



KOLEGJI - COLLEGE
BIZNESI
Prishtinë

Pursuant to Article 81 and **21 point h.** of the Statute of Biznesi College in Prishtina, High Teaching and Scientific Council of Biznesi College - Prishtina on 25. September 2020, approved this:

REGULATION ON SPECIAL CRITERIA FOR ORGANIZING MASTER STUDIES

Article 1

This regulation defines the special criteria of the organization, the manner of registration of master studies, the duration, organization and manner of completion of master studies, respectively the drafting of the master thesis.

Article 2

All academic units of Biznesi College, based on the unique criteria set out in this regulation and the principle of flexibility and diversity, can set specific rules in accordance with the specifics of their fields of study.

Article 3

1. All students who have completed the first cycle of basic (bachelor) studies and who have earned at least 180 credits (ECTS) are eligible to enroll master studies.
2. Students who have completed the first cycle of studies, which is compatible with the study program for the master level (MA) and who have achieved an average grade of 7.5 will be admitted directly to the master studies.
3. Students who have completed bachelor studies (BA) from other scientific fields incompatible with the basic program of studies, for registration at the master level (MA) will be subject to qualifying exams from the subjects according to the decision of HTSC, regardless of the average grade of bachelor level (BA) studies.
4. Students with average grade below 7.5, even though they have completed a bachelor's degree (BA) in the compatible master's degree (MA) program, will undergo a qualifying examination in all academic units in which they apply for a master's degree.
5. The qualifying courses which will be attended by the candidates with the average grade of studies under 7.5 for registration will be determined by the decision of HTSC depending on the fields of study.

Article 4

Master studies will be organized in all academic units of the College whose curricula provide for this degree of studies and pass the accreditation process at KAA.

Article 5

1. As a rule, those bearing the right to teach in master studies, must have the titles of professor (Full Professor, Associate Professor and Assistant Professor) who meet the conditions provided by the Statute of Biznesi College. Exceptionally, in the absence of teaching staff with the title of professor,

the right to teach in master studies is also given the teaching staff with the scientific title of Doctor of Science in the field of relevant studies.

2. Teaching staff loses the right to teach:

- a. in cases when he/she does not want to be engaged in Biznesi College
- b. in the case when according to the agreement with Biznesi College the employment relationship is terminated
- c. in case the teaching staff does not perform its duties according to the employment contract, as well as
- d. in cases when the conditions from Articles 67 - 70 of the Labor Law no. 03/L-212 have been met.

Article 6

1. Master studies are conducted according to the modular system and are based mainly on narrow subjects of specialization within the academic units. The work system in this cycle of studies should also include the hours of practical work, respectively the research practice that students must complete.
2. The study regime, the grading system, the credit system is similar to the bachelor studies.

Article 7

1. Each academic unit within Biznesi College, which organizes master studies is obliged to create a special service for keeping records and providing regular teaching through a special technical-administrative service which is divided from the basic study cycle.
2. The regulation of the internal organization of the academic units can determine, if necessary, the way of organizing the master studies cycle and the bodies which these units form for the implementation of these studies.
- 3.

Article 8

1. Master studies last 1 year (for students who have completed four-year studies) and 2 years (for students who have completed three-year studies) requiring the achievement of 60 respectively 120 ECTS, unless otherwise specified by special programs.
2. Transfer of students to master studies (MA) in Biznesi College from other institutions of higher education can be done at the beginning of each semester of the academic year, after the procedure of evaluation and equivalence of grades and study program.
3. For evaluation and the equivalent of grades and programs for admission and transfer of students at the master level (MA) in Biznesi College, HTSC appoints a special commission for evaluation and equivalence.

Article 9

1. All master studies exams of Biznesi College end with the preparation of a master thesis in accordance with the study programs.
2. The master thesis is elaborated individually by the student, proving that the theoretical skills achieved during the study can be successfully applied to solve complex research problems in certain professional and scientific fields.
3. The master's thesis can be elaborated by two or three students (research group) and it should clearly state the contribution of each candidate.
4. The application for elaboration of the master's thesis by two or three students is decided by HTSC.
5. The procedure for submission, elaboration, defense and evaluation of the master's thesis is determined by HTSC.
6. HTSC of Biznesi College upon a special decision will decide on the number of topics of the

diploma-master thesis for which a teacher can be a mentor during an academic year, as well as the amount of payment for the mentor and members of the defense committee for master thesis.

Article 10

1. All academic units that organize master studies are obliged to submit curricula no later than three months before the start of the implementation of the program to the High Teaching-Scientific Council.
2. Academic units can organize interdisciplinary programs of postgraduate studies of the master cycle.
3. Academic units within the international cooperation of Biznesi College can organize master studies with academic units, respectively faculties of international universities.

Article 11

MASTER THESIS

- 11.1. Every second cycle program requires a written thesis (master thesis), which is publicly defended.
- 11.2. The condition for submitting the thesis is passing of all exams, respectively students who have at most two unfinished exams according to the study program.
- 11.3. The topic of the thesis is chosen by the student in consultation with the professors of the respective field.
- 11.4. In the second semester (for students in the one-year master study program), respectively in the fourth semester (for students in the two-year master study program), the student can submit a *proposal* for allowing the master thesis with the High Teaching Scientific Council of the College.
- 11.5. *Thesis Proposal* is submitted by filling in a special form, which is obtained on the *Webpage* of Biznesi College or the Office for the master studies.
- 11.6. Within 30 days after the submission of the proposal, the Dean convenes the High Teaching Scientific Council of the College, which reviews the suitability of the thesis proposal and the candidate.
- 11.7. The High Teaching Scientific Council of Biznesi College, in the same meeting, appoints the mentor from the specific field, who will be the main academic and administrative source of the student for the preparation of the thesis.
- 11.8. In exceptional cases and for reasonable causes, the candidate may request a change of mentor. In such cases, the High Teaching Scientific Council within 30 days makes the relevant decision.
- 11.9. The title of the approved thesis is announced on the *Webpage* of Biznesi College and is listed in the special book of the College.
- 11.10. The number of pages of the thesis should be not less than 60 pages and not more than 80 pages.
- 11.11. The structure of the master thesis should contain:
 - └ *Front page*
 - └ *Dedication (if any)*
 - └ *Resume*
 - └ *Table of contents*
 - └ *Content in chapters*
 - └ *Conclusions*
 - └ *Bibliography*
- 11.12. The front page of the master thesis should contain:
 1. *Name of Biznesi College (top left of the page)*
 2. *Program Name (on the top-right side of the page)*

3. *Biznesi College Logo*
 4. *Title of the thesis (center of the page)*
 5. *First name and last name of the candidate (bottom left of the page)*
 6. *First name and last name of the mentor (bottom right of the page)*
 7. *Month and year of master thesis defense (in the middle of the line, bottom of the page)*
- 11.13. The appearance of the front page of the master thesis, in more detail, will be described in the instruction for the appearance of the front page, which is brought by the Office for master studies.
 - 11.14. After completing the writing of the master thesis, the mentor reports to the High Teaching Scientific Council of Biznesi College.
 - 11.15. After receiving the report from the mentor, HTSC, within a period of 15 days, appoints the Commission for the evaluation of the completed thesis.
 - 11.16. Commission for the evaluation of the completed thesis, within no sooner than 15 days and not longer than 45 days from the decision, must report to the High Teaching Scientific Council, regarding the evaluation of the thesis.
 - 11.17. The commission may return the research to the candidate with eventual remarks, at most twice and set a deadline, at most 3 months, in order to improve them.
 - 11.18. After the positive evaluation by the relevant Commission, the High Teaching Scientific Council, within 15 days, appoints the Commission for the defense of the thesis.
 - 11.19. The Thesis Defense Commission may be composed of the same members who make up the Thesis Evaluation Commission.
 - 11.20. In cases when the composition of the Commission for the defense of the master thesis differs from the composition of the Commission for the evaluation of the thesis, then it is obliged to evaluate the research and within a maximum of 45 days, to inform the candidate of any remarks.
 - 11.21. Until the writing of the master thesis, the candidate, at least, once, must report to the High Teaching Scientific Council, if required by HTSC.
 - 11.22. After the final evaluation, the Commission for the defense of the master thesis prepares a report, which is submitted to HTSC.
 - 11.23. After the approval of the report, the High Teaching Scientific Council sets the date of the defense, within a period of 15 days from the day of the approval of the report. In case the Teaching Scientific Council does not approve the report, then the process of preparing the master thesis must be resumed. In this case, the Teaching Scientific Council provides written explanations and instructions.
 - 11.24. The candidate is notified in writing of the day of the defense of the master thesis.
 - 11.25. The master thesis can be prepared and publicly defended in Albanian, as a rule, exclusively in English, at the request of the candidate.

Article 12

Defense of master thesis

- 12.1. The candidate publicly defends the master thesis before the Defense Commission.
- 12.2. The day and place of the public defense, the name of the candidate and the title of the master thesis are published on the webpage of Biznesi College, at least, 7 days, before the public defense of the master thesis.
- 12.3. The defense of the master thesis takes place in the premises of Biznesi College.
- 12.4. The thesis defense commission consists of 3 members, of which more than 50% must be experts

in the field.

- 12.5. Prior to the defense, the chairman of the Commission for public defense is appointed from the ranks of the Commission for Public Defense.
- 12.6. The mentor cannot be the chairman of the Thesis Defense Commission.
- 12.7. An official record is kept of the course of public defense, which is signed by the members of the commission.
- 12.8. The defense of the master thesis is organized according to the following order.
 - ┌ The Chairman of the Commission gives the introductory speech, with which he opens the public defense.
 - ┌ The Secretary of Biznesi College reads the biographical notes of the candidate and his scientific activity.
 - The Chairman of the Commission reads the review with the evaluation of the Commission for the master thesis.
 - ┌ The Chairman of the Commission invites the candidate to present and justify the master thesis.
 - ┌ The Chairman of the Commission gives the floor to the mentor and the members of the Commission, to express their opinion on the master thesis.
 - ┌ Members of the Commission ask questions to the candidate.
 - The commission withdraws to take a decision regarding the defense of the master thesis.Grading of the master thesis is done with one of these two descriptive grades:
 - *did not defend the master thesis*
 - *defended the master thesis.*

Article 13 **Limitations**

- 13.1. The purpose of the limitations is to ensure that the master's degree of Biznesi College represents the possession of current knowledge in the field of study.
- 13.2. Master's thesis must be completed for a period not exceeding four calendar years from the student's enrollment in the postgraduate study program, which means no more than two calendar years from the moment of submitting the *thesis proposal*.
- 13.3. If the student in consultation with the mentor deems it appropriate and are ready for the candidate to defend the thesis at the end of the third semester, then they can do so.
- 13.4. In exceptional circumstances, the candidate may apply for an extension of the limitations.
- 13.5. The request must be accepted by the director of the Office for master studies and submitted to the dean regarding the final decision.
- 13.6. Any student, who will require extension of limitations, should be prepared to demonstrate preparation for completing all program requirements.

Article 14 **Permission for absence**

- 14.1. In special circumstances, a student in a master's degree may be granted a permit of absence once.
- 14.2. Master students can be given a maximum of one year time of absence.
- 14.3. The period and reason for absence must be given in advance and approved by the Dean or his/her assigned person.
- 14.4. Only students with good academic success will be approved for absence.
- 14.5. If the time of absence (leave) is approved, it should not be calculated against the total time,

while the student must finish his studies.

14.6. Readmission after an approved leave is a formality.

14.7. Students who take an unapproved leave have the opportunity, at the discretion of the Dean and the Head of Master Studies, to be readmitted to the College, but must complete the Program requirements, within the statute of limitations set forth in the original registration.

Article 15 **Withdrawal from studies**

If a student is to withdraw from Biznesi College, he/she must:

- o Have no payment obligations outstanding at the payment office;
- o Check, with the service of the library, if she/he has received books;
- o Fill in, at the Registry Office, the withdrawal form;
- o Receive documents and return ID cards;

Article 16 **Master title**

16.1 In all programs of the second cycle of studies in Biznesi College, at least 60 ECTS credits should be collected for the one-year study program, respectively 120 ECTS credits should be collected for the two-year master study program.

16.2 Upon successful completion of the master studies, the title of Master of Science of the respective field is obtained.

Article 17 **Copyright**

17.1. The candidate, before approving the thesis, signs a statement, by which Biznesi College transfers the copyright of the work.

17.2. Staff and students have the copyright, including worldwide copyright, for written works such as: books, articles, educational papers, seminar papers, where the results of academic research or study are presented.

17.3. Biznesi College reserves all rights to use the above works, for educational and research purposes.

Article 18 **Plagiarism**

The master thesis must be original work of the author. Any form of copying of works published by other authors, unquoted, and contrary to the scientific methodology that have elements of plagiarism, is prohibited. When dealing with plagiarism of master theses, the relevant laws in the Republic of Kosovo will apply for further action, the Statute and internal regulations of the Biznesi College will apply

Article 19

Approved on 25 September 2020, by the High Teaching-Scientific Council of BIZNESI College.

Head of the HTSC

Prof. Dr. Shyqeri KABASHI - Dean