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Chairman of the Academic Council
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Based on article 34, of the Statute of the Tempulli College and article 3, paragraph 1.9 of the work regulations of the Academic Council, in the meeting held on 10.10.2023 , the Academic Council approves the following:

REGULATIONS FOR MASTER'S STUDIES IN THE COLLEGE

I. General provisions

Article 1

With the Regulations of Master's studies (hereinafter: Regulations") at the Tempulli College (hereinafter the College) the following issues are defined and regulated:

1. Types of studies
2. Organization of the lesson
3. Conditions for registration in master's studies
4. Year registration condition
5. Student status
6. Rights and obligations of students
7. Deadlines, presentation and completion of exams
8. Completion of studies and thesis
9. Plagiarism and intellectual right
10. Master's thesis defense procedure
11. Transitional provisions.

II. Types of studies

Article 2

In order to prepare the scientific and professional framework in the College, based on accredited programs, it can organize two types of studies:

- Graduate scientific studies;
- Graduate professional studies.

The qualification level is determined based on the National Qualifications Framework of the Republic of Kosovo.

Diploma scientific/professional studies in the second cycle of studies last four semesters and upon their completion the student accumulates 120 ECTS credits.

The title obtained is graduate (Master's) in the relevant field in accordance with the Law on Higher Education

Article 3

The Master's studies are managed by the Academic Council (in the following text "Council")

The composition of the Council is regulated by the statute of the College.

III. Organization of the master studies

Article 4

Master's studies according to the relevant programs are organized and conducted as regular studies. In all programs, learning is mainly realized in the form of lectures, exercises/laboratory learning, practical work, case studies, seminars, mobilities, discussions, professional consultations and through independent works of students.

In subjects that require creative, artistic, and professional skills, the lessons will be organized in the form of a student-centered learning, such as active participation of the student during the entire learning process, the exploitation of individual creativity in function of his/her output, interactivity, with continuous assessment where the activities during the semester are taken into account, the way of discussions during the learning process, etc.

Article 5

The academic year begins on October 1 and lasts until September 30 of the following year,

Master's studies take place in 15 weeks.

The total number of elective courses that are offered to students to choose from cannot be greater than twice the number of elective courses that must be chosen.

The student's annual workload with lectures, exercises, preparations and others is 750 hours per semester, respectively 1500 hours per year, which corresponds to 30 credits per semester or 60 credits per year. Each ECTS credit is equal to 25 hours of student engagement.

Master's studies last 2 years (4 semesters) where 120 ECTS credits must be achieved.

Article 6

Master's studies are conducted according to the semester system and are mainly based on narrow specialization subjects within the College's programs. The work system in these studies will also include hours of practical work, namely the research practice which the students must complete.

The program committees at the College decide in which subjects entrance to the exam is a prerequisite for the delivery of one or more preliminary subjects.

The assessment and grading is done by the subject teacher within 10 days of the final exam. All assignments and exams are archived for one year.

IV. Admission requirements for registration in master's studies

Article 7

Candidates can enroll in study programs offered by the College.

Registration of students in the study programs is based on the criteria determined by MEST and the Academic Council, as well as the public competition announced by the College's Governing Council.

Article 8

There will be no age restrictions for enrolling or obtaining a higher education qualification.

Article 9

All candidates who have completed bachelor's studies and have accumulated at least 180 ECTS credits, enjoy the right to apply for master's studies at the College.

Article 10

The selection of candidates submitted to the competition is made according to the criteria established by the Academic Council for each year.

In cases where the College accepts candidates through the entrance exam, the candidate has the right to file a complaint with the Program Coordinator, and this right can be exercised within 48 hours from the

day the results are announced. Within this period, the candidate has the right to see his work (in cases where there is an entrance exam).

Against the ranking list, the candidate has the right to submit a complaint to the Program Coordinator and this right can be exercised within 48 hours from the day the results are announced.

Article 11

The selection of candidates will be made according to the criteria defined by the Academic Council.

If the number of points of some candidates ranked as the last in the list of admitted is equal to other candidates, outside the number planned for admission, the selection of candidates will be based on the success of priority subjects, and if the points of priority subjects are the same, then the success of the basic Bachelor studies will be taken into account. If the success is the same, preference will be given to female candidates. If the candidates belong to the same gender, the selection of the candidate for admission will be done through a lottery by the Academic Council Committee in the presence of candidates with equal points.

Article 12

The necessary documents to compete in master's studies are:

- Registration form with two photos;
- Copy of the identity card;
- Original diploma of completion of bachelor's studies
- Bachelor's degree certificate (original or notarized)
- Birth certificate

In case the student has completed his bachelor's studies abroad, he must have his bachelor's degree notarized according to the requirements of MEST.

The documents submitted by the student at the time of registration remain in the service of the College's administration until the end of the studies or even in case of interruption of the studies.

The administration service makes the registration of new students in the student register and in the electronic system for student management and forms the student file with the corresponding serial number depending on the academic year of registration.

Article 13

The student must have completed the registration procedure, which includes:

- Online application;
- Submission of documents according to the competition;
- Fulfillment of all conditions for registration;

- Proof of payment for master's studies;

Other conditions and criteria for admission and registration in the relevant year are determined by a separate decision.

The registration of students in the first semester based on the competition was done by the College's administration, the data is managed by the College, respecting the privacy law and giving the students guidelines for the work and operation of this program.

V. Requirements for registration of the year in master's studies

Article 14

The passing criteria of students from year to year are determined by the Academic Council for each academic year.

Students who meet the criteria for registration for the Academic year must fulfill all financial obligations to the College at the time of registration.

Article 15

The student who could not successfully complete the year must re-enroll in the same year of studies.

The maximum number of years re-registered is equal to the number of regular years of the respective study.

Article 16

The student must complete his studies at the College within a period that does not exceed twice the normal period for the studies he has registered for, with the exception of special cases decided by the Academic Council.

VI. Student status

Article 17

A person (individual) acquires the status of a student upon registration in the study programs offered by the College, and fulfills his academic and financial obligations in accordance with the legislation on Higher Education, the Statute and other general acts of the College. .

The student proves his status with the student card, which has the identification number according to the registration in the Electronic System for Student Management SEMS.

The form and content of the document from point 2 of this article is determined by the College in accordance with MESTI legislation.

Article 18

If the student loses the card, the administration (student service) based on the official notes and with the notification of the Program Coordinator, gives the duplicate card corresponding to the lost document.
Along with the request, the student also attaches a certificate that the document has been declared invalid, and a receipt for the payment of expenses for issuing a duplicate card.
The student who has fulfilled all the obligations foreseen by the plan and the teaching program in accordance with the Statute of the College, gains the right to register in the following year of studies.

Article 19

The student loses the student status in the following cases:

- When you stop your studies;
- When did he finish his studies;
- When he has not completed his studies in the double period of the duration of his studies;
- By decision of the College on the disciplinary procedure, as well as other cases provided by law, statute and other normative acts.

Article 20

The student may request to suspend the studies and the responsibilities arising from the status of a regular student in proven cases such as:

- Serious illness;
- Caring for children under the age of three;
- Pregnancy and maternity of the student, as well as
- Other cases provided by law and College statute.

VII. Rights and obligations of students

Article 21

Students have the following rights:

- To participate in lectures, seminars, theoretical exercises, practical laboratory exercises and in the field, mobilities, research, discussions, professional consultations and other forms of learning according to the current curriculum;
- To use the College's library, physical space and other technical equipment such as the Internet, laboratories, computers, etc.

- To participate in the elections for student representatives in the representative bodies of the College and the students, as well as to regularly participate in the meetings of the bodies and commissions where they are appointed as members and to perform the tasks entrusted to the bodies of the College;
- To participate in cultural and sports activities, professional seminars, conferences and gatherings of students;
- To participate in the competition for the distinguished student and scholarship award of the College, as well as rights related to them, which are related to the active and critical participation of the student.

Article 22

Students have the following obligations :

- You apply the rules set by the College;
- To respect the rights of staff and other students;
- Pay due attention to their studies and participate in academic activities;
- To continue lectures in accordance with the rules of specific study programs;
- To show human and academic culture in the premises of the College as well as outside them in order not to discredit the College.

VIII. Deadlines and holding of exams

Article 23

Exams for master's studies are held during the exam period;

- Regular exam deadlines for students are: January-February, June and September;
- The Academic Council can also decide on the organization of non-regular exam dates.
- Exam deadlines for students are announced at the beginning of the academic year.

Article 24

The time of submission of the exams and the schedule of the exams will start no later than 8 days before the start of the exams.

Article 25

If students cannot enter the exam due to a major reason, it is considered that the exam is canceled and postponed for a certain time.

In all cases when the student is absent or withdraws from the exam, then it is considered that the student has failed.

With the permission of the Program Coordinator, the student may take the exam at another time convenient for the student in order to enable him to participate in an international study exchange program, or to do practical training abroad during the period of set for exam.

Article 26

Exams are held in writing, orally, presentation of seminar papers, but also exercises/practical laboratory lessons, continuous assessment, and other follow-up tools as well as remotely through the platforms determined by the College.

Exams that consist of an oral and a written part, the student can enter the oral exam only when he passes the written exam.

For specific subjects that require creative, artistic and professional skills, continuous assessment is used.

The student's success in the exam is expressed with grades from 5 (five) to 10 (ten).

GRADING	ECTS GRADE	MARKS	THE DEFINITION
10	or	90-100	EXCELLENT/EXCELLENT
9	B	80-89	VERY GOOD/VERY GOOD
8	C	70-79	GOOD
7	D	60-69	SATISFACTORY
6	E	50-59	ENOUGH/SUFFICIENT
5	F	0-49	WEAK/ POOR

The grade is marked with a number and text on the report sheet, minutes and SEMS.

The application form together with the minutes of the relevant exam are submitted to the administration to be transferred to the main books.

The teacher is obliged to announce the results (put grades in SEMS) within 10 days from the date of the exam.

Article 27

The student has the right to submit a written complaint to the program coordinator against the evaluation made by the teacher for the relevant exam;

The program coordinator appoints the committee of three members within 24 hours, but without the questioner.

One of the committee members must be closely related to the subject for which the student is evaluated.
The coordinator of the program sets the time of holding the exam within three days from the day of submission of the student-candidate's complaint.
The written exam or the written part of the exam can be repeated before the committee, or re-evaluated by the same test.
The student cannot file an appeal against the committee's assessment.

Article 28

The student has the right to enter the exam a maximum of three times in the same exam that he has not completed successfully;
The student with a legal justification may be allowed by the Program Coordinator to take the exam a fourth time, by the relevant committee.
In case the student is registered in the same year of studies, the previous number of failed exams of the student is not taken into account.
If he fails the exam 4 times during the repeated year, he loses the status of a regular student for this type of studies.

IX. Completion of studies and thesis work

Article 29

Master's studies end with the defense of the diploma thesis, in accordance with the study program.
The student who has fulfilled the obligations foreseen by the study program, has registered all four semesters, has fulfilled all obligations towards the College and has at most one exam not taken, gains the right to receive the master's thesis.
The student together with the teacher of the course can propose the title of the subject of the diploma from the relevant field in harmony with the needs of enterprises or research institutions and others in the agreement.
The master's thesis is elaborated individually by the student, proving that the theoretical skills achieved during the studies can be successfully applied to solve concrete research problems in the scientific/professional field for which the student is determined.
The master's degree thesis can be elaborated together with two or three students (research group) and the contribution of each candidate must be clearly marked there.
The application for the elaboration of the master's thesis by two or three candidates is determined by the Academic Council.

The candidate who has won the right to present the master's thesis submits the project proposal for the topic of the diploma thesis.

Article 30

The form of regulation of the subject of the master's degree is regulated according to the Manual for the preparation of the subject of the diploma approved by the Academic Council.

Article 31

The Academic Council establishes the Studies Committee, which consists of 3 members.
In the first meeting, the committee elected the chairman of this committee. The committee meets based on student requests to allow the master's topic.

Article 32

The duties of the commission for master's studies are:

- Reviewing and approving/rejecting proposals for master's study topics proposed by teachers.
- Proposes to the Academic Council the mentor for leadership of the proposed topic
- Proposes to the Academic Council the members of the evaluation committee for the review of the proposal, evaluation and public defense of the master's thesis.

The master's thesis represents the independent scientific/professional work of the candidate, with which he shows that he has acquired knowledge to choose scientific and professional problems and tasks.

Article 33

The candidate is obliged to submit the final thesis on the master's topic to the student service office within a time limit of at most one year, from the day when the master's thesis was allowed.
At the candidate's request, the Academic Council can set a new deadline of up to 6 months to submit the master's thesis. The deadline is postponed for a strong reason such as illness or other cases determined by the Academic Council.
When the candidate submits the master's thesis for evaluation, the Academic Council, with the proposal of the Study Committee, forms the Committee for the evaluation of the master's topic. The evaluation committee consists of three regular members and one reserve.
The assessment committee is obliged to write the suitability assessment report, record it in the College's archive and submit it to the Academic Council within 15 days from the day of the decision.

The report must be signed by the majority of the members of the Evaluation Committee, the Evaluation Committee can propose that the work be approved and the candidate be allowed to defend, complete or reject.

The member of the Evaluation Committee who does not support the report, is obliged to share his opinion and present it in written form.

If the Academic Council returns the thesis to the candidate to complete, in that case the Commission for the evaluation of the thesis can be completed. The candidate must complete the master's thesis within 6 months at the latest. When the Evaluation Committee accepts the completed paper, it is obliged to draw up a new report on the evaluation of the paper and send it to the Academic Council within 15 days from the day it accepted the paper. The report must be supported by the majority of the members of the Evaluation Committee.

Article 32

If the candidate's paper is rejected or the candidate for other reasons did not complete the paper within the deadline according to the previous article, the candidate has the right to submit a proposal for a new master's thesis title. The candidate can use this opportunity only once.

Article 35

The majority of committee members must be from the scientific field from which the master's thesis was written.

Article 36

Based on the proposal of the Committee for evaluation of the master's topic, the Academic Council issues a decision to approve the report and sets the deadline for public discussion, which cannot be shorter than 5 days.

If after the public discussion there were no comments/complaints, the Chairman of the evaluation committee in coordination with the other members and the candidate, sets the deadline for the public defense of the master's topic.

In cases where during the public discussion there are remarks, they must be made in writing, their author should be known and addressed to the Academic Council. The Academic Council at the next meeting examines the submitted comments/complaint and makes a decision to accept or reject it. In cases where one of the members of the evaluation committee cannot participate in the public defense of the master's topic, he/she is replaced by the reserve member.

Article 3 7

When submitting the paper, the candidate must also submit biographical notes.

The subject is submitted in 6 identical copies (hard link).

The announcement of the defense date is published on the notice board and the website of the College.

If the candidate does not defend the master's thesis due to unreasonable reasons within the deadline from the previous article, the Council, at the proposal of the committee before which the thesis defense is to be carried out, by decision, terminates the procedure for winning the academic call of the master's and the candidate of the master's thesis is returned.

X. Plagiarism and intellectual right

Article 38

The College is the owner of the master's topic, the study work that has been done on it, the results of the study and potentially any benefits that may arise from the results of the student's master's work.

The student is responsible for the content of the Master's thesis. The College, through anti-plagiarism platforms, enjoys the right to evaluate the content of the thesis. In a master's thesis, at least 70% of the student's work must be his/her own.

In the absence of such a system, the student is obliged to include a statement in his/her thesis through which the student confirms that the topic is his/her own work and that it is not borrowed. At the moment of application of the anti-plagiarism software, the College enjoys the right to test the subjects of the master's degree obtained after the approval of this regulation. In case of violation of the provisions of paragraph 2 of this article, the College sends the student to the Ethics Council.

XI. Master's thesis defense procedure

Article 39

The chairman of the evaluation committee opens the public defense of the master's thesis, presents the data related to the procedure developed until the decision on the permission to defend the diploma thesis is issued, as well as presents the candidate's biographical and other data.

The candidate presented the paper, but not longer than 30 minutes.

Then the candidate answers the questions of the committee and the audience.

When the committee finds that the master's thesis has been examined to a sufficient extent, the chairman concludes the defense and invites the committee to evaluate the defended topic.

The decision is announced publicly.

Article 40

The candidate has defended the master's thesis if the evaluation committee evaluates it with a grade from 6 to 10.

The candidate is considered to have defended the paper successfully if it is evaluated up to 80 points, while if it is evaluated above 80 points it is considered to have defended the paper with distinguished success.

Article 41

With the successful completion of master's studies, the candidate earns the scientific/professional master's degree (MSc) depending on the field of study completed.

Article 42

If the candidate does not successfully defend the master's thesis, he can submit a new proposal within 6 months from the day of the notification that he did not successfully defend the thesis.

Article 43

After achieving the master's degree in the relevant field, the candidate is issued a degree certificate as well as a diploma from the College.

Article 44

If after completing the master's thesis it is determined that the thesis is not independent, the candidate may be deprived of the title obtained by the Academic Council on the recommendation of the Director.

Article 45

In the previous case from the previous article, the Council appoints a committee of 3 members to examine the doubts presented regarding the master's thesis.

XII. Transitional and final provisions

Article 46

The provisions of the Law on Higher Education of Kosovo and the Statute of the College will be applied to matters not covered by this regulation .

Article 47

Amendments and additions to this regulation are made with the same procedure as that of its approval.

Article 48

With the entry into force of this regulation, regulation no. 009/23 for studies approved on 10.10.2023 is repealed

Article 49

The regulation enters into force on the day of approval by the Academic Council.

Chairman of the Academic Council
Dr. Sc. Mevlan Bixhaku
[Signed]
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