



**UNIVERSITETI I PRISHTINËS
"HASAN PRISHTINA"
UNIVERSITY OF PRISHTINA**

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Based on the competencies defined by article 87, points 2 and 3, of the Statute of the University of Prishtina and upon the proposal of the Study Commission of the University of Prishtina, the Senate of the University of Prishtina, in the meeting held on 20.12.2021, approves this:

**REGULATION
FOR BASIC - BACHELOR STUDIES**

General Provisions

Article 1

1. This regulation defines the unique criteria for the organization and conditions for enrollment in studies, the conditions of enrollment of respective academic year, the duration of studies, switching the study program, the procedure from submitting the request and elaboration to bachelor's degree thesis defense, and other important issues for basic-bachelor studies, that last three (3) or four (4) years, and require 180 or 240 ECTS points, respectively, at the University of Prishtina (hereinafter UP) in Prishtina.
2. Determination of the unique criteria for the organization and conditions of enrollment in studies in programs that last up to six (6) years and require up to 360 ECTS points, as well as integrated study programs will be done with special regulations approved by the UP Senate, on the proposal of the council of the respective academic unit.

Organization and types of studies

Article 2

Bachelor studies are organized within the University of Prishtina "Hasan Prishtina". They can also be organized in cooperation with other universities, based on agreements with accredited Higher Education Institutions.

Article 3

Bachelor studies are organized according to the study program, accredited by the responsible institution.

Article 4

1. Students are informed in time through the website about: the structure of the study program, the teaching schedule, the schedule of consultations with teachers and the schedule of exams.
2. The teaching schedule and the examination schedule are announced at the beginning of the academic year, in accordance with the Statute of UP and can be changed only with the prior approval of the

Vice Dean for Teaching and Student Affairs.

Article 5

1. Teachers are obliged to inform students at the beginning of the new academic year about the syllabuses of the courses, methods of the assessment of academic success, and to provide them with at least two appointments per week for consultations.
2. Syllabuses and teaching material, the teacher of respective course is obliged to upload electronic platform –Sistemi Elektronik për Menaxhimin e Studentëve (hereinafter SEMS; in English is Electronic System for Students Management).
3. In addition to the official website of the faculties, the consultation schedules should be announced at the door of the teacher's office or halls determined by academic units.

Conditions for application and registration in studies

Article 6

1. In basic-bachelor studies have the right to apply all the candidates who have completed high school and have completed the State Matura exam, as well as candidates that have completed four years of high school (without State Matura Exam). Specific requirements/criteria for candidates that completed previous education outside Kosova are based on article 103 of the Statute of UP.
2. The number of new students for the study program, the admission criteria respectively theregistration, the dynamics of the process, the entrance exam, the announcement of the preliminary result, the complaints and the announcement of the final result are determined indetail by the public call announced by the Senate of UP.

Article 7

1. In order for the admission process of new students to proceed smoothly, the Council of the academic unit appoints the relevant commissions from the ranks of the regular academic staff of the respective program.
2. The responsibilities and obligations of the commissions are defined in more detail by the decision of the Council of the academic unit.
3. The member of the commission for student admission cannot be appointed at the same time in the commission for reviewing the complaints.
4. The member of the management of the academic unit cannot serve as a member of the commission at any stage.
5. The replacement of the member of the commission for admission of students and the commission for review of complaints is done according to the appointment procedure.

Article 8

1. The selection of the candidates is based on the public call criteria, respectively while the preliminary list is made public on the web sites of the academic units.
2. Candidates dissatisfied with the preliminary result of the entrance exam have the right to file a complaint within the deadline determined by the public call.
3. The academic unit is obliged without delay to publish the decision of the complaints review commission and the final result on the website.

Conditions to register the academic year

Article 9

1. The Senate of the University of Prishtina with a special decision determines the conditions for students to register subsequent academic year.
2. Payments for bachelor studies will be made based on defined tariffs in administrative instructions of MESTI and decisions of the Steering Council of UP.

Article 10

1. The student starts the new academic year by registering (enrolling) the winter semester.
2. The student can register the summer semester, only after having previously confirmed the winter semester.
3. The selection of elective courses of the study program of the respective semester, the student can do no later than during the second week of the teaching process.
4. The student registers the following academic year if he meets the conditions provided by a special decision of the Senate of UP and if he/she has fulfilled all the obligations provided by the study program, which is confirmed by the teachers of the relevant subjects through the electronic platform SEMS.
5. A student who does not meet the conditions for enrollment in the following academic year, must enroll again in the same year of study.
6. The student who does not meet the conditions for registration in the following academic year according to curriculum in force when he/she started the studies, is obliged to repeat the registration of the same year of studies on the reaccredited program. This decision is made by the Council of the Academic Unit upon proposal of the Studies Commission, after reviewing the students request.
7. The student who does not meet the conditions for registration in the following academic year in a program that is not reaccredited, is allowed to enroll unconditionally following academic year in the program in which he/she started the studies.
8. The deadline for registration of the semester is determined by a decision of the Senate of UP.

Fulfilling the obligations in accordance with the study program and submission of the exams

Article 11

1. The student may not be subject to exams in subjects/courses in respect of which he/she has not fulfilled the obligations in accordance with the study program.
2. The student cannot submit to or take the exams of the academic year in which he/she attends the studies before completing those of the previous year.
3. Disciplinary proceedings will be initiated against a student who is subject to the exams of the current year without completing those of the previous year in accordance with the regulation on disciplinary proceedings.

Article 12

1. The regular attendance of the teaching process and the fulfillment of other obligations foreseen by the study program related to the given subject is confirmed at the end of the semester on the electronic platform SEMS.
2. Confirmation on the performance of obligations is obtained (unless otherwise specified in the study program) when it is verified that the student has been present at least 75% of the hours of lectures and exercises. In the case of laboratory exercises, the student is required to be present at all scheduled hours.
3. The student who has been absent from the laboratory exercises with prior permission from the vice dean for teaching and student affairs, based on the reasoned and recorded request, is allowed a time limit for the compensation of laboratory exercise hours.
4. The additional deadline for compensation of laboratory exercises is usually allowed after the end of the full cycle of laboratory exercises, and at the latest seven (7) days from the end of the semester.

Mobility, continuation of studies, switching the program and recognition of exams

Article 13

Student mobility and switching (changing) of study program is defined by the Statute of UP, articles 144 and 155 and respective regulation approved by the Senate of UP.

Article 14

1. The request regarding switching the study program, continuation of studies and recognition of exams must be made before the beginning of the academic year. Students will be notified in a timely manner on the website of the academic units about the dynamics of the procedure - the time of submission, the documentation that must be attached to the application, the manner of submission and the deadline for closing the application.
2. The students service will also notify the students individually regarding the decision made by the Council of the Academic Unit by uploading the decision on electronic platform SEMS.

Article 15

1. A student who fails to complete his / her studies in the study program in which he / she is enrolled (within the term determined by the Statute), may have his / her studies completed or may be allowed to continue his / her studies in the new program of studies (re-accredited), provided that such a continuation is foreseen by a special decision of the Senate of UP.
2. In case of allowing the continuation of studies according to the new study program (re-accredited), the student must undergo exams only in those subjects which have not been part of the previous program or which are not recognized with the case of continuing studies in the new (re-accredited) program.
3. In case the program undergoes changes of more than 50% or is closed then procedure goes on according to article 14.

Article 16

1. Students' requests regarding the switching (changing) of the study program, continuation of studies and recognition of exams are reviewed by the Studies Commission of the academic unit.
2. The department, head or coordinator of the program (in case there is no department), at the request of the vice dean for teaching and student affairs, proposes the comparability and equivalence of previous study programs with re-accredited ones, for the needs of the Studies commission.
3. Based on the proposal / report as paragraph 2 of this article specifies, the Studies Commission of the academic unit treats the requests of the students and proceeds for further consideration.
4. The Council of the academic unit takes a decision regarding the proposal of the Studies Commission based on article 143 of the Statute of UP.
5. In case of changing the study program from another university to the University of Prishtina, the same rules will apply as those during the change of study program within the University. The relevant service of the University must be notified without delay regarding the decision of the Council of the academic unit.
6. In case the student after finishing the studies in a study program, applies and enrolls in the new study program, then according to article 142 point 5 of the Statute of UP it cannot be considered as switch of the study program.
7. In such cases, the student is obliged to attend lectures and take the same exams as other students.
8. The student applies for acceptance of the exams from the old program to the new one.
9. The review of the request for recognition of the exam grade given in the old program is done by the Studies Commission and the decision is taken by the Council of the Faculty.

Deregistration from studies, regaining student status and recognition of the previous period of studies

Article 17

1. The deregistration of the student is done through the electronic platform SEMS from the students' service in the Central Administration of UP, after the preliminary approval of the student's request by the academic unit.
2. The student can submit the request for deregistration in person or through another person authorized by a notary deed.
3. Upon approval by the academic unit of the application for deregistration, student:
 - 3.1. Also draws the school documentation submitted on the occasion of the application for enrollment in the university;
 - 3.2. Submits the index respectively the student card, which becomes invalid.
4. The deregistered student is not allowed to access the electronic services through the SEMS platform, but enjoys the right to be provided with a certificate of student status, transcript of grades or other standard document.
5. Exceptionally, the student has the right to temporarily withdraw the school documentation, submitting the index respectively the student card. The student is obliged to return the documentation within five (5) working days from the day of withdrawal, otherwise it is considered deregistered.
6. The deregistered student regains the status of student when registering studies in any of the accredited programs, according to the rules of public call.

Evaluating and determining academic success

Article 18

The evaluation and determination of the academic success of the student is done according to articles 108 and 109 of the Statute of UP.

Article 19

The dynamics of the organization of the exam terms, the way, the procedure and the schedule of the exams are determined according to articles 110, 111, 112 and 113 of the Statute of UP.

Article 20

1. The student has the right to file a written complaint to the dean of the academic unit against the grade received.
2. The deadline, the reasons for filing the complaint and the procedure for forming the commission for student assessment are defined in Article 114 of the UP Statute.

Article 21

The right to retest in the course which he has not passes, the student realizes based on article 115 of the Statute of UP.

Duration of studies

Article 22

1. Basic - bachelor studies treated according to this regulation last three (3) or four (4) years and require 180 respectively 240 ECTS points.
2. Upon successful completion of basic - bachelor studies, the title "Bachelor of Science" or "Bachelor of Arts" is obtained.

Article 23

1. Students complete their studies by defending their bachelor's degree thesis, by passing the exam before the commission or by passing the final exam in accordance with the study program.
2. The bachelor's thesis is worked individually by the student, proving that the theoretical and practical skills achieved during the studies can be successfully used to solve problems in certain scientific / creative fields.
3. The bachelor's degree thesis can be done together by two or three students (research group) and it must clearly indicate the contribution of each candidate.
4. The request for elaboration of the bachelor's thesis by two or three students is decided by the council of the academic unit.

Initiation of the procedure, elaboration and review of the request for permission to work on a bachelor's degree thesis

Article 24

The student has the right to submit the request to initiate the procedures for the preparation of the bachelor's degree thesis, after having registered the last semester within the study program and provided that he has completed all the exams of the previous semester. The initiation of the procedures for the diploma thesis in no way frees the student from performing the obligations foreseen in the last semester.

Article 25

1. After being consulted and having received the signed confirmation of the potential mentor of the bachelor's degree thesis, the student submits the request to be protocolled in the archive of the academic unit (F1B form) and then in the student service.
2. The head, the secretary of the department, the leader or the coordinator of the program after the notification without delay from the student service withdraws the requests and the same are treated in the meeting of the department.
3. The department reviews the request and in case of approval appoints the mentor and the commission for defense.
4. In cases where it fails to obtain the approval of a mentoring teacher, the student has the right to apply to the department for permission to work on a bachelor's degree thesis and appoint a mentor. The department decides on the request within one month from the date of submission of the request.
5. In academic units where there are no departments or in cases where the number of department members is less than 3, the request as in paragraph 3 of this article is handled by the program head or coordinator after consultation with the proposed mentor.
6. In cases when none of the instances as in paragraph 5 function, the request as in paragraph 3 of this article is handled by the Studies Commission of the academic unit.

Mentoring and public defense commission

Article 26

1. The mentor can be the teacher from the academic staff who is at least Dr.sc. at UP or equivalent in the Faculty of Arts.
2. The members of the commission for public defense of the bachelor's degree thesis are appointed from among the regular academic staff of UP and abroad (from other accredited universities and in accordance with the field of study). The appointment of external members is decided by the Council of the academic unit based on the reasoned proposal of the department.
3. The chairman of the commission for public defense must have at least the academic title of Assistant Professor.
4. In the capacity of member, but not chairman of the commission for public defense, the mentor of the candidate can be appointed.
5. A member of the commission, but not a mentor, can be appointed the assistant authorized for holding lectures in the sense of paragraph 3 of article 178 of the Statute of UP.
6. In accordance with paragraph 5 of this article, in the academic units where it is relevant, a lecturer of foreign languages may also be appointed a member of the commission.

Preparation of bachelor's degree thesis

Article 27

1. The bachelor's degree thesis must be clearly written, in accordance with the norms of academic writing, with an elaborate terminology and with the necessary editing and technique and according to the UP instruction.
2. The student submits the bachelor's thesis in hard copy (protooled) and in electronic form at least seven (7) days before the public defense.
3. Exceptionally from point 1 and 2, for the Faculty of Arts, the diploma thesis is realized through an exhibition, performance or concert.

Public defense of the bachelor's thesis

Article 28

1. The public defense of the bachelor's degree thesis can be done after the student has completed all the foreseen exams and other obligations in accordance with the respective study program.
2. The completion of all exams, the fulfillment of other obligations in accordance with the relevant study program and other requirements of an administrative nature, is ascertained by the student service at least five (7) days before the public defense.
3. Regarding the fulfillment of the student's obligations in accordance with the respective study program and other requirements of administrative nature, the student service downloads from the electronic platform SEMS the report on public defense and the final evaluation (F2B form), which is obliged to withdraw the commission or the candidate's mentor before public defense.
4. The date of defense is set no earlier than five (7) calendar days from the date of completion of the last exam and the notice is published on the website of the academic unit.
5. At least one (1) month but not more than one (1) calendar year must pass from the date when the request for permission of bachelor's degree thesis and the appointment of a mentor is approved until the date of public defense.
6. The student has just once the right with based proofs to request the postponement of the deadline for thesis defense. The request should be accompanied by signed approval from the mentor that the thesis is of importance as well as respective evidences for delay that made the thesis defense impossible in time. Dean of academic unit reviews the request to extend the deadline of the public thesis defense.

Article 29

1. The defense of the bachelor's degree thesis is public and takes place before the commission appointed according to article 26 of this Regulation.
2. After the public defense, if the candidate's bachelor's thesis is evaluated positively, the commission completes the report as in paragraph 3 of article 28 and returns it to the student service.
3. The final evaluation grade on the SEMS electronic platform is set by the candidate's mentor.
4. The mentor submits the report completed and signed by the commission for public defense, together with the physical application generated by the electronic platform SEMS after the

assessment, to the student service. This documentation becomes part of the candidate's physical file.

5. The candidate who has not successfully defended the bachelor's degree thesis, has the right to reorganize the public defense within three (3) months. He / she can exercise this right only once.

Article 30

1. The student, after completing the basic - bachelor studies, receives the title "Bachelor of Science" or "Bachelor of Arts", according to the accredited program.
2. Until the day of graduation, the student is issued a graduation certificate signed by the dean of the faculty.

Article 31

1. The overall success of the student at the end of the studies is determined by the average grade which represents the final average of the passing grades of all exams, including the diploma thesis exam.
2. The University, by a special decision, stipulates what the graduate student's file must contain before being issued a graduation certificate and diploma.

Disciplinary responsibility

Article 32

Procedures for taking students into disciplinary responsibility are defined in the relevant regulation approved by the Steering Council of UP.

Article 33

All actions and procedures within the scope of this regulation initiated by preliminary acts must be completed no later than three (3) months from the approval of this Regulation.

Transitional provisions

Article 34

1. This regulation with the proposal of the Studies Commission is approved by the Senate of the University of Prishtina "Hasan Prishtina".
2. For all matters which are not included in this Regulation, the provisions of the Statute of the University of Prishtina, the Law on Higher Education in the Republic of Kosovo and other acts issued by the bodies of the University shall apply.

Withdrawal

Article 35

Upon entering in force of this regulation, regulation nr. 2/921, date 24.10.209 for basic – bachelor studies is withdrawn.

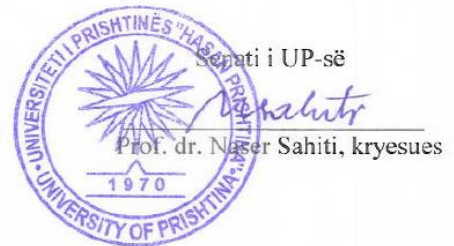
Entering into force

Article 36

1. This Regulation shall enter into force on the date of its approval by the Senate
2. Amendments and supplements to this Regulation are made by the same procedure with which it was approved.

The Senate of UP

Prof. Dr. Naser Sahiti, head of



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