



UNIVERSITY "UKSHIN HOTI" PRIZREN

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Republic of Kosovo

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REGULATION FOR DOCTORAL STUDIES

Prizren, 2022



Based on the competencies defined by Article 118.3 of the Statute of the University "Ukshin Hoti" Prizren, in accordance with the provisions of the Law on Higher Education no. 04 / L-037, the Senate of the University "Ukshin Hoti" Prizren, in the meeting of 06.06.2022, approved this:

REGULATION FOR DOCTORAL STUDIES

General provisions

Article 1

- 1) The regulation for doctoral studies (hereinafter: the regulation) regulates the organization and implementation of doctoral studies at the University "Ukshin Hoti" Prizren (hereinafter University), the institution responsible for organizing studies, the format and duration of studies, the criteria for enrollment in studies, the manner of conducting studies, teaching and research, the procedure for submitting, evaluating and defending the doctoral dissertation, the rights and obligations of the student in doctoral studies (hereinafter: the doctoral student), the rights and obligations of the mentor, ways of quality assurance, as well as other issues related to the organization and implementation of doctoral studies.
- 2) This regulation determines the necessary criteria for the activities mentioned in paragraph 1 of this article.

Article 2

Meaning of notions according to this regulation:

- 1) The Central Council of Doctoral Studies (hereinafter: CCDS), at the level of the academic unit (faculty), is the Council of Doctoral Studies (hereinafter: CDS) of the academic unit, while at the University level it is CCDS.
- 2) The CDS of the academic unit consists of 5 or 7 members from the ranks of professors with the calling of at least associate professor, who represent the respective programs of the academic unit. In case there is no minimum number of 5 or 7 members from the ranks of professors with the call of at least associate professor, to be supplemented with an assistant professor from the academic unit, with the approval of the council of the academic unit and CCDS. The first (constitutive) meeting is convened and chaired by the dean of the academic unit. After the constitution of CDS, this council elects the chairman from among its members.
- 3) CCDS has the following composition:
 - 3.1) Rector;
 - 3.2) Vice Rector for Teaching, Student Affairs and Research;



- 3.3) A full professor or associate in the field of computer science;
 - 3.4) A full professor or associate in the field of education sciences;
 - 3.5) A full professor or associate in the field of legal sciences;
 - 3.6) A full professor or associate in the field of economic sciences;
 - 3.7) A full professor or associate in the field of life sciences and environment;
 - 3.8) A full professor or associate in the field of philological sciences;
 - 3.9) A representative of the Industrial Advisory Board (IAB);
 - 3.10) Director of the Office for Academic Affairs (OAA) - without the right to vote.
- 4) The members of CCDS are nominated by the rector and elected by the University Senate.
 - 5) CCDS is headed by the rector. In his / her absence, CCDS is headed by the Vice Rector for Teaching, Student Affairs and Research. In the case of a tie, the chairperson's vote is decisive.
 - 6) The responsible institution of studies is one or more academic units, one or more universities inside and outside the country, which organize and carry out doctoral studies and which complete the procedure for obtaining a scientific / artistic doctorate.
 - 7) The mentor is the person appointed with a scientific-teaching or artistic-teaching title, who guides the doctoral student during the preparation of the doctoral dissertation.
 - 8) The doctoral student file (Appendix II) is the file which contains all the essential notes of the doctoral student from the moment of his / her admission to the promotion. The relevant academic unit is responsible for collecting and storing data in the file.

Article 3

- 1) Doctoral studies are offered by academic units (faculties) and / or universities / universities in one or more scientific fields, if at least half of the academic staff engaged in that program are in full-time employment at the University.
- 2) Doctoral studies can be offered and realized only in those scientific fields in which the responsible institution has internationally accepted achievements in scientific research indexed on credible international platforms, respectively presented in proven institutions abroad, in accordance with the standards in force of the Kosovo Accreditation Agency (KAA).
- 3) Doctoral studies in the relevant field can be completed after their accreditation by the Kosovo Accreditation Agency (KAA).
- 4) The doctoral studies are led by CDS of the respective academic unit.



- 5) The basic characteristics of doctoral studies at university are research and learning through research, internationalization, transparency, international quality assessment and international competition.
- 6) In order to ensure quality in doctoral studies and to promote the mobility / mobility of doctoral students and academic staff, the University is open to any form of cooperation with similar institutions at home and abroad.

Purposes of doctoral studies

Article 4

- 1) The goals of doctoral studies at the University are:
 - 1.1) Creation of new and relevant scientific knowledge or artistic practices, as well as their application.
 - 1.2) Education of distinguished researchers and scholars in certain scientific fields.
 - 1.3) Training of doctoral students for independent research work, for independent research and for critical evaluations of the work of others.
 - 1.4) Achieving knowledge, experiences and skills, which should enable doctors of science to, creatively and research-based, provide original and meaningful contribution to relevant fields of knowledge.
 - 1.5) Internationalization of research / artistic work at the University.

Teaching and research in doctoral studies

Article 5

- 1) The essential component of doctoral university studies is scientific research and creation.
- 2) Mandatory forms of work in doctoral studies, in order to develop research work, critical thinking, acquisition of methodology and general skills, among others are: research seminars, experimental work, workshops and discussion groups.
- 3) Learning in the form of lectures can not exceed 20 percent of the total workload foreseen by the study program and calculated according to the European credit transfer system (ECTS).
- 4) According to the possibilities and based on pre-defined conditions, attending doctoral studies is open to all university doctoral students. Some parts of research and teaching in doctoral studies can also be attended by doctoral students of other universities, under the conditions set out in the pre-signed contract between the universities in question.
- 5) In order to achieve interdisciplinarity and based on the reasoning and consent of the mentor, as well as the consent of CDS, doctoral students can conduct certain parts of



research in other academic units of the university or other relevant institutions at home and abroad. .

- 6) CDS may assign doctoral students additional courses from the group of courses within the accredited program for achieving basic knowledge, necessary for the continuation and completion of studies, but not in order to replace the ECTS credits provided to be achieved with other forms of activity .

Forms of doctoral studies

Article 6

- 1) Doctoral studies can be organized in one of these forms:
- 1.1) Doctoral studies, for which the responsible institution is an academic unit or in cooperation with other units of the university;
 - 1.2) Dual doctorate, in which the doctoral student receives two diplomas and for which dual mentoring is obligatory (model: *cotutelle de thèse*). It is applied in cases when by special agreement, the doctoral student enrolls in doctoral studies at two partner universities and both universities appoint the respective mentor for the doctoral student. The procedures for the registration of doctoral students and the realization of doctoral studies are provided in the special agreement concluded between the two universities;
 - 1.3) Joint studies as an accredited program of two or more universities, of which at least one university is outside the Republic of Kosovo. Each university participates in the registration of doctoral students, while the doctoral student can obtain a single diploma from two or more universities or the diploma of the university in which he has registered his doctoral studies, in which he writes that the studies have been shared with a partner. international;
 - 1.4) Studies in cooperation with two or more universities, of which one or two universities are responsible institutions, defined according to the agreement;
 - 1.5) Studies according to the so-called sandwich model in which the doctoral student enrolls in a university and receives a degree from that university, while research is conducted in more institutions and there may be more mentors as commentators;
- 2) Do not transfer doctoral students from one academic unit to another within the University, nor from other universities at the University. Students are admitted only on the basis of competition in the announced competition.

Number of students, competition and conditions for enrollment in doctoral studies

Article 7

- 1) Academic units propose the number of students for enrollment, as proposed by accreditation, while the senate makes the final decision on the number of students and



the announcement of the public competition, taking into account the research, teaching and mentoring capacities of the academic unit.

- 2) The University Senate, on the proposal of the academic unit and after review by the Central Council of Doctoral Studies, makes the final decision on the admission of students to doctoral studies. The names of the accepted candidates, with all the data of the selection criteria, are publicly announced on the website of the academic units and on the website of the university.
- 3) The conditions of registration are determined by the university senate, upon the proposal of CCDS and in accordance with this regulation.
- 4) The public competition for enrollment in doctoral studies is announced by the University Senate. Candidates with an average grade of not less than 8 (eight), in each level of preliminary studies separately, graduated in one of the following levels, have the right to compete for enrollment in doctoral studies:
 - 4.1) Graduates before the entry into force of studies according to the Bologna Declaration, who must be masters / masters of relevant science;
 - 4.2) Graduates after the entry into force of studies based on the Bologna Declaration - level of scientific master studies;
 - 4.3) Graduates who have at least 300 credits of the European Credit Transfer System (ECTS);
- 5) Prerequisite for the evaluation of candidates is the submission of relevant documentation by them which includes, among others:
 - 5.1) motivation letter in which the interest for scientific / artistic research in the respective field is justified,
 - 5.2) conceptual concept of research (project proposal),
 - 5.3) evidence of success at each level of previous studies,
 - 5.4) evidence of English language proficiency,
 - 5.5) evidence related to relevant publications,
 - 5.6) recommendations of two professors from the respective field.
- 6) The complete list of necessary documentation for the evaluation of candidates is specified in the public competition.
- 7) The criteria for determining the ranking order are:
 - 7.1) Candidates must have completed preliminary studies in the relevant academic unit, in the same field or close to doctoral studies. The related fields are determined by the



respective academic unit, are valid for the entire accreditation period of the respective program and are published in the Competition within the special conditions for the respective academic unit. The evaluation of the fields of the candidates who have completed their studies in other faculties or universities, is done by CDS, before they undergo the entrance exam.

7.2) The average grade during the studies at the bachelor and master level, respectively the average grade of the integrated studies, is evaluated with a maximum of 30 points, which are calculated by multiplying the arithmetic average grade of the bachelor and master studies by 3.

7.3) Master's degree from the scientific field or relevant professional specialization is evaluated with 5 points;

7.4) Scientific-research activity, as evidenced by the following publications and presentations, is evaluated with a maximum value of up to 15 points:

7.4.1) For each article published and indexed on the Web of Science and / or SCOPUS: first author / correspondent 5 points, others 2 points.

7.4.2) For each article published in other international journals indexed on the platforms specified in the regulation on selection procedures related to academic staff: first author 3 points, second 2 points others 1 point.

7.4.3) For any article published in local academic journals, published by the University or its centers or institutes, the Academy of Sciences and Arts of Kosovo, the Albanological Institute and the Institute of History, which are subject to review. professional: first author 2 points, others 1 point.

7.4.4) For a university book published in the narrow field: main author 3 points, co-author 2 points in total. The review monograph in the field where the candidate applies is evaluated with 2 points.

7.4.5) For each oral presentation of the work in international scientific gatherings (conferences, congresses, symposia) indexed and published in the summary of works: the first author 2 points, the others 1 point.

7.4.6) For each poster presentation of the work in international scientific gatherings (conferences, congresses, symposia) indexed and published in the summary of works: the first author 1 point, the others 0.5 points.

7.4.7) For each oral presentation in scientific gatherings (conferences, congresses, symposia) of local character: the first author 1 point, the others 0.5 points.

8) Suspicious publications in magazines and publishers are ignored.



- 9) Academic units may submit additional criteria for approval by the senate, depending on the doctoral study program, in accordance with the University Statute, the criteria of the Kosovo Accreditation Agency (KAA) and this regulation.
- 10) In case of equal points, priority is given to the candidate who is a regular staff of the University.
- 11) The entrance exam is organized and administered by academic units, respecting the highest academic standards. In cases of presence of conflict of interest, the involvement of relevant staff in all stages of the entrance exam should be completely avoided. In such cases the University Senate may request the faculty to take additional measures in order to avoid discrediting the entrance exam.
- 12) Candidates have the right to take the entrance exam only if the relevant committee of the faculty finds in advance that they meet the conditions of the competition and have submitted the completed documentation.
- 13) The entrance exam includes the exam related to the professional / scientific aspect and the exam related to the level of English language proficiency.
- 14) From the professional part of the entrance exam, the candidates can earn a maximum of 30 points.
- 15) The part of the entrance exam related to English is the same for all academic units and is mandatory for all candidates. If the candidate proves to have an international TOEFL certificate with at least 79 points (or IELTS with at least 5.65 points), the same automatically gets 10 points, while other points related to English are added depending on the success shown in the entrance exam - part of English language. Knowledge of English is evaluated with a maximum of 20 points.
- 16) Candidates have the right to be listed after having passed the threshold of passing the entrance exam, respectively after having achieved at least 50% of the points of the professional part and 50% of the points of the part related to English.
- 17) Academic units can set special conditions (criteria), if they do not conflict with the University Statute and this regulation. The special conditions are specified in the relevant competition published after the accreditation of the Doctoral program and are valid for the entire accreditation period.

Duration and stages of doctoral studies

Article 8

- 1) Doctoral studies last not less than three years respectively are organized in six semesters. Doctoral studies must be concluded with the public defense of the doctoral thesis no later than six (6) years from the day of registration of their studies. With a reasoned proposal of CDS, the Faculty Council and the Central Council of Doctoral Studies as well as after



the approval by the Senate, the doctoral studies can continue for another year. If within this period the doctoral student fails to complete his / her doctoral studies through the public defense of the doctoral dissertation, he / she loses the status of the doctoral student.

- 2) For students who have completed a master's degree, doctoral studies in the same field last not less than two years. In such a case the master's degree is equivalent to up to 1/3 of the total number of credits provided in doctoral studies. The transfer of credits is decided by the CDS of the academic unit, based on the request of the doctoral student. Deadlines for completing doctoral studies as in paragraph (1) of this article also apply to this group of students.
- 3) For accredited programs and those that are in the process of accreditation, the collection of ECTS credits (Annex III) is done in accordance with the respective programs. For programs that enter the accreditation / re-accreditation process after the entry into force of this regulation, the collection of ECTS credits is done as provided in this article.
- 4) In the first semester the doctoral student receives 30 ECTS from the examinations of 3 (three) to 6 (six) professional / scientific subjects of the program, which he has registered. Among such courses must be mandatory at least one course related to the methodology and ethics of scientific research with at least six (6) ECTS credits.
- 5) At the beginning of the second semester the doctoral student, in consultation with the potential mentor, proposes the narrow field of research and the potential topic of the doctoral dissertation (Form F1). Candidate proposal for the topic and potential mentor (Form F1) is reviewed in the relevant program which, based on the criteria specified in this regulation, may recommend to the doctoral student a review of the proposal for the mentor and topic, before the doctorate deepens in the field of research. In this semester the doctoral student receives six (6) ECTS from the elective courses foreseen in the study program respectively selected in cooperation with the potential mentor. Based on the level of fulfillment of the obligations foreseen in the respective subject, the respective teacher decides in SEMS the assessment passed / did not pass.
- 6) The rest of the credits (24 ECTS) the doctoral student must obtain through a combination of the following activities:
 - 6.1) Development of preliminary research through in-depth study in two (2) areas related to the potential doctoral topic and summary of findings in relevant seminars. The student in consultation with the potential mentor selects the field teacher with whom the candidate collaborates in designing the seminar in the respective fields. The potential mentor together with the field teacher take care that the candidate during the design of the seminar to carry out the following activities to receive the relevant ECTS:
 - 6.1.1) Empirical field research or laboratory (2 ECTS)
 - 6.1.2) Presentation of empirical research results to the faculty council (2 ECTS)



6.1.3) Presentation of empirical research results at a scientific conference (2 ECTS), and

6.1.4) Final submission of the seminar in the form of written study (2 ECTS)

6.2) The potential mentor registers in SEMS the title of the respective seminar, the field teacher and the number of credits (8 ECTS). Through this activity the student can complete up to 2 seminars and receive up to 16 ECTS.

6.2.1) Preparation and presentation of the results of in-depth research in areas related to the potential topic, in local or regional conferences, 1 conference (4 ECTS);

6.2.2) Research stay in laboratories / scientific institutions / clinics (abroad), presentation before the academic unit, of the gained experience and its justification in relation to the field of doctoral study, up to 10 credits (2 weeks stay is evaluated 5 ECTS);

6.2.3) Stay for the needs of practicing, testing and verifying the findings of preliminary research, in local / international organizations / institutions, up to 6 credits (1 month stay, evaluated with 3 ECTS). The position must be confirmed by the host organization / institution.

7) To enroll in the third semester, the doctoral student must have accumulated at least 36 ECTS in the two previous semesters. Initially, the doctoral student prepares the project implementation plan and defends it before the mentor (6 ECTS). Based on the approval of the project proposal by the mentor, the doctoral student makes the request (Form F2) for the review of the project proposal of the doctoral thesis. After passing the project proposal approval procedures (CDS, Academic Unit Council, CCDS and Senate), the doctoral student receives 24 ECTS.

8) For the registration of the fourth semester, the doctoral student must have passed all the exams and have accumulated from the previous semesters, at least 90 ECTS. In the remaining three semesters, the doctoral student receives 90 ECTS through:

8.1) Publication as the first author of at least one part of the doctoral dissertation in international journals indexed in accordance with the regulation on selection procedures related to the appointment of academic staff (20 ECTS);

8.2) Publication as the first author of at least a part of the doctoral dissertation in local academic journals, published by the University or its centers or institutes, by the Academy of Sciences and Arts of Kosovo, by the Albanological Institute and from the Institute of History, and which are subject to professional review (5 ECTS);

8.3) At least 1 presentation abroad, as the first author in scientific gatherings (conferences, congresses, etc.), of international character (5 ECTS, for doctoral students who have published at least one paper in local journals) respectively at least 2



presentations abroad, as the first author in scientific gatherings (conferences, congresses, etc.), of international character (10 ECTS, for doctoral students who have not published at least one paper in local journals);

8.4) Completion and public defense of the doctoral thesis (60 ECTS).

Mentoring

Article 9

- 1) For the programs that are being implemented, teachers have the right to mentor who meet the criteria set out in the regulation which was in force at the time of accreditation of such programs.
- 2) For programs that are accredited from the moment of entry into force of this regulation, the right to lead / mentor a doctoral candidate has:
 - 2.1) Teacher with academic title full professor (prof. Dr.) Or associate professor (prof. Assoc.), Who is in full-time employment at the University and who has at least 3 (three) works in the respective field as first author or correspondent, published in journals indexed on Web of Science and / or SCOPUS.
 - 2.2) Exceptionally, at the request of the faculty council, a teacher with the academic title of assistant professor (prof. Ass.) Can be hired as a mentor, with at least 3 years of research experience, if there are at least 3 (three) works in the field relevant as first author or correspondent, published in indexed journals on Web of Science and / or SCOPUS.
 - 2.3) Evidence for the publication of papers published in journals indexed in Web of Science and / or SCOPUS must be submitted to CCDS.
 - 2.4) Publications of works in journals and dubious publishers are not taken into account.
 - 2.5) Mentor, in a special case, can also be professor emeritus, while the decision for this is taken by the Senate, on the proposal of CDS of the academic unit within which the studies are organized or of the council of the scientific field.
- 3) The mentor, without exception, must be from the narrow scientific field from which the doctorate is prepared. In this case, the field of the mentor's scientific publications and the courses he teaches at all three levels of study are taken into account.
- 4) To ensure the quality of the doctoral dissertation, if necessary (eg interdisciplinary research, research development or artistic creation in some institutions), the appointment of a commentator from another University may be proposed.
- 5) The co-mentor co-leads the doctoral student in matters agreed in advance with the mentor.
- 6) A co-mentor may not be involved in mentoring more than one doctoral student at a time.



- 7) No more than one co-author may be appointed for a doctoral dissertation except in specific cases (Article 6, paragraph 4)
- 8) A mentor may hire a maximum of two doctoral students enrolled within one academic year, but not more than three (3) doctoral students at a time.
- 9) Before taking on the role of mentor for the first time, when the University deems it necessary, each mentor must pass the mentoring workshop, which is organized by the University.
- 10) The teacher of an academic unit of the University can be a mentor in another university, if he notifies in writing the CCDS and the dean of the academic unit of the University.
- 11) A retired professor cannot be nominated for mentor / co-mentor.
- 12) The mentor / co-mentor who has been appointed to this position before retiring has the right to complete the mentoring until the end, but not later than the age of 70.

Mentor obligations

Article 10

- 1) The mentor has the obligation to guide the doctoral student during the work of the doctoral dissertation, to monitor the quality of the doctoral dissertation, to support the publication of his works and to participate in scientific and artistic projects.
- 2) In certain cases when the doctoral student is led by more than one mentor, each of them bears his / her responsibilities for the part of the research, predetermined and for the working procedure in the doctoral dissertation.
- 3) The mentor is obliged to submit a report once a year on the work of the CDS doctoral student of the academic unit, on the university form (Annex I).

Obligations and rights of the doctoral student

Article 11

- 1) The doctoral student is obliged to submit a report on his / her work to CDS once a year, on the university form (with the possibility of presenting the research).
- 2) The doctoral student has the right once during the studies to make a written request for change of mentor and topic, but not after the approval in the Senate of the project proposal and topic. Exceptionally, in case of inability of the mentor to continue mentoring (proven by a certificate of a specialist doctor), in case of his death or in case of finding relevant violations for the mentor by the relevant legal instances inside or outside the University, the candidate I can ask the Senate for permission to change the mentor (and the topic, as needed), even at a later stage. In such a case, the mentor and topic approval procedure is repeated.



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- 3) The doctoral student is obliged to accumulate the required number of credits (ECTS), through the respective stages of the study, as provided in Article 8 of this regulation.

Procedures for application in doctoral studies, selection of doctoral thesis and submission of doctoral project proposal

Article 12

- 1) When applying for doctoral studies, the doctoral candidate selects a topic from the list of topics previously approved by the council of the academic unit. The proposal of doctoral theses is approved before the announcement of the vacancy CDS and the council of the academic unit, depending on the quotas approved by KAA.
- 2) Within the form for submitting the topic and the mentor (Form F1) the doctoral student also signs the statement that he has not submitted a doctoral thesis with the same topic in other university studies, respectively in any other university
- 3) The candidate proposal for the topic and potential mentor is reviewed in the relevant program and the faculty council which, based on the criteria specified in this regulation, may recommend to the doctoral student a review of the proposal for the mentor and the topic, before the doctorate deepens in the field of research.
- 4) The final evaluation of the topic and the mentor is done in the third semester, in the framework of the evaluation of the doctoral thesis project proposal. The request for evaluation of the project proposal (Form F2) in addition to the formal notes related to the doctoral student, must also contain the following data:
 - 4.1) The title of the proposed topic;
 - 4.2) Data for the mentor (as the case may be for the second mentor, respectively the co-mentor);
 - 4.3) Elaboration of the topic and purpose of the research;
 - 4.4) Summary of research conducted so far on the topic of the doctorate;
 - 4.5) Hypotheses of starting research;
 - 4.6) Research material, methodology and plan;
 - 4.7) Expected scientific contribution of the proposed research;
 - 4.8) References cited;
- 5) The council of the academic unit, upon the proposal of CDS, appoints the commission for the evaluation of the topic and approves the draft-proposal of the topic, within one month from the date of the protocol of the submitted request. This commission consists of three (3) members, of which at least one member must not be a teacher of the studies



in question nor employed in the academic unit (faculty), which is responsible for studies. The proposed mentor cannot be appointed chairman of the committee.

- 6) The topic evaluation committee gives the evaluation for the expected original scientific / artistic contribution and for the possibility of conducting the research, at the latest one month after the submission of the request.
- 7) The draft-proposal of the doctoral thesis is defended before the council of the academic unit, not later than 15 days after the submission of the report of the evaluation commission.
- 8) Within one (1) month at the latest, CCDS must:
 - 8.1) Recommend the acceptance of the original proposal of the Council of the academic unit;
 - 8.2) Ask the doctoral student to complete / change the topic;
 - 8.3) Request from the Council of the academic unit to propose another mentor.
- 9) In case of a positive recommendation from the CCDS, the Senate must decide on the proposal for the topic and the mentor within one (1) month from the moment of such recommendation. Based on the positive evaluation by the Senate, the doctoral student is submitted the relevant decision for approval of the doctoral thesis topic (Form F3).
- 10) All scientific research on humans or animals must be in accordance with the provisions of the regulations of the ethics committee, must have the permission of the ethics committee of the faculty or university, as well as the institution in which the research is conducted; the consent of all the respondents separately (patients, respectively volunteers), if they are able to do so, respectively of their guardians or their legal representative.
- 11) If the doctoral student requests a correction / completion / change of topic or mentor, it must be submitted in written and reasoned form together with the relevant written statement of the current mentor (Form F4). CCDS proposes to the Senate the relevant decision regarding such a request of the doctoral student.

Doctoral thesis

Article 13

- 1) The doctoral dissertation is an original scientific dissertation, which is subject to public scientific / artistic evaluation.

Forms of doctoral thesis

Article 14

- 1) The forms of doctoral thesis are:



1.1) Scientific monograph;

1.2) In the form of a summary of scientific papers which the candidate publishes as the first author, in the indexed journals Web of Science and / or SCOPUS. In such works the candidate should be the first author, while the content of the works should be from the results obtained within the research of the candidate. in connection with the doctoral thesis. With the request for doctoral defense, the candidate submits the published works in the form of a monograph, which contains the introduction, methodology and main conclusions of the candidate's work.

1.3) The doctoral thesis in the field of art is an original artistic research in the context of contemporary artistic creativity and ends with the presentation of the work of art and the publication of a theoretical work related to such work.

Article 15

- 1) The doctoral dissertation must be written in Albanian, English and other languages of accredited programs.
- 2) The title, resume and keywords of the doctoral dissertation must be written in Albanian and English. The summary should enable the understanding of the purpose of the paper, research methods, results and conclusions.
- 3) The graphic representation of the doctoral dissertation should be in accordance with the guidelines presented in Form F5.

Public presentation on the progress of the doctoral thesis

Article 16

- 1) In the third semester, the student has the first presentation of the doctoral project proposal. In the fifth semester the student has the second presentation of the doctoral thesis.
- 2) Presentations take place before the faculty council, for which minutes are drafted.
- 3) The result of the presentation is also mentioned in the minutes.
- 4) The members present can give their views, suggestions, attitudes and comments, which would help the candidate in the further progress of the preparation of the doctoral thesis.
- 5) If during the presentations the student does not fulfill the basic goals set out in this Regulation, the faculty council decides to repeat the presentation within a deadline set by him.
- 6) For the progress of the presentations, the mentor prepares a written report, which is an integral part of the candidate's file.
- 7) After submitting the report, the student earns a certain number of points (ECTS) provided by the study program.



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- 8) The Dean is obliged 7 days before the day of presentation to publish the information on the website of the University / Faculty.

First presentation of the project proposal

Article 17

- 1) The purpose of the first presentation is to introduce the methodological approach of scientific research and the expected results.

The second presentation of the doctoral thesis

Article 18

- 1) In the second presentation, the candidate presents the research results and how to process them.

Mobility

Article 19

- 1) During the fourth semester the student is required to realize mobility in a scientific institution, or other institution relevant to the field of research abroad for a period of at least one week.
- 2) For the realization of mobility, the student brings evidence from the institution, which he submits to the mentor.
- 3) The mentor submits the certificate to the office of doctoral studies, for the evidence of the foreseen credits.
- 4) Evidence for the realization of mobility is part of the student file (Annex II).

Article 20

- 1) The doctoral student must submit to the Council of the academic unit the completed doctoral dissertation for evaluation within 3 years from the day the topic was accepted by the University Senate.
- 2) The submission of the completed doctoral thesis is done together with the request for evaluation of the thesis
- 3) The doctoral student may request from the council of the academic unit to extend the dissertation or research period for another year (Form F7).
- 4) In case the doctoral student does not submit the completed doctoral thesis for evaluation within the regular or continuous period of the dissertation, it is considered that the doctoral student gives up the certain topic of the dissertation.



Doctoral thesis evaluation procedure

Article 21

- 1) The doctoral dissertation, with the consent and signed opinion of the mentor (who in case should also take into account the opinion of the other mentor or co-mentor) for the research conducted and the original scientific contribution achieved, the doctoral student officially submits to the faculty or university (if studies are organized at university level). In case the mentor does not want to give consent, he / she is obliged to give a written justification within 30 days. After this period, within one (1) month after the submission of the mentor's reasoning, the Academic Unit Doctoral Studies Council reviews the mentor's rationale and proposes to the Academic Unit Council the formation or rejection of the appointment of the paper evaluation committee. of doctorate. In both cases, the mentor's reasoning is given to the members of the committee for the evaluation of the doctoral thesis, who will take it into account during the evaluation.
- 2) Before submitting the paper in the evaluation procedure, the doctoral studies service of the academic unit must certify in writing that the doctoral student has fulfilled all the obligations, as provided by the doctoral study program.
- 3) For the evaluation of the work, the doctoral student presents the work in written form on paper and in electronic form.
- 4) The council of the academic unit, on the proposal of the Council of doctoral studies, appoints the commission for the evaluation of the doctoral thesis. The Commission consists of three (3) members, of which at least one must be from a university outside Kosovo. The mentor may not be a member of the paper evaluation committee.
- 5) The members of the committee for the evaluation of the doctoral thesis must have at least the academic title of assistant professor (Prof. Ass. Dr.) and be of the respective field.
- 6) Simultaneously with the appointment of the commission for the evaluation of the doctoral dissertation, the Academic Unit publishes the title and resume of the dissertation in Albanian and English on its website, for a period of 30 days, and thus enables the dissertation to be subject to scientific criticism. and professional.
- 7) The members of the commission for the evaluation of the doctoral thesis and all those who have been enabled to review the doctoral thesis are obliged, before the evaluation is presented publicly, to be careful with the data and achievements in the thesis in question, in order preserving the scientific contribution of the doctoral dissertation as intellectual property.
- 8) The commission for the evaluation of the doctoral thesis is obliged to compile the written report for the evaluation of the doctoral thesis (Form F8) and submit it to the Council of the academic unit within two (2) months from the appointment. The chairman of the commission prepares the report, taking into account the written opinions of the members of the commission, while the report is signed by all members of the commission. Each



member of the commission has the right to give a special assessment. The report of the commission should contain the explicit evaluation regarding the original scientific / artistic contribution of the doctoral student. Depending on the level of work, the committee may also recommend to the Council of the academic unit to ask the doctoral student to complete the work or reject the work in its entirety.

- 9) In the first session, the council of the academic unit, after the report of the commission and the council of doctoral studies, decides on:
 - 9.1) Acceptance of the dissertation in the offered version;
 - 9.2) Returning the dissertation for completion or change;
 - 9.3) Rejection of the dissertation due to failure.
- 10) In case the dissertation is returned for completion or change, the council of the academic unit sets the time limit from 2 months to 6 months, within which the completion / change of the dissertation must be done.
- 11) The completed or amended dissertation must be submitted to the council of the academic unit together with the opinion of the committee for the evaluation of the doctoral thesis (which also takes into account the opinion of the other mentor or co-mentor).
- 12) On the occasion of the approval of the report of the evaluation commission, the council of the academic unit forms the commission for the defense of the doctorate. The commission for defense of doctoral thesis consists of three members. The commission for the defense of the doctoral thesis may be in the same composition as the commission for the evaluation of the doctoral thesis.
- 13) The positive decision of the Council of the academic unit regarding the dissertation, within one (1) month from the date of submission, is reviewed by CCDS which in case of fulfilling the conditions provided by this regulation proposes to the Senate the ratification of the doctoral thesis
- 14) The Senate within one (1) month from the date of the positive recommendation of CCDS takes a decision regarding the ratification of the Doctoral thesis

Doctoral dissertation defense procedure

Article 22

- 1) The doctoral student, in agreement with the dean of the academic unit and the commission for the defense of the doctoral dissertation, must make the public defense of the doctoral dissertation within two (2) months from the day of ratification in the senate.
- 2) The mentor participates in the defense of the doctoral dissertation on the part of the doctoral student, but has no right to make decisions.



- 3) The defense of the doctoral thesis is done with physical presence and is public. The call for public protection must be announced on the premises of the academic unit, on the official website of the academic unit and the university, at least eight days before the defense. The defense must be organized in the space of the university, ie its units, in the language in which the doctoral dissertation is written. In case of dual doctorates and doctorates realized in the framework of joint studies, the defense can be organized in another university. The protection procedure is conducted based on the protocol presented in Form F9.
- 4) The commission for the defense of the doctoral thesis makes the evaluation immediately after the public defense of the doctoral thesis. The assessment of the defense of the doctoral thesis can be:
 - 4.1) Defended it with great success;
 - 4.2) Defended it with great success;
 - 4.3) Defended it with good success;
 - 4.4) Defended it with sufficient success;
 - 4.5) Did not defend.
- 5) In cases when the defense commission assesses that the doctoral student has failed to defend the doctorate due to intentional non-compliance with defense procedures, intentional ignoring of the defense commission or any other behavior contrary to the usual norms of defense, the doctoral student loses the right for the defense of doctoral thesis.
- 6) In cases where the defense committee assesses that the doctoral student has failed to defend the doctorate due to insufficient preparation of the defense process, failure to provide meritorious answers to the committee questions or creating the impression based on serious ignorance of the material presented in the paper , the commission may decide to offer the doctoral student a period of one (1) year to repeat the defense process. If, even after the second attempt, the doctoral student fails to successfully defend his / her dissertation, he / she loses the right to defend his / her doctoral dissertation.
- 7) The decision, based on the evaluation resulting from the defense process, is taken by a majority vote of the members of the commission for the defense of the doctoral thesis, ascertained by their signature.
- 8) Minutes are compiled for the defense procedure in Albanian language, and in case the defense is done in another language, the minutes are compiled in that language as well.



Removal of the title "Doctor of Science"

Article 23

- 1) The Senate, on the recommendation of the Rector, may revoke the title "Doctor of Science" from the holder at any time, if it is found:
 - 1.1) Forgery or fraud during the assessment or examination.
 - 1.2) Plagiarism or infringement of copyright in the preparation of doctoral thesis.

Article 24

- 1) In case the results of the research of the doctoral dissertation represent an innovation which needs to be protected by intellectual property rights, the doctoral student and the mentor inform the central commission of doctoral studies about this. In this case, the doctoral student, with the consent of the mentor, before submitting the doctoral dissertation for evaluation, may request that the submitted doctoral dissertation be treated discreetly, until the moment of public defense.
- 2) The Central Commission for Doctoral Studies implements the procedure for legal and commercial protection of research results, in accordance with the regulation on intellectual property. In this case, the public defense may be postponed, in accordance with the doctoral dissertation, for a maximum of one year, from the day of ratification of the paper in the Senate. The decision to postpone public defense is taken by the Senate based on the recommendation of the CCDS and the request of the doctoral student.

Publication and storage of doctoral thesis

Article 25

- 1) The entire doctoral dissertation is published on the university's websites, one month after the defense at the latest. Information on the practical part of the doctoral dissertation in the field of art is published on the university website at least one month after the defense. In exceptional cases, based on the well-argued reasoning of the doctoral student and with the recommendation of the CCDS, the Senate may decide that the publication on the website be postponed for up to two years.
- 2) The doctoral dissertation in printed form is stored in three (3) copies in the archive of the academic unit, three (3) copies in the university archive and three (3) copies in the Central University Library.
- 3) The doctoral dissertation in the field of art is stored, in accordance with the type of work, in an adequate form (in written form, in the form of photography, video recording, audio recording, etc.) in the archive of the academic unit, in the university archive, in the Central University Library. no later than one month after protection.



Promotion

Article 26

- 1) Upon successful completion of the dissertation defense, the doctoral student gains the academic title of Doctor of Science (Dr. sc.) Or equivalent, while the full rights of academic degree and diploma in the case of promotion, when he takes the oath and signs in The scientific / artistic doctoral book of the University.
- 2) The doctoral student must, within one month after the defense, fill in the form for promotion to the degree of doctor of science / art and submit to the doctoral study service of the academic unit the related doctoral thesis and the electronic version for publication on the university website , respectively in the form of appropriate documentation of the doctoral thesis in the field of art (written form, photographs, video recording, audio recording, etc.).
- 3) The Rector hands over to the doctoral student the doctoral diploma in the solemn promotion, in which the doctoral student must participate in person or, in case of impossibility of participation, authorize in writing another person to receive the diploma for him.

How to ensure the quality of doctoral studies

Article 27

- 1) The doctoral studies service of the academic unit is obliged to take care of keeping and storing detailed records related to the research work and for the performance of other study tasks of each doctoral student, implying here the plan of obligations (preparation of the doctoral file), keeping records of the number of registered doctoral students and the number of doctoral students who have defended their doctoral dissertation.
- 2) Based on the annual reports of doctoral students (Form F10) and mentors (Form F11), CDS annually prepares a self-assessment report related to the doctoral study program (Form F12) and forwards the relevant notice to the faculty council, while this last in the Central Council of Doctoral Studies and the university senate.
- 3) The annual self-assessment report is attached to the re-accreditation application.
- 4) Criteria for evaluation include: scientific / artistic product of teachers and doctoral students, teaching, quality of doctoral theses, statistical indicators of the duration of studies, statistical indicators of the annual number of new doctors compared to the number of doctoral students, as well as the realization of international cooperation.

Transitional and final provisions

Article 28

- 1) This regulation enters into force on the day of approval by the University Senate.



-
- 2) Academic units are obliged to draft the guide according to this regulation.
 - 3) The following forms are an integral part of this regulation, which regulates their use (Annex IV):
 - 3.1) Form F1 - Introduction to the topic and mentor;
 - 3.2) Form F2 - Evaluation of the topic, mentor and doctoral project proposal;
 - 3.3) Form F3 - Decision on approval of the topic of the doctoral thesis;
 - 3.4) Form F4 - Request for change of topic and / or mentor;
 - 3.5) Form F5 - Instructions for compiling the doctoral thesis;
 - 3.6) Form F6 - Request for evaluation of the work;
 - 3.7) Form F7 - Request for postponement of public defense of doctoral thesis;
 - 3.8) Form F8 - Report on the evaluation of doctoral work;
 - 3.9) Form F9 - Protocol and minutes for the defense of the doctoral thesis;
 - 3.10) Form F10 - Annual report of the doctoral student;
 - 3.1) Form F11 - Mentor's annual report on doctoral student progress;
 - 3.1) Form F12 - Annual report related to the doctoral study program;

Chairman of the Senate
Prof. Assoc. Dr. Samedin Krrabaj



ANNEX I

COMPOSITION OF MENTOR REPORTS

1. The first progress report contains:

- 1.1) Evidence for the first publication in an international scientific journal (Web of Science and / or SCOPUS);
- 1.2) Evidence for the first participation in the international scientific conference;
- 1.3) Evidence for the first public presentation;

2. The second progress report contains:

- 2.1) Evidence for the second publication in the international scientific journal Web of Science and / or SCOPUS);
- 2.2) Evidence for the second participation in the international scientific conference;
- 2.3) Evidence for the second public presentation;
- 2.4) Evidence for the realization of mobility;

3. The mentor report contains:

- 3.1) Name and surname of the mentor;
- 3.2) Name and surname of the candidate;
- 3.3) The title of the doctoral dissertation topic;
- 3.4) Mentor statement confirming that the candidate's work is independent, original and free of plagiarism (document from the plagiarism detection system);
- 3.5) Analysis of the conducted research, as well as a brief description of the result obtained with the concluding remarks;
- 3.6) Proposal for the scientific council regarding the approval of the report and the appointment of the commission for the evaluation and protection of the work.



ANNEX II

COMPOSITION OF THE FINAL FILE

The final file of the doctoral candidate contains the following documents: *	
1	Grades transcript
2	Decision approving the doctoral thesis
3	The first presentation
4	The second presentation
5	The first progress report
6	Second progress report
7	First presentation at the international conference
8	Second presentation at the international conference
9	First publication in an international scientific journal (Web of Science and / or SCOPUS)
10	Second publication in international scientific journal (Web of Science and / or SCOPUS)
13	Plagiarism report
14	Evidence of mobility
15	External member data
16	Decision on the formation of the review committee
17	Report of the review committee
18	Proof of proofreading (stamped and signed by an authorized professional)
19	Decision of the Faculty Council
20	Physical copy of the doctoral thesis

** For each activity, written evidence must be placed in the doctoral student file.*

ANNEX III

ECTS CREDITS

Semester	activity	ECTS credits	
I	Compulsory course 1	5 to 10	
	Compulsory course 2	5 to 10	
	Compulsory course 3	5 to 10	
	Compulsory course 4 Methodology and ethics of scientific research	6	
		30	
II	Elective course (1 course)		6
	Activity 1	Seminar (empirical research)	2
		Presentation of the seminar results to the faculty council	2
		Presentation of the seminar results at the scientific conference	2
		Final seminar submission	2
	Activity 2	Preparation and presentation of in-depth research results in areas close to the doctoral thesis (at local or regional conferences)	4
		Research stay in laboratories / scientific institutions / clinics (abroad)	max 10
		Attitude for the needs of practicing, testing and verifying the findings of preliminary research, in local / international organizations / institutions	6
			8
			16
III	Doctoral project implementation plan	6	
	Approval of the doctoral project proposal	24	
IV	Publications in international journals	20	
	Publications in local magazines	5	
	Presentation at scientific conferences	5	
V and VI	Thesis and defense of the doctoral thesis	60	
Total ECTS credits		180	

ANNEX IV

Form F1 - Submission of topic and mentor

PRESENTATION OF THE TOPIC OF THE DOCTORAL THESIS			
GENERAL INFORMATION AND CONTACT OF PHD CANDIDATE			
Title, name and surname of the doctoral student:			
Study provider:			
Name of the study:			
Personal number i doctoral students:			
Allowing the topic	<input type="checkbox"/> doctoral study	<input type="checkbox"/> outside the study of PhD	<input type="checkbox"/> based on scientific achievements
Name and surname of mother and / or father:			
Date and place of birth:			
Address:			
Phones / mobiles:			
E-mail:			
CV OF THE PHD CANDIDATE			
Education <i>(chronologically from newest to oldest dates):</i>			
Work experience <i>(chronologically from newest to oldest dates):</i>			
List of works and active participation in scientific gatherings:			

TITLE OF THE PROPOSED ThESIS			
Albanian:			
English:			
Title in the language in which the paper will be written (if it is not in Albanian or English):			
Science Group science / field:			
THE PROPOSED OR POTENTIAL MENTOR (CO.)			
<i>(mention the second mentor if it is an interdisciplinary search or if there is another reason for more mentors)</i>			
	Title, name and surname	Institution, state:	E-mail:
First mentor:			
Commentary:			
MENTOR COMPETENCE - list of at least five papers published within the last five years			
First mentor:			
Second Mentor:			
REASONING THE TOPIC			
Summary in Albanian language <i>(maximum 1000 characters with spaces) :</i>			
Summary in English <i>(maximum 1000 characters with spaces) :</i>			
Introduction and overview of research (7000 characters with spaces are recommended)			

Purpose and hypotheses of the research (700 characters with spaces are recommended)

Material, entities, methodology and research plan (6500 characters with spaces are recommended)

Expected scientific contribution of the proposed research (500 blank characters recommended)

List of cited literature (maximum 30 references)

Estimation of costs for the whole research (in EUR)

Proposing sources of research funding

Type of financing	Project title	Project leader	signing
National funding			
International funding			

Projects e others			
funding own			
Ethical Council meeting at which the research proposal was approved			
statements			
<p>I responsibly declare that I have not submitted a doctoral thesis on the same topic at any other university.</p> <p>In Prizren, ____ . ____ . ____</p> <p style="text-align: right;">Signature _____</p> <p style="text-align: right;"><i>(Name and surname of the doctoral student)</i></p>			
The agreement of the doctoral student mentor on the proposed topic			
<p>I responsibly declare that I agree with the topic which is presented Signature _____</p> <p style="text-align: right;"><i>(Name and surname of the proposed mentor)</i></p> <p>Signature _____</p> <p style="text-align: right;"><i>(Name and surname of the doctoral student)</i></p>			
Approval of the Faculty Council			
<p>The proposed topic and the candidate were reviewed on XX. XX. XXXXX in the Faculty Council _____.</p> <p>The council approved the topic and mentor proposed by the candidate.</p> <p>In Prizren, ____ . ____ . ____ Signature _____</p> <p style="text-align: right;"><i>(Name and surname of the dean)</i></p> <p>VV</p>			

Form F2 - Evaluation of the topic, mentor and doctoral project proposal

EVALUATION OF THE DOCTORATE TOPIC

GENERAL INFORMATION AND DOCTOR'S CONTACT

Title, name and surname of the doctoral student:		
Holder of study:		
Name of the study:		
Student ID (or personal number of the doctoral student):		
Title of the proposed topic	<i>Working language:</i>	
	<i>Albanian</i>	
	<i>English</i>	
Science group / field:		

MENTOR (PARTICIPANTS)

	Title, name and surname:	Institution, state:	E-mail:
First mentor:			
Second Mentor:			
Elected committee for the evaluation of the topic and for the proposal of the mentor or co-commentators	Title, name and surname	Institution, state:	E-mail:
	1.		
	2.		
	3.		
The session of the respective body and the agenda item within which the commission is appointed			
Opinion of the Ethics Committee in which the decision was made to allow the research			

A. Report from the public defense of the doctoral thesis

(The doctoral thesis report should contain the introduction, literature description, working methodology, expected results and cited literature)

B. Evaluation of the doctoral thesis

(scientific source contribution and applicability assessment)

Thought and proposal:

Proposal for change or completion of the topic:

Proposal for change of mentor and / or appointment of co-mentor *(title, name, surname, institution):*

Doctoral dissertation defense planning *(write year and semester):*

Dissenting opinion *(only if any member of the Commission has a dissenting opinion)*

Signature _____
(Name and surname of the member of the Commission)

NOTE *(as needed):*

Elected committee for topic evaluation and mentor proposal	Title, name and surname, institution, state:	Signature:
	1. <i>(Chairman of the Commission)</i>	
	2.	
	3.	

In Prizren, _____

VV

Form F3 - Decision approving the topic of the doctoral thesis

DECISION APPROVAL OF THE TOPIC OF DOCTORAL THESIS			
GENERAL INFORMATION AND DOCTOR'S CONTACT			
Title, name and surname of the doctoral student:			
Study provider:			
Study title:			
Doctoral student identification number:			
Approval of the topic <i>(mark the box) :</i>	Imi doctoral study	<input type="checkbox"/> outside of doctoral study	. Based on scientific achievements
Title of the proposed topic	<i>Working language:</i>		
	<i>Albanian:</i>		
	<i>English:</i>		
Group science / field:			
MENTOR (PARTICIPANTS)			
First comment:	Title, name and surname:	Institution, state:	E-mail:
Second comment:	Title, name and surname:	Institution, state:	E-mail:
Selected committee for the evaluation of the topic and for the proposal of the mentor or co-commentator (s):	Title, name and surname	Institution, state:	E-mail:
	1.		
	2.		
	3.		
Date of public defense of the topic: <i>(day / month / year)</i>			
Date of registration of doctoral studies <i>(day / month / year) :</i>			

Planning the finalization of the doctoral thesis / topic <i>(write year and semester) :</i>	
The session of the respective body and the agenda item within which the decision for the approval of the topic was taken:	
Remarks (as needed):	
LIST OF APPENDICES <i>(out of form) :</i>	<ol style="list-style-type: none"> 1. Form F1 Submission of the topic 2. Form F2 Topic Evaluation 3. Opinion of the Ethics Committee (on topics for which it is mandatory)
Date and verification - stamp and signature of the responsible person:	
<p>In Prizren, Signature _____ <i>(Name and surname)</i></p> <p>VV</p>	

Form F4 - Request for change of topic and / or mentor

REQUEST FOR CHANGE OF TOPIC AND / OR MENTOR / CO-COOPERATOR ¹			
Name of doctoral study:			
Title, name and surname of the doctoral student:			
Personal number of the doctoral student:			E-mail:
Topic title:	<i>Working language:</i>		
	<i>Albanian:</i>		
	<i>English:</i>		
NEW TOPIC TITLE			
<i>(To be completed if it is desired to change the topic of the doctoral dissertation)</i>			
New topic title:	<i>Working language:</i>		
	<i>Albanian:</i>		
	<i>English:</i>		
REASONABILITY OF THE REQUEST FOR CHANGE OF TOPIC AND / OR MENTOR			
INFORMATION ABOUT THE MENTOR (ASSOCIATES)			
<i>(Write two mentors if it is an interdisciplinary research or if there is another reason for multiple mentoring)</i>			
	Title, name and surname:	Institution, state:	
The first mentor			
The second mentor			

¹ Please send the completed and signed form by email.

MENTOR (CO-MENTORS) OF (E) NEW (NJ)
(To be completed only if you want to change the mentor (s))

The first mentor		
The second mentor		

DECLARATION BY THE CURRENT MENTOR OR LEADER OF THE REQUEST

Place, date and signature

In Prizren, Signature _____
(Name and surname of the doctoral student)

Signature _____
(Name and surname of the mentor and / or study leader)

VV Signature _____
(Name and surname of the new mentor)

Form F5 - Instructions for compiling the doctoral thesis

Instructions for compiling the doctoral thesis

The doctoral dissertation is written in Albanian or any other language in which the doctoral studies are organized and contains the title, extended summary and key words in Albanian and English, respectively in another language in which the text of the work is.

The text of the doctoral dissertation must be grammatically and orthographically correct and without typographical errors. The paper should be printed on A4 paper (210 x 297 mm).

The page can have a maximum of 1800 - 2200 characters and should not have more than 35 lines. It is recommended that chapter titles be in bold, while subchapter titles be written in lower case.

The text of each page should be divided into logical parts.

The text is printed on only one side of the sheet and the pages should all be numbered, from the beginning to the end of the paper.

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

Submitted works must be related.

Page layout:

Font (font type) - Times New Roman

Size: 12 typographic points

Intersection: 1.5 rows

Right margin, left: 2.5 cm

Margina up - down: 2.5 cm

The pages on the front have a different shape

Illustrations (Tables and Illustrations)

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

Table numbers and labels should be placed on the table.

Illustration numbers and labels should be placed under the illustration.

If the illustration is not the original contribution of the author of the work, it is obligatory to write the source (if the illustration is published), ie the author (if the illustration is not published). The source is marked under illustration. If the illustration is a reproduction of the work of art, indicate the author (if known), the title, and other relevant data of the work.

The general rule is that in all written works the foreign text must always be clearly distinguished, foreign knowledge from the author's text, his conclusions, knowledge, ideas, similar data. Smaller parts of the text may be taken from other authors, but should always be clearly and visibly marked. Detailed instructions on how to write works, how to quote and refer to the works of others doctoral students should seek in the relevant literature, which dominates in the particular scientific field (Harward style, Oxford style, Chicago style, etc.)

The paper must consist of:

- Home in the language in which the paper is written;
- The front page is followed by the same page (as the front page) in English, if the paper is not written in English;
- Mentor / co-mentor information page (s);
- Acknowledgments (optional);
- Summary in the language in which the paper is written;
- Extended (structured) summary in Albanian, if the paper is not written in that language;
- Extended summary in English, in case the paper is not written in that language;
- Key words;
- Content;
- Working text (starting from the introduction);
- Completion;
- List of literature;
- Appendix (optional);
- Biography of the author with the list of published works.

"UKSHIN HOTI" UNIVERSITY OF PRIZREN

NAME OF THE FACULTY

(Times New Roman, 16)

NAME AND SURNAME

(Times New Roman, 16)

TITLE OF WORK

(Times New Roman 22, Bold)

DOCTORATE THESIS

(Times New Roman, 16)

Prizren, year

(Times New Roman, 14)

Second sheet - (cover in English)

Left margin 3.0 cm Upper margin 3.0 cm

UNIVERSITY "UKSHIN HOTI" PRIZREN

FACULTY NAME

(Times New Roman, 16)

NAME AND SURNAME

(Times New Roman, 16)

TITLE OF THE THESIS

(Times New Roman, 22, Bold)

DOCTORAL THESIS

(Times New Roman, 16)

Prizren, year

(Times New Roman, 14)

Lower margin 3.0 cm Right margin 3.0 cm

Third sheet - (content as on the cover):

"UKSHIN HOTI" UNIVERSITY OF PRIZREN

FACULTY TITLE

(Times New Roman, 16)

NAME AND SURNAME

(Times New Roman, 16)

TITLE OF WORK

(Times New Roman 22, Bold)

DOCTORATE THESIS

(Times New Roman, 16)

Mentor (s):

(Times New Roman, 16)

Prizren, year

(Times New Roman, 14)

Form F6 - Request for evaluation of the work

SUBMISSION OF DOCTORATE THESIS ²	
GENERAL DATA	
Doctoral students:	
Address:	
Tel./ fax:	
E-mail:	
Name of the study:	
Study leader:	
DATA FOR DOCTORATE THESIS	
Title in Albanian language	
Title in English	
Field of research	
STATEMENT OF THE MENTOR / COOPERATOR	
Place, date and signature	
In Prizren, _____ . _____ . _____ Signature _____ (Mentor name and surname)	
Signature _____ (Name and surname of the co-author)	

² Please complete the form and send it signed by email.

Form F7 - Request for postponement of public defense of doctoral thesis

REQUEST FOR POSTPONEMENT OF PUBLIC PROTECTION OF DOCTORAL WORK ³		
GENERAL DATA		
Name of the faculty:		
Name of doctoral study:		
Title, name and surname of the doctoral student:		
Personal number of the doctoral student:		
E-mail:		
Title of the doctoral thesis:	<i>Working language:</i>	
	<i>Albanian:</i>	
	<i>English:</i>	
MENTOR (PARTICIPANTS)		
	Title, name and surname:	Institution, state:
First mentor:		
Commentary:		

application

Please allow me to postpone the public defense of my doctoral dissertation before the Commission for evaluation and defense of my dissertation. The reason for this request is that the research results contain appropriate innovations for the protection of intellectual property rights through the relevant body. As the public defense of the doctoral dissertation also includes public appearance, which may disqualify the protection of the right through patent and other forms of intellectual property protection, please approve the postponement of the procedure provided for in Article 15 of the Regulation on doctoral studies.

In Prizren, _____.

Signature _____

(Name and surname of the doctoral student)

(Name and surname of the doctoral student)

Signature _____ Signature _____

(name and surname of the project holder)

(name and surname of the mentor)

VV

³ Please email the signed form.

Form F8 - Report on the evaluation of doctoral work

DOCTORATE WORK / MANUSCRIPT EVALUATION REPORT ⁴		
GENERAL INFORMATION AND CONTACT FOR THE DOCTOR:		
Title, name and surname of the doctoral student:		
Study provider:		
Name of the study:		
Doctoral student identification number:		
Title of the doctoral thesis:	<i>Working language</i>	
	<i>Albanian:</i>	
	<i>English:</i>	
Group science / field:		
MENTORS (OT)		
	Title, name and surname:	Institution, state:
First mentor:		
Second Mentor:		
Elected commission for the evaluation of doctoral thesis	Title, name and surname:	Institution, state:
	1.	
	2.	
	3.	
EVALUATION OF DOCTORAL WORK		
(Evaluation should include original scientific input and new discovery)		

⁴ Please send the completed and signed form by email.

Evaluation and proposal:		
Elected commission for the evaluation of doctoral thesis	Title, name and surname, institution, state:	Signature:
	1. <i>(Chairman of the Commission)</i>	
	2.	
	3.	
The session of the respective body and the item on the agenda, within which the decision for the appointment of the Commission was taken		
Remarks (as needed):		
<p>In Prizren, _____ . _____ . _____</p> <p style="text-align: right;">VV</p>		

Form F9 - Protocol and minutes for the defense of the doctoral thesis

PROTOCOL AND MINUTES FOR THE PROTECTION OF DOCTORAL WORK

The commission enters the room where the defense will be held in this order: 3rd member, chairman, 2nd member. The doctoral student stands before the Commission. The members of the Commission and the others present sit down, and then the chairman reads:

Honorable candidate, honorable members of the Commission and all of you present. I inform you that today the doctoral student

Name and surname of the doctoral student

will defend the doctoral dissertation with title

Title of the doctoral thesis:	<i>Language of workmanship:</i>	
	<i>Albanian:</i>	
	<i>English:</i>	

elaborated under the guidance of the mentor

	Title, name and surname:	Institution, state:
First mentor:		
Second Mentor:		

The doctoral thesis will be defended before the Commission of three (3) members, with the following composition:

Elected commission for the defense of doctoral thesis	Title, name and surname:	Institution, state:	Signature:
	1.		
	2.		
	3.		

Appointed by the responsible body

by date:

He received his doctoral dissertation _____

Title of the respective body

by date

On the proposal of the Commission for the evaluation of the doctoral thesis, with the following composition:

Elected commission for the evaluation of doctoral thesis:	Title, name and surname:	Institution, state:
	1.	
	2.	
	3.	

The chairperson reads the doctoral dissertation:

doctoral student CV - *prepared by the student service*

The chairperson reads the rationale for the evaluation of the doctoral dissertation.

Short report - *is prepared by the chairman of the commission, based on the report of the commission*

After reading the report, the president gives the floor to the doctoral student with these words :

I ask the doctoral student to submit his doctoral dissertation within 45 minutes.

After the speech of the doctoral student, the chairman asks the members of the Commission to ask questions from the field of research.

(Note: the mentor (s) does not ask questions)

At the end, the president asks the doctoral student questions

Questions of the Commission for the protection of doctoral thesis	
Member 2.	
Member 3.	
Chairman of the Commission	

The speaker asks the audience: Does anyone want to ask questions and ask the questioner to introduce himself / herself?

Questions from attendees	
<i>(name and surname)</i>	
<i>(name and surname)</i>	
<i>(name and surname)</i>	

The President concludes the procedure with the words: *If there are no more questions, he announces the defense of the completed doctoral dissertation and proposes that the Commission withdraw to take a decision.*

* * *

Upon return, the chairman reads:

„This Commission, after the public defense of the doctoral thesis, based on

(description of the commission regarding the way of defending, presenting and arguing the results, the way of formulating conclusions, answers to the questions of the commission, etc.)

unanimously received: by a majority of votes *(to be noted)*

DECISION

that

Name and surname of the doctoral student

has defended his doctoral dissertation .

The Commission will ask the Rector of the University that

Name and surname of the doctoral student

Promote it in the highest academic vocation

DOCTOR OF SCIENCE

by _____, **science group**

scientific field _____

In Prizren, _____._____.

VV

Form F10 - Annual report of the doctoral student

ANNUAL DOCTORATE PROGRESS REPORT ⁵			
GENERAL NOTES			
Name of the study:			
Title, name and surname of the doctoral student:			
Doctoral student identification number:		Year for which the report is given:	
E-mail:			
Type of study (mark the box) :	<input type="checkbox"/> full time	<input type="checkbox"/> with fixed working time	
MENTOR (CO-CEMENTERS)			
	Title, name and surname:	Institution, state:	
First mentor:			
Second Mentor:			
Study Advisor (only if a mentor has not been appointed) :			
ANNUAL REPORT			
Has the annual plan been drafted and is progress made according to it? (mark the box)	Compilation of the plan:		Progress has been made according to plan:
	<input type="checkbox"/> po <input type="checkbox"/> not		<input type="checkbox"/> po <input type="checkbox"/> not
If you marked it with no, justify why and suggest how to improve:			
Describe progress towards the preliminary report (max. 500 words) :			
Briefly describe the plan for the next period (max. 500 words) :			

⁵ Please send the completed form in electronically signed form.

<p>Write down the difficulties that affect or may affect the course of your study</p>				
<p>On a scale of 1-5, evaluate the quality of your research work (from the preliminary report) :</p>	<p>1 - insufficient 2 - sufficient 3 - good 4 - very good 5 - excellent</p>			
<p>If in the previous question you rounded it 1 or 2, justify why:</p>				
<p>On a scale of 1-5, evaluate the quality of your research work (from the previous report) :</p>	<p>1 - insufficient 2 - sufficient 3 - good 4 - very good 5 - excellent</p>			
<p>If in the previous question you rounded it 1 or 2, justify why:</p>				
<p>Participation in learning development <i>(subject in which you participated - type and duration of the lesson) :</i></p>	Name of the subject	Type of lesson	Duration <i>(weekly, hourly lessons)</i>	Total <i>(semester, eaching hours)</i>
<p>Participation in scientific and professional projects <i>(in the last academic year) :</i></p>	Institution	from	to	Name and type of project

Courses, workshops and training abroad <i>(in the past year academic) :</i>	Institution	From	To	Title	
Participation in scientific and professional gatherings <i>(in the past year academic) :</i>	Institution	From	To	Name of the gathering and type of press release	
Obligations assigned according to the plan <i>(in the last academic year) :</i>	Content			ECTS	ASSESSMENT
Scientific works:	<i>Attached to DR.SC.-04 list of works</i>				
MENTOR EVALUATION					
On a scale of 1-5, rate: <i>(1 - insufficient, 2 - sufficient, 3 - good, 4 - very good, 5 - excellent)</i>	Setting clear goals and expectations from the doctoral student			1 2 3 4 5	
	Assistance in the annual planning of research activities and professional development			1 2 3 4 5	
	Regular mentoring work with the doctoral student			1 2 3 4 5	
	Encouragement and assistance in the publication of scientific papers			1 2 3 4 5	
	The complete relationship of the mentor with the doctoral student			1 2 3 4 5	

EVALUATION OF DOCTORAL STUDIES

On a scale of 1-5, evaluate how satisfied you are with the quality of the following doctoral program:

1 - insufficient 2 - sufficient 3 - good 4 - very good 5 - excellent

If in the previous question you answered 1 or 2, justify and propose how to improve:

Place, date and signature

In Prizren, Signature

(Name and surname of the doctoral student)

VV

Form F11 - Mentor's annual report on doctoral progress

MENTOR ANNUAL REPORT ON DOCTOR'S PROGRESS ⁶			
Name of doctoral study:			
MENTOR (CO-CEMENTERS)			
MENTORS:	Title, name and surname:	Institution, state:	
First mentor:			
Second Mentor:			
Call, name and surname of the doctoral student:			
Personal number of the doctoral student:		Academic year for him to whom the report is given:	
On a scale of 1 - 5, express your satisfaction with the quality of the meetings	1 - insufficient 2 - sufficient 3 - good 4 - very good 5 - excellent		
If you answered 1 or 2 to the previous question, justify and propose how to improve:			
Has the work plan been compiled and is the doctoral student making progress according to the plan? <i>(tick the box)</i>	Compilation of work plan:	Has made progress according to plan:	
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
If not, state the reason and suggest how to improve:			
Assess the quality of the doctoral student's research progress <i>(from the last report) :</i>	1 - insufficient 2 - sufficient 3 - good 4 - very good 5 - excellent		
If you answered 1 or 2 to the previous question, justify and propose how to improve:			
Comment on doctoral student progress from recent report:			

⁶ Please email the completed form.

EVALUATION FOR THE PHD CANDIDATE

<p>Please rate on a scale of 1 - 5:</p> <p><i>(1 - insufficient, 2 - sufficient, 3 - good, 4 - very good, 5 - excellent)</i></p>	Preparing the doctoral student for consultations	1 2 3 4 5
	Planning and implementation of research activities in professional development	1 2 3 4 5
	Advances in research methodology	1 2 3 4 5
	Compilation and publication of scientific papers	1 2 3 4 5
	The attitude of the doctoral student towards the study in general	1 2 3 4 5

On a scale of 1-5, evaluate the quality of the doctoral student's work:

1 - insufficient 2 - sufficient 3 - good 4 - very good 5 - excellent

If you answered 1 or 2 to the previous question, justify and propose how to improve:

DECISION MAKING ON THE STUDY

Can the doctoral student continue his studies?

a) yes
b) yes, but with some conditions
c) no

If in the previous question you answered with b or c, justify:

Other remarks and the opinion of the mentor / co-authors (as needed) :

Place, date and signature

In Prizren, _____ Signature

(Mentor name and surname)

V V Signature

(Name and surname of the second mentor)

Form F12 - Annual report regarding the doctoral study program

ANNUAL REPORT ON THE DOCTORAL STUDIES PROGRAM ⁷						
GENERAL DATA						
Study provider:						
Address:						
Tel./ fax:		Academic year for which the report is given:				
Name of the study:						
Study leader:						
DOCTORAL STUDY DATA						
Study group science	Number of registrants		Number of compulsory courses	Number of elective courses	Number of elective courses	From these skills development courses
	<i>Full-time</i>	<i>Part time</i>				
Number of courses in English	Number of courses that can be taught in English	Date of accreditation	Total learning obligations (ECTS)	Potential number of mentors	Tuition fee: (in EUR)	
					<i>Full time</i>	<i>Part-time work</i>

⁷ Please complete the form and send it signed by email.

STRUCTURE OF TEACHERS, PHDS AND OTHER STAFF

TEACHERS:

	University "Ukshin Hoti" Prizren				Others - Kosovo		Others - abroad	
	Study provider		Others		Number	Average age (<i>in years</i>)	Number	Average age (<i>in years</i>)
	Number	Average age (<i>in years</i>)	Number	Average age (<i>in years</i>)				
Full professors:								
Associate Professors:								
Assistant Professors:								
Assistants:								
TOTAL:								

STRUCTURE OF PHD CANDIDATES BY TYPE OF STUDY

Academic year	Number of doctoral students enrolled in studies								
	Year 1.			Year 2.			Year 3.		
	<i>Full time</i>	<i>Part time</i>	External doctoral students	<i>Full time</i>	<i>Part time</i>	External doctoral students	<i>Full time</i>	<i>Part time</i>	External doctoral students
Number of approved doctoral topics	Number of doctorates defended			The average age of doctoral students who have defended their doctoral dissertation			Average duration of studies (<i>in years</i>)		

STRUCTURE OF DOCTORATES BY TYPE OF STUDY FINANCING AND GENDER

Type i study funding	Year 1.		Year 2.		Year 3.		They have a doctorate	
	M	F	M	F	M	F	M	F
Initiating scientist / assistant								
scholarships								

Expenses are borne by legal entities								
Self-financing								
TOTAL:								
mentoring								
Number of mentors who have guided doctoral students in the previous academic year	Number of mentors whose doctoral students have defended their theses in the previous academic year	Number of mentors' scientific papers, published in the previous academic year	Number of mentors' scientific papers published in <u>international publications</u> during the last calendar year	Number of mentors' scientific papers, published <u>in collaboration</u> with doctoral students during the last calendar				
NUMBER OF RESEARCH PROJECTS IN THE LAST ACADEMIC YEAR								
funding	MEST	Economy / public sector	Intrnational	Others	Total			
Number of projects:								
Number of <u>teachers in</u> doctoral studies involved in projects:								
Number of <u>doctoral students of</u> this study involved in projects:								

QUALITY OF LESSON

To assess the quality of teaching, data are extracted from surveys, which the faculty periodically conducts based on the doctoral study program. If such a survey is not applied, this should be noted.

Lay out the main opinions and remarks of doctoral students, expressed in the survey on the quality of studies, especially on:

- The usefulness and quality of sources of information to learn;
- The importance of teaching to understand certain contents;
- Content and quality of elective courses;
- Content and quality of compulsory courses;
- Evaluate the amount of teaching alongside research;
- Offer of elective courses;
- The opportunity to attend courses that are not part of your studies.

PROFESSIONAL PERFECTION OF DOCTORS⁸

Type of perfection	Number of doctoral students of this study, who have been abroad in professional residence	Duration (in days)	Number of doctoral students from abroad who have stayed in current studies	Duration of their stay (in days)
Scientific				
Educational				
Professional				

NOTE (ACCORDING TO NEED):

In Prizren, _____ Signature _____

(Supervisor of doctoral studies)

VV

⁸ The data related to the academic year