



UNIVERSITY “UKSHIN HOTI” PRIZREN

Shkronjat Nr. 1, 20000 Prizren,
Republic of Kosovo
www.uni-prizren.com

REGULATION ON THE COMPILATION, PRESENTATION AND THESIS DEFENSE

Prizren, July 2022



According to competencies defined by article 118.3 of the Statue of University “Ukshin Hoti” Prizren, in accordance with the provisions of Higher Education Law No. 04/L-037, Senate of the University “Ukshin Hoti” Prizren, at the meeting on date xx.xx.2022, approved this:

REGULATION ON THE COMPILATION, PRESENTATION AND THESIS DEFENSE

General provisions

Article 1

- 1) This Regulation arranges the method of presentation, compilation and assessment of thesis at University "Ukshin Hoti" Prizren (Hereafter University).

Article 2

- 1) The curriculum of basic studies at the University ends with diploma thesis.
- 2) The student with the diploma thesis has to accumulate 180 ECTS credits for three year studies, whereas for four year studies must have 240 ECTS credits.
- 3) Diploma thesis in principle is taken from scientific subjects of the study field that student has registered.

Article 3

- 1) Diploma thesis on bachelor studies is worked individually by the student by proving that the theoretical skills achieved during the studies can be used successfully to solve practical problems on specific science fields.
- 2) Application for diploma thesis elaboration on bachelor studies by two or three students is decided by the University Senate.

Article 4

- 1) Thesis represent the indecent professional and scientific work of a problem or a certain theoretical, methodological or professional task.
- 2) On diploma thesis the student must show, that based on the knowledge gain during his studies and using the literature, he has mastered the chosen topic, has worked on it using the method that works best for the thesis, that he knows the professional literature he used and quotes it properly, and that he knows the subject matter and the professional terminology.
- 3) On diploma thesis must be expressed the ability of the student to work and think independently, respectively the ability to give a conclusion, and proposals to solve the given problem.



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- 4) Thesis content is confirmed by the mentor in cooperation with the student.
 - 5) While working on diploma thesis, the student is obligated to cooperate with the mentor.

Article 5

- 1) With the proposal of the dean of the respective faculty, the register of diploma thesis is approved from which students may choose from. Thesis topics are proposed primarily by the faculty professors.
- 2) University Senate, with a special decision may decide on the number of thesis that one professor might mentor during an academic year.
- 3) Diploma thesis register, approved by faculty Council, is announced on the notice board in the beginning of the academic year.

Article 6

- 1) University students, in accordance with the agreement made with the professors of the classes may propose other thesis topics which are not on the register of announced topics.

Article 7

- 1) The student may present thesis topic when it registers the 7th semester or the 8th (based on the 3 year studies program or 4).
- 2) The student may make a request to work on thesis by the beginning of the last semester of studies.
- 3) Diploma thesis is submitted on a special form where beside the student's info's are also presented: thesis title, the teaching class that it belongs to, content of thesis, name of the mentor, and the date of submitting thesis. On the second part of the form are written: date of thesis permission, date of thesis submission, date of thesis defense, the commission for assessment and defense. All data is verified by the dean of the Faculty. At the very end of the form is administrator's statement that the student was granted the permission to present the thesis.
- 4) During the procedure of choosing thesis, the student is obligated that together with the thesis and the content of the paper to decide also for the literature and other materials which he will use while drafting the thesis.
- 5) The application form for thesis can be found at the student services. Thesis chosen by the student must be signed by the mentor. The mentor, with the approval of the faculty dean may propose two members for the commission of thesis assessment and defense.



- 6) The application form that is signed by the mentor, the student must submit at the student services to make the registration.
- 7) The student may change thesis once if he has convincing and justifiable reasons. In this case the student must inform the mentor and the student services within a reasonable period of time, and at the application form is written that the student gave up the thesis in time.
- 8) The application form is sent to the dean of the respective faculty for scrutiny. With the deans' proposal, faculty Council allows to change the thesis, appoints the mentor and constitutes the commission for assessment and thesis defense. The mentor may not be elected as chairman of the commission not in this case or any other cases.
- 9) In cases when the student chooses thesis from the register of thesis approved by faculty Council, he can work on that.

Article 8

- 1) The permitted thesis cannot be defended until 30 days after permission was granted.
- 2) The student is obligated that the thesis with covers to submit in 5 copies, at the students services, at least 7 days before the thesis defense.
- 3) Thesis is bound in hard covers on burgundy color.
- 4) The permitted thesis must be defended within 12 month period, after this deadline thesis will be canceled and the student must choose a new one.

Article 9

- 1) The completed thesis, student binds it and submits it at the student service within the deadline defined on article 8.
- 2) Students service register thesis on their protocol and sends the same on three copies, including the thesis application form to the commission for assessment and defense, after concluding that the student passed all the exams according to the curricula and has full filled all other obligations prescribed to defend his thesis.

Article 10

- 1) After they receive the thesis, the commission within 10 (ten) days writes an assessment for the thesis and if the assessment is positive, in cooperation with the Faculty dean, decides on the day of thesis defense.

Article 11

- 1) Thesis defense is public and happens on the respective Faculty premises.



- 2) The defense procedure is led by the chairman of the commission, who presents the biography of the candidate while the candidate within 15 minutes presents the results of:
- 3) Thesis, describes the applied methods and findings. During the presentation the candidate shows that has worked independently and that he knows the used literature.
- 4) After candidate oral presentation is done, the commission ask questions related to the thesis. In principle each commission member asks questions.
- 5) After the making the questions, the chairman of the commission may give a break so the candidate can prepare the answers or it can continue with thesis defense.
- 6) After the candidate answers the questions, members of the commission recede so they can make a decision on thesis defense.
- 7) Grading thesis defense assessment is the same as grading in the exams. The assessment of the thesis and the oral defense by the candidate is made with the majority of commission votes.
- 8) The final grade of the thesis and the signing of the commission members is written on the application form of the thesis and in the index.
- 9) A protocol is written on thesis defense. The protocol is signed by all members of the commission.
- 10) The protocol and the application form for the thesis, is submitted to the students service by the commission chairman after the thesis defense is done.

Article 12

- 1) If the thesis or thesis defense is assessed with an insufficient grade by the commission, the student must complete the thesis and eliminate the flaws according to the instructions of the chairman and the commission members, within a thirty day period after the communication of the grade. The thesis defense procedure is repeated.
- 2) If the improved thesis is assessed with a positive grade, the defense procedure will go on the same way.
- 3) The student whose thesis has been assessed with an insufficient grade in the meantime may request to change thesis and the mentor.

Article 13

- 1) The student who passes all the exams prescribed in the curriculum and fulfills the other obligations foreseen by laws and normative acts of the University of Prizren, also successfully defends the thesis, earns the academic title Bachelor of Science in the relevant field.



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- 2) The diploma for completing bachelor studies is signed by the faculty dean and the University Rector.
 - 3) The content and the design of the diploma is defined by the Ministry of Education, Science, Technology and Innovation.

Article 14

- 1) The diploma is handed over to the student in a solemn way. The promotion of the graduated students is done according to the rules that are defined by the University in cooperation with the Faculty dean.
- 2) Faculty and the University keep the record of the graduated students.

Methodology of drafting the thesis

Article 15

- 1) When drafting the thesis, the student must pay attention to the necessary structure and the formal quality of the paper (appendix III, Form F5).

Article 16

Transitional and final provisions

Article 17

- 1) This Regulation enters into force on the day of approval by the University Senate.
- 2) Academic units are obligated to draft the manual based on this regulation.
- 3) The following forms are an integral part of this regulation, by which their use is also regulated (Appendix III):
 - 3.1) Form F1 – Submitting the application for the thesis and the proposed mentor;
 - 3.2) Form F2 – Presentation of the thesis;
 - 3.3) Form F3 – The decision to appoint the commission to assess the thesis;
 - 3.3) Form F4 – The report on thesis assessment;
 - 3.4) Form F5 – Instruction for compiling the thesis;

Chairman of Senate
Prof. Asoc. Dr. SamedinKrrabaj



APPENDIX I

THE REPORT CONTENT OF THE MENTOR

1. Mentor report contains:

- 1.1) Mentor name and last name;
- 1.2) Candidate name and last name;
- 1.3) Title of the thesis;
- 1.4) Mentor statement that confirms that the work of the candidate is independent, original and does not contain plagiarism (a document from the plagiarism detection document system);
- 1.5) Analysis of the conducted research, as well as a brief description of the obtained results with the closing remarks;
- 1.6) A proposal for the Scientific Council regarding the approval of the report and appointing a commission for assessment and thesis defense.



APPENDIX II

CONTENT OF THE FINAL FILE

The final student file before graduation contains the following documents:*	
1	Grades transcript
2	The application form for thesis and the proposed mentor
2	Thesis presentation
4	The decision for the review commission appointment
5	The report on thesis assessment
6	The plagiarism report
7	The statement for thesis proofreading <i>(with the stamp and signature from an authorized professional)</i>
9	The hard copy of the thesis

**For each activity, on students file there must be kept written evidence.*

APPENDIX III

Form F1 - Submitting the application for the thesis and the proposed mentor



UNIVERSITY “UKSHIN HOTI” PRIZREN

FACULTY _____

BACHELOR STUDIES

Rruga e Shkronjave Nr.1, 20000 Prizren, Kosovë; Tel:+383 (0) 29 - 232 140; Web page: www.uni-prizren.com

APPLICATION FORM FOR THESIS

CANDIDATE GENERAL AND CONTACT INFORMATION

Candidate name and last name:	
Candidate identifying number:	
Birth date and place:	
Address:	
Telephone / cell phone:	
E-mail:	

TITLE OF THE PROPOSED THESIS

Albanian:	
English:	
Title in the language in which the thesis will be written (if it is not in Albanian or English):	
Field of studies:	

THE PROPOSED OR POTENTIAL MENTOR

	Title, name and last name:	E-mail:
Mentor:		

STATEMENT

I responsibly declare that I have not submitted a thesis on the same topic in any other university.

In Prizren, ____ . ____ . ____
(Candidate name and last name)

Signature _____

Consent of candidate mentor on the proposed thesis

I responsibly declare that I consent the proposed thesis.
(Name and last name of the proposed mentor)

Signature _____

(Candidate name and last name)

Signature _____

Faculty Council Approval

The proposed thesis and the candidate have been scrutinized on XX. XX. XXXXX at Faculty Council
_____.

The Council has approved the thesis and the mentor proposed by the candidate.

In Prizren, ____ . ____ . ____
(Name and last name of the dean)

Signature _____

V.V.

Form F2 – Presentation of the thesis

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Prizren, on _____

No.

For: Faculty Council _____

PRESENTATION OF THE THESIS

Student name and last name: _____ ID: _____

Thesis title | *Albanian* _____
| *English* _____

1. Problem description

(A distinction must be made between a real problem and a research problem. By a real problem we think about an actual, practical, or theoretical situation, that causes damages on peoples life, in community or in the future of science development, therefore the thesis shall bring real solutions. The research problem deals with our lack of knowledge or the lack of understanding any invention, while we feel that it has to be understood for the reasons of overcoming the consequences for the lack of knowledge about that issue.)

2. Purpose

(The author must clearly describe the goals he wants to reach with his research. The research goals also emerge by the way how you formulate the research problem. It does not mean that the research will always bring positive results, but the goal is to help give an opinion relevant to the given issue. The research field deals with formulating the problem; presents its clear defining. To precisely select a research field means to focus in a narrower research field based on the different factors, and aspects and their interconnection.)

3. Research methodology

(Research methods must be described, e.g. interviews, surveys, statistical methods, analysis, synthesis etc.)

4. Thesis content

Thesis must have a structure such as:

- Content
- List of figures
- List of tables
- Abstract (Albanian)
- Abstract (English)
- Introduction
- Research of existing literature
- The body of the paper (Thesis content, divided on chapters)
- Conclusions
- References
- Appendix

5. Hypotheses

(Hypotheses is formed on a pretended way for the given issue. Thesis may have several hypothesis which refer to the expected result from the research.)

6. The findings and the contribution of the paper

(The author must describe the results that he expects from the research and its impact on solving a given problem. He must tell how the research will influence the researched area of that field and who the beneficiaries of those results are. To show what will be develop with this thesis, e.g. web application.)

Mentor:

Dean:

Prize, _____

Form F3 – The decision to appoint the commission to assess the thesis



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Prizren, on _____

No. _____

In accordance with the provisions of article 16 of the law on Higher Education in Kosovo No.04/L-037 of date 29 August 2011, provisions of article 113 of the Statute of the University “Ukshin Hoti” Prizren, with no. 04-V-621, of date 30 May 2013 also based on the provisions of article 58 of Regulation no. 01-491, date 30.12.2019, for defining the criteria for basic studies, for the drafting, presentation and thesis defense, for the academic year of 2022/23, the dean of Faculty _____, reaches this:

DECISION

For the appointment of the commission related with thesis assessment and defense, respectively the final exam for the student:

Candidate name and last name:	
Candidate identifying number:	
Thesis title	<i>Thesis language:</i>

Article 1

The commission for thesis assessment and defense is appointed, composed of:

	Title, name and last name	Position:	Signature:
The elected commission for thesis assessment:		Chairman	
		Member	
		Mentor	
The date of thesis public defense: <i>(day/month/year)</i>			

Article 2

The decision enters into force on the day of approval, respectively the day of signing.

Signature_____

(Name and last name of the Dean)

V.V.

The decision must be sent to:

- Commission members;
- Students services;
- Student file;
- Archive.

Form F4 – The report on thesis assessment

UNIVERSITY “UKSHIN HOTI” PRIZREN



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THE REPORT ON THESIS ASSESSMENT

CANDIDATE GENERAL AND CONTACT INFORMATION

Candidate name and last name:			
Candidate identifying number:			
Thesis title	<i>Thesis language:</i>		
Field of studies:			
The elected commission for thesis assessment:	Title, name and last name	Position:	Signature:
		Chairman	
		Member	
		Mentor	
The date of thesis public defense: (day/month/year)			
Grade:			

Date and verification – stamp and signature of the responsible person:

In Prizren, _____

Signature _____
(Name and last name)

V.V.

Form F5 - Instruction for compiling the thesis

Instruction for compiling the thesis

Thesis is written in Albanian or any other language in which the studies are organized and contains the title, extended resume, and the key words in Albanian and English, respectively in another language in which the thesis has been written.

Thesis text must be grammatically and orthographically correct and without typing mistakes. Thesis must be printed on A4 paper (210 x 297 mm).

A page must have in maximum 1800 – 2200 characters and it should not have more than 35 lines. It is recommended that the chapter titles to be in **bold**, whereas the sub-chapter titles to be written on small letters.

Thesis (excluding the introduction part and the bibliography) must contain at least 30 pages.

The text of each page must be divided on logic smaller paragraphs.

The text is printed only on one side of the paper and all pages must be numbered, starting with the introduction to the end of the paper.

The numbering is written at the bottom of the page, on the right corner.

The submitted thesis must be banded.

Site layout:

Font (font type) – Times New Roman

Font size: 12 pt.

Line spacing: 1.5 lines

Right - left margins: 2.5 cm

Top-bottom margins: 2.5 cm

The front pages have a different format

Illustrations (Tables and illustrations)

All tables and illustrations (graphs, photographs, drawings, schemes, diagrams, histograms...) must have names and serial numbers.

Numbers and tables and illustration (figures) names must be written under it.

In cases when the illustration is not an original contribution of the thesis author, it is mandatory to write the source (if the illustration is published), respectively the author (if the illustration is not published). The source is written under the illustration. If the illustration is a reproduction of an artistic work, the author's name is written (if known), the name, also the other relevant data of the work.

The general rule is that in all written work always the cited text must be distinguished, others knowledge from authors text, his conclusions, knowledge, ideas and similar data. From other authors can be used smaller part of the text, but always they must be written clearly and visibly. Detail instructions on how the thesis is written, how to cite and refer others work, student should look on relevant literature, which dominates on the specific science field (Harvard style, Oxford style, Chicago style etc.)

Thesis must contain:

- The front page in the language in which the thesis is written;
- After the front page follows the same page (as the front) in English, if the paper is not written in English;
- Acknowledgments (not obligatory);
- Resume in the language in which the paper was written;
- Extended (structured) resume in Albanian, if the paper is not written in that language;
- Extended structured resume in English, if the paper is not written in that language;
- Key words;
- Content;
- The text of the paper (starting from introduction);
- Conclusions;
- Bibliography;
- Appendix (not obligatory);