

University “Ukshin Hoti” Prizren



Student Handbook

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RECTOR'S SPEECH



Dear students!

Welcome to "Ukshin Hoti" University in Prizren. From now until you graduate, this will be your second home. Your decision to study at this University is a right decision, while for us it is also an obligation to offer you all the necessary conditions during your studies.

This Handbook provides essential information that you will need as a student of University "Ukshin Hoti" in Prizren. The handbook provides all the information required for all your student stages starting from: Admission, progress, recognition and certification, including all regulations, student rights and

responsibilities, the student's right to appeal, the actions that should be undertaken for disciplinary violations, the responsibilities of officials and relevant commissions, as well as the penalties that may be imposed. So, it is a summary of the acts that regulate the student's relationship with the University.

The Career and Alumni Center will accompany you from the admission to the graduation until the employment. We will make sure to keep your connections with the University forever, and we invite you to be part of the Alumni Association once you graduate.

With the works that have been done and are being done, this University is entering a new era, as a serious competitive University with Universities in the country and beyond.

In addition to fulfilling your obligations as students, we invite you to be active in the bodies you represent and, in every aspect, because only together can we make the University for us to be proud of.

Good luck!

Prof. Asoc. Dr. Samedin Krrabaj – Rektor

The history and the location

Keep the knowledge alive

"The Albanians' history should not be written by others, but it should be recognized by others."

The History

"Ukshin Hoti" University, located in Prizren, was established by decision no. 01/87 of the Government of the Republic of Kosovo, on 09.10.2009 as the second public University in the

Republic of Kosovo, which started with the first generation of students in the academic year 2009/2010, respectively on 01.10.2010.

The Assembly of the Republic of Kosovo, on 30.05.2013, approved the Statute of the University "Ukshin Hoti" with headquarters in Prizren.

"Ukshin Hoti" University, with its six academic units, currently offers bachelor's and master's study programs, whereas based on the statute, it can also organize doctoral studies. In addition to studies in the Albanian language, the University also offers studies in the Turkish and Bosnian languages.

The University inherits the experience of the former Higher Pedagogical School, a separate branch of Prishtina, which operated from October 1961, and which later became the Faculty of Education - branch in Prizren.

The Prizren city, where the University is located, with Law No. 06L/-012 article 4 point 2 is declared the Historical Capital of the Republic of Kosovo, which is normally known for its rich history as well as for its multi-ethnicity and heritage and culture not only in the Republic of Kosovo but also beyond.

The Prizren city is also the second largest city after Pristina, which according to statistics is the most visited city in the country. It lies in the southern part of the Republic of Kosovo. Being the closest city to the Republic of Albania, for its citizens, this city and the "Ukshin Hoti" University are a real attraction.

"Ukshin Hoti" University in Prizren (hereinafter referred to as UUHP), started work in 2010 after the decision of the Government of Kosovo to establish it. The headquarters of the University is in Prizren, one of the oldest cities in Kosovo. The University of Prizren is the second public University in Kosovo. In 2010, the number of students was close to 1,700, while now in 2020, the number of students is about 4,035 active students. The university has been accredited since 2010. For the last time, it underwent the accreditation process last year and was re-accredited. Currently, the University offers studies in the Bachelor's and Master's cycle.

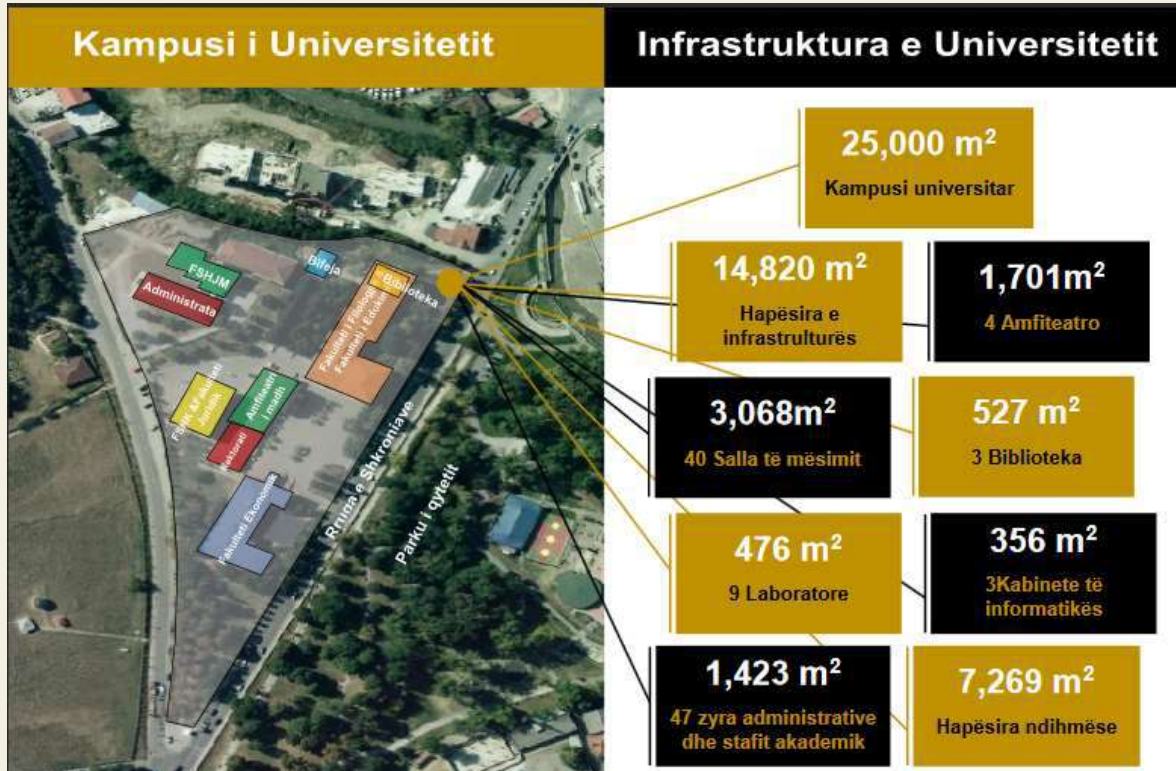
Teaching

Teaching is a planned, directed, organized process by the teacher according to learning styles and with the active participation of students, where knowledge is acquired, methods, interactive techniques are used, skills are developed, habits are formed, and the overall formation of the students' personality development. And this process is quite complex, an important social activity and with a lot of responsibility.

The location

The university is located in the western part of the city of Prizren. Prizren is one of the oldest cities of the Republic of Kosovo. Close to the University is the City Park, which is frequented by students all the time.

Address: «Rruga e shkronjave», no. 1, 20000 Prizren



ACADEMIC INFORMATION

Faculties-Programs they have

The first cycle programs accredited by AKA are:

- **Faculty of Economics with directions:**
 - Business Administration (BSc)
 - International Management (BSc)
- **Master level**

-Accounting and Auditing

-Business Administration

- **Law faculty; (BSc)**
- **Faculty of Computer Sciences with the directions:**
 - Software Design (BSc) and
 - Information and Telecommunication Technology; (BSc)
- **Master level**
 - Computer Science and Communication Technology (MSc)
- **Faculty of Education with the programs:**
 - Primary Program (BSc) and
 - Preschool (BSc)
- **Faculty of Philology:**
 - Albanian Language and Literature (BSc)
 - English Language (BSc)
 - German language (BSc)
- **Faculty of Life and Environmental Sciences with the programs:**
 - Agribusiness (BSc)
 - Forestry and Environmental Sciences (BSc)

At the same time, within a medium-term period, the University "Ukshin Hoti" Prizren plans to open doctoral study programs.

Academic progress

Basic undergraduate studies, until the end of studies, last three to four years, respectively six semesters, with the requirement to complete at least 180, respectively 240 credits. The student must provide for each year of studies 60 (sixty) credits from exams given in compulsory and elective subjects.

The student has the right to register for the second year of studies, if he has passed 70% of the exams, from the total number of exams, or if he has earned 41 credits from the subjects of the first year of studies.

The student can register for the third year of studies, if he has completed 35% of the exams, i.e. if he has earned 20 credits, from the total number of credits of the second year of studies.

In the fourth year, the student can register, if he has given 30% of the exams from the total number, respectively, if he has earned 18 credits, from the subjects of the third year of studies.

The student cannot take the second-year exams without completing the first-year exams; also, the second-year student cannot take the third-year exams without completing all the second-year exams, and the fourth-year student cannot take the fourth-year exams without completing all the exams of the third year.

The student who, in the September term, does not earn the credits as foreseen in Article 22 of this Regulation, must repeat the registration of the academic year for the following year's registration.

- **Student presence**

Every lecturer is obliged to keep evidence of students' attendance in class. Attendance forms will be given to them at the beginning of the month and the same must be submitted to the Dean's office at the end of the month. The lecturer is obliged to have these forms with him during every lesson as evidence of compliance with the Regulation when monitored by the Dean's Office. Each student must attend at least 70% of the total number of hours of the course (lectures and exercises) to be able to take the exam.

The way of studies

Learning is carried out through lectures, theoretical exercises, laboratory exercises, practical training in public and private institutions, seminars, tests, professional consultations, independent works of students, as well as educational-scientific excursions.

- **The term of the exams**

Examinations for basic studies are held on the dates and times determined and published on the notice board and on the official website.

The regular exam dates are:

January Term – starts from January 20th to February 15th

June term – starts from June 6th to June 30th

September term – starts from September 7th to September 30th

The Faculty Senate and Council can, by special decision, allow any other term of the exams, as an extraordinary term.

- **Grades**

The exam is evaluated up to 100 points. The final grade in the defense of the exam is issued according to the accumulated points in the tabular overview as follows:

No.	The grade	The description
1.	Ten (10) and nine (9)	Excellent
2.	Eight (8)	Well done
3.	Seven (7)	Average
4.	Six (6)	Below average
5.	Five (5)	Failing

- The examination forms are:
 - o Written examination;
 - o Oral examination;
 - o Written and oral exam;

- o Exam with test;
- o Practical exam.

The combined written and oral exams are held within the deadline, otherwise the exam is canceled by the dean's office.

The evaluation grade is recorded in the UMS system and on the presentation sheet by the teacher or the commission.

THE GRADUATION PROCEDURE

• Bachelor graduation procedures

The undergraduate studies at the University "Ukshin Hoti" in Prizren, end with the defense of the diploma thesis, in accordance with the study program.

The student takes the final exam in the bachelor's degree after having previously completed all the preliminary exams and having accumulated at least 240 or 180 necessary credits, as well as after having completed all other obligations provided by Law, Statute and Regulations.

The defense of the final exam (diploma) is public, it takes place before a commission of three members, the commission is appointed by the dean or vice-dean, in cooperation with the heads of the teaching programs. Professors with scientific titles, doctor of sciences, have the right to mentor.

The steps that must be followed for the defense of the thesis are:

1. The application for the defense of the final exam is done at the Faculty Administration, to the referent or to the person authorized for this matter.
2. Submission forms are obtained from the authorized person.
3. The form is filled with all the students' data, which is presented for the defense of the final exam.
4. In addition to the request for submitting the final exam, the student also submits:
 1. Index or ID card.
 2. The application form for the final exam, which is obtained from the student affairs officer,
 3. The two diaries of the practical lesson,
 4. Presentation project.

For other details on the graduation procedures, please refer to the Regulations for bachelor's studies.

- **Master graduation procedures**

Master's studies at the University end with the defense of the master's thesis, in accordance with the study program. The student who has fulfilled the obligations foreseen by the curriculum of the relevant study, earns the right to start working on the master's thesis.

The master's thesis is worked individually by the student proving that the theoretical and practical skills achieved during the studies can be successfully applied to solve research problems in the scientific field for which the student is determined.

The Faculties have Commissions for filtering the topics and theses of the work, where the evaluation by the Commission and the proposals are sent for review to the Faculty Council, which approves the titles proposed by the professors and allows the drafting of the master's thesis for the candidates. On this occasion, the Dean, in coordination with the Educational-Scientific Council of the Faculty, appoints the mentor who guides the student during the work for the diploma or master's thesis.

The master thesis must have 50-80 pages of A4 format. Footnote references are not included in this calculation. The paper must have original content and cover the research-scientific field according to the relevant study program. The type of writing in Times New Roman, the size of the letters in the text should be 12, the space between the lines (space line) should be 1.5. The paper is submitted in 5 (five) hard-bound copies to the administration of the academic unit where the candidate studies 15 (fifteen) days before the date of the master's thesis defense.

After submitting the manuscript of the master's thesis for evaluation by the Dean of the Faculty, with the proposal of the Council of the relevant Faculty, set up the commission for the evaluation of the master's thesis within the deadline of 30 (thirty) days from the date of submission of the request by the candidate.

For other details on graduation procedures, please refer to the Master's Studies Regulations.

UMS AND STUDENT SERVICE

- **Application**

The University Management System (known by the abbreviation UMS) operates within the University. The application to obtain student status at our University is made through SMU (www.smu.uniprizren.com), filling out the form and paying the application fee (according to administrative instruction of MEST), is **done online and submitted to the student service at the Faculty where you apply.**



- **Qasja në SMU**

Në SMU mund të qaseni me linkun: www.uni-prizren.com

Do të paraqitet dritarja ku duhet të futni të dhënat e kërkuara:



The applicant who is accepted takes a photo, gets access to the SMU system, and is provided with a student ID card.

- **Student service**

This service is the first door of student communication at the University and simultaneously serves as an information office for students.

Since applying at the university, the first contact is the student service (referent), to whom the following services can be performed:

Submission of application file

Creation of physical file for students

All types of payments (For entrance exam, for semester, for the payment of the defense of the diploma topic, for supplementary exams for registration, for exams in master studies, for Certificate of Grades, for certificate of Diploma, for each exam accepted in case of transfer, for diploma, for Duplicate diploma, for change of Faculty/department).

Issuance of certifications and grade certificates

Deregistration, suspension or expulsion of the student

Carry out the administrative procedures of student graduation.

The working hours of the referents are from 8:00 a.m. to 4:00 p.m. every working day, you can find the referents' offices in the lobby of the respective unit.

- **Office of information technology - IT**

In this office, technical services are offered regarding the use of systems and other services which are within IT.

As a service, the IT office also has an online service which is located in UMS where they can receive answers through e-mail sent by students or even for those students who go in the office to request such a service.

Support services that students encounter while working on systems.

The provision of student ID-Cards is also part of the IT services.

The IT office is located in the Faculty of Education, floor II, no. 130 and works from 8:00 am to 4:00 pm.

- **Access on SMU**

You can access SMU with the link: www.uni-prizren.com

A window will appear where you must enter the required data:



After accessing the system, your account in the SMU system will look like this.



In this system you can:

- Change the password, contact number and e-mail,
- Register the semester and subjects - there are two sub-menus for the registration of compulsory and elective subjects for the semester and the semesters you have registered up to that moment;
- Submit exams and find the list of results - gives the opportunity to submit exams for a certain term and the subject of the diploma, and you can see the exam results for those subjects that you have submitted;
- Download payments - is the option of downloading payments online according to the Administrative Instruction issued by MEST, semester payments are determined by deadlines according to the relevant Regulations;

- Open the grade transcript - it is the option where you can see the positive grades you have received up to that moment and the average;
- Download learning materials - is the option where you can download the results, learning materials (lectures, literature, exercises and syllabi);
- Receive notifications - this is the option where all notifications for the opening of the system for submission of exams, deadlines for graduation and other notifications come from the professors, the Dean's office, etc.;
- You have access to the schedules of lectures and exams - it is possible to view the schedules of lectures and exams;
- For more, you also have the user manual of the student account in the system. (Student Manual)

Career and Alumni Center - CAC

The scope of CAC includes providing information and providing solutions for issues related to the career development of students and at the same time serves as a bridge between University students and the labor market.

In addition to the ones listed below, CAC also offers services such as:

Supports and creates the preparation of the orientation information package for interested applicants as well as active students.

Examines and offers solutions to the requests of applicants and active students of UUHP

Ensures contacts with former students (Alumni) of UUHP

It supports any kind of activity that serves the future of students.

Working hours: Monday - Friday from 8:00 a.m. - 4:00 p.m., but in certain cases you can also communicate via e-mail career.alumni@uni-prizren.com

- **Mentoring or management**

Also, all the students of "Ukshin Hoti" University are under the supervision of the academic staff, i.e. under the supervision of the professors.

- **Employment**

CAC helps students develop employability skills. It serves as a bridge between the University and students.

- **Career**

The Career and Alumni Center organizes the Career Fair, ensuring the participation of various institutions, companies and organizations. It provides the list of various institutions, companies and organizations that are ready to accept University students for the realization of professional teaching practices. As well as ensures agreements between public institutions, various companies and organizations and the University.

- **Alumni**

The Alumni organization consists of the ordinary membership and the Executive Board. Simple membership consists of students who have completed their studies at the University. The membership of the Alumni Executive Board must be an odd number and not less than 5 members. This Board meets at least twice a year and organizes activities that focus on former students of the University. The Board ensures annual registrations of new members.

- **Scholarships**

All students with excellent results win the scholarship. Scholarships are awarded to those students who have an average grade above 9.0, which is a little help to cover their expenses. Our university takes maximum care of its students.

- **Academic offer**

In the academic year, our university offers study programs in two bachelor's and master's programmes.

PARLIAMENT AND STUDENT COUNCILS

Students have the right to establish student organizations to which all students can belong.

Students' interests will be represented within the University with the following bodies:

- Parliament of students at the University level;

- Student council at the level of the academic unit

Members for the Student Parliament and Student Councils will be elected in accordance with the procedures for parliamentary elections.

Student organizations have the right to propose members for the student parliament and the student council of academic units based on election results every two (2) years.

The term of office of members of the Student Parliament and the Student Council of academic units lasts two (2) years, without the right to re-election.

The student parliament and student councils of academic units exercise duties based on the principle of majority vote.

The student parliament is the highest student representative body. The total number of members of the student parliament is nine (9). Student councils are the representative bodies of students in each academic unit.

The total number of members of each Student Council is one percent (1%) of the total number of regular students enrolled in that academic unit, with a minimum of five (5) and a maximum of twenty-one (21) members.

Activities of Parliament and Student Councils

Parliament and Student Councils continuously organize numerous curricular and extracurricular activities outside of their responsibilities. They also enable entertainment, enjoyment, the organization of cultural and sports activities, in which all students of the University "Ukshin Hoti" Prizren are included.

Here are some photos of the different activities:



CENTRAL UNIVERSITY LIBRARY "UKSHIN HOTI" PRIZREN (CUL)

The library of the University "Ukshin Hoti" Prizren has been operating since 1968, while in the current building since 1972. This library has a large fund of books, while there are two very suitable reading rooms, which are at the service of students of this University. From 2019, the Library has received the status of the Central University Library, (known by the abbreviation CUL) Within the University of Prizren there is also another library which is located in the Faculty of Economics (equipped with titles from the field of economics and law , as well as books in the Turkish language), as well as the Austrian corner which is located in the premises of the Faculty of Life and Environmental Sciences, where it is equipped with titles in the German language in the field of literature and linguistics, while the headquarters of CUL is in the building of the Faculty of Education. The books in the library are arranged according to the "Universal Decimal Classification" (UDC), a system currently used throughout the library network.

The library has a considerable fund of over sixty thousand (60,000) books, these from various fields, adapting to the curricula and syllabi of the academic units. Within the library is also access to online libraries which can be used within the University campus, such as:

IMF eLibrary

Cambridge e-Journal

Elgaronline

Duke University Press

ASTM COMPASS ABSTRACT

ACCEPTANCE OF LICENCE

FORM

(free access)



The general space of CUL, including the reading rooms in the faculties, is over 1000 (one thousand) m². All students will be notified on the website of the "Ukshin Hoti" Prizren University about the newest titles. The University Library also has a digital catalog which is on the University website (<https://uniprizren.com/sq/biblioteka-1>) where the books are listed according to the UDC system.

STUDENTS CODE OF ETHICS

The Code of Ethics aims to define the rules of conduct and ethical standards of acts for the students of the University "Ukshin Hoti" in Prizren.

Students must behave according to the Code of Ethics and according to these principles:

The principle of legality;

The principle of transparency;

The principle of honesty and integrity;

The principle of mutual and collegial respect;

The principle of academic integrity;

The principle of academic freedom and research;

Ensuring respect for the rights of staff and fellow students;

The principle of respecting the University's regulations and decisions.

According to this Code of Ethics, students in the premises of the University "Ukshin Hoti" Prizren are obliged to:

To follow the lesson schedule, to present themselves in a serious and dignified manner in the premises of the institution, to use appropriate vocabulary, to respect the academic staff, not to perform provocative actions and gestures towards colleagues and academic staff, also not to offer benefits in any form interference, favoritism, payments, by oneself or through other persons, in order to obtain high results, or other favoritism.

The students of "Ukshin Hoti" University have the right:

There is no racial, religious, ethnic, political affiliation, age, gender and disabled student discrimination at the University. Students have the right to freedom of expression, and are also free to organize and participate in student organizations to promote their common interest within the University. They are also free to report in good faith and without fear of retaliation, any violation of this Code or the academic and administrative policy of the University to the academic or administrative head of the University.

Failure to comply with the Code of Ethics

Unethical and prohibited behavior of students according to this Code, which are also considered serious violations, include the following actions:

Interference or derision that hinders, damages the University's mission and image. Use, distribution of narcotic or dangerous substances. The threat of violence or the use of any form of violence. It is forbidden to falsify or manipulate the University's official documents and documents, to use the University's official documents and data for purposes of misinterpretation, copying or attempting to copy during exams, colloquiums, tests or other forms during grading.

Entering colloquiums, exams, tests or other forms of evaluation, on behalf of someone else, as well as preparing the thesis, seminars and assignments for other students. Taking pictures of the test and sharing the test on social networks.

Serious violations of the Code of Ethics are also considered student actions, as follows:

Giving incorrect notes to the University's bodies, in order to acquire certain rights of the students. Stopping or obstructing the organization of the teaching process, as well as photographing, photocopying, recording and unauthorized distribution of the lesson. Any student who seriously offends the integrity of the Faculty/University, academic and non-academic personnel is considered a serious violation of the Code of Ethics.

Minor violation of the Code of Ethics by students is considered:

Bad and inappropriate behavior in University facilities, where lectures, exercises and exams and other activities are held. Disrupting the order of peace during lectures, unintentionally destroying teaching equipment and performing other activities that cause light consequences and violate the authority of the University.

STUDY FEES AND FORMS OF PAYMENT

Payments for bachelor's and master's studies are determined according to the Administrative Instruction of (MEST's) No. 09/2021 for the application of student payments to the University:

All students are exempted from paying the undergraduate tuition fee when they register for the semester the first time and are exempted from paying for the entrance exam.

BSC semester, regular: €25

BSC semester, by correspondence: €125

MSC semester, science: €150

Payment for the defense of the diploma topic €100

For supplementary exams for MSC registration: €5

For the exam in MSC studies: €2.5

For grade certificate: €2.5

For diploma certificate: €5

For each exam accepted upon transfer: €0.50

For diploma: €5

For duplicate diplomas: €25

For changing Faculty or department: €25

The payments option is the way in the system through which students will be able to generate the reports

the payments they need during their studies. We have several types of payments, which will appear in the list

drop-down, after you have clicked Choose, the price of which varies according to the level of studies and they are:

1. For entrance exam,
2. For grade certificate,
3. For diploma certificate,
4. For duplicate index,
5. For a request to transfer a grade or grades,
6. For a diploma,
7. For a duplicate diploma,
8. For a change of Faculty or department,
9. For a semester for students.

Important links

<https://www.uni-prizren.com/> (University website link)

<https://www.uni-prizren.com/studentet/#> (University link of Student Parliament)

<https://www.facebook.com/UniversityofPrizren> (Facebook page of University “Ukshin Hoti” Prizren)

<https://www.facebook.com/psupz> (Facebook page of Students Parliament)

[parlamentistudentor.upz](#) (Students Parliament Instagram)

