentation - summary presentation of the paper, but not longer than 30 minutes.
- (6) Through the questions asked to the candidate and his / her answers, the members of the commission verify the authorship of the paper and assess the level of knowledge of the issues addressed in the paper.

#### **Article 40.**

The chairman of the commission concludes the defense and invites the commission to convene for the assessment, and make the final decision on the public defense of the thesis. The decision of the commission is publicly announced before the auditor.

#### **Article 41.**

- (1) The candidate has successfully defended the master thesis if the majority of the member of the commission have given a positive evaluation for the defense of the thesis.
- (2) If the candidate has not successfully defended the master thesis, he / she may submit a new proposal for the master thesis within six months from the day of notification that he / she has not publicly defended the master thesis.

#### **Article 42.**

- (1) Upon completion of studies and successful defense of the master thesis, the candidate obtains the academic title of master of the relevant field.
- (2) After obtaining the academic master's degree, the candidate receives the certificate signed by the dean, and the diploma signed by the dean and the rector at the respective services of the Faculty of Economics and UMIB.
- (3) The Faculty and the University keep records of graduate students in master studies.

#### **Article 42.**

- (1) The candidate master's degree may be challenged or revoked if his or her master's thesis is found to be plagiarism or forgery.
- (2) In case of reasonable doubt, the Faculty Council forms a commission of three members to review the doubts raised regarding the master's thesis.
- (3) The Faculty Council reviews the report of the commission and if it ascertains the doubts from the above paragraphs of this article, proposes to the UMIB Senate to withdraw the title of master degree. The UMIB Senate makes the final decision on revoking the title.

#### **Transitional provisions**

#### **Article 44.**

- (1) This regulation is approved by the UMIB Senate, upon the proposal of the Faculty Council.
- (2) For all other issues not included in this regulation, will be applicable the provisions of the UMIB Statute on Higher Education of Kosovo.
- (3) This Regulation shall enter into force on its approval day by the UMIB Senate. Amendment and supplementation of this regulation can be done according to the approved procedures.

N r - Data: // 2019  
Mitrovica

Dean of the Faculty

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Prof.ass.dr. Qazim TMAVA