

REPUBLIC OF KOSOVO
ISPE COLLEGE



REGULATION OF ISPE COLLEGE

ON THE ORGANIZATION OF MASTER STUDIES AT ISPE COLLEGE

Approved on 15.10.2011 by the decision of the Council of College

PRISHTINA, 2011

Based on the Law no. 04/L-037, date September 9, 2011 on Higher Education of the Republic of Kosovo and the Statute of ISPE College, the Council of ISPE College adopts this:

REGULATION

ON THE ORGANIZATION OF MASTER STUDIES AT ISPE COLLEGE

GENERAL PROVISIONS

Article 1

This regulation aims at regulating the conditions, manner of organizing and conducting master program for European Studies, and obtaining scientific degrees on the basis of these studies, in accordance with the Law on Higher Education and on the Statute of the ISPE College.

Article 2

ISPE College conducts master studies in the fields of accredited programs.

Article 3

Post-graduate studies (Master) shall be carried out under the European Credit Transfer System (ECTS). The scope and the structure of ECTS shall be defined according to the respective teaching plan/accredited curricula.

Article 4

Master studies shall be realized through lectures, mentor system, consultations, preparation of seminar papers, examinations and other forms of study, as well as the defence of master thesis.

Article 5

The implementation of master studies shall be done in compliance with the provisions of the Statute of ISPE College and the respective regulations of the ISPE College, which deal with the rights and obligations of students, acquisition of the diploma on the scientific degree of Masters.

REGISTRATION CRITERIA, IMPLEMENTATION OF STUDIES AND ACQUISITION OF SCIENTIFIC DEGREES

Article 6

1. The enrolment right on the second degree of the post-graduate studies, according to the module 3+2 (two years) shall have the candidates who possess a university diploma (verified) (of the first degree), or equivalent to the three-year studies (180 ECTS) or four-year studies (240 ECTS).
2. Enrolment right on the second degree of post-graduate studies, according to the module 4+1 (three semesters), shall have the candidates who possess a university diploma (verified) (of the first degree), or equivalent to four-year studies (240 ECTS).
3. The students who their basic university studies have completed with system of 4 years (diploma 240 ECTS) and wishes to commit their master studies within 1 year (2 semesters)

- and the defending of the master thesis) but that the basic university studies have completed in another field from the master studies that aims to attend, the ISPE College may decide to be subject to additional /differential exams.
4. The additional /differential exams aims that preliminarily the students to acquire the concrete knowledge in the field of the master studies which aims to attend, the knowledge which due to the different program/curricula of the basic studies had not have the possibility to acquire. The additional /differential exams shall be held before the start of the academic year. As a rule, shall be organised until 6 (six) differential exams. For the differential exams decides the department/program of the respective Master studies.
 5. For the students who their basic university studies have completed with the system of 4 years (diploma 240 ECTS) (included even those from the paragraph 3above), for conducting of Master studies within a period of 1 year (2 semesters and the defending of the master thesis) the ISPE College cares for the full application of the teaching curricula/program of studies and for the student to be completed with the full number of credits as it is provided by the decision on accreditation of the respective program by the Accreditation Agency of Kosovo (AAK);
 6. In calculation of the final number of credits (ECTS) which has earned the student at the end of the master studies, and in fully accordance with the curricula of study accredited, the respective master program may calculate even the credits (ECTS) of the additional /differential exams, if these are the same or equivalent in the content with certain modules in the curricula of studies.
 7. For this purpose (point 6 above), it is the obligation of the respective program of master studies to organise according to the better manner the issue of the additional /differential exams.
 8. At the end of master studies, the students who have successfully completed studies and defended the Master thesis, shall obtain the degree Master of Science with 120 ECTS (credits) earned, as a rule together with BA degree 300 ECTS. The number of credits (ECTS) earned may change and depends on the decision on the accreditation of the program.

Article 7

Foreign nationals shall be eligible forenrolment on the master studies according to the conditions and manners regulated by the Law on Higher Education in the Republic of Kosovo, Statute of ISPE College and this regulation.

Article 8

1. The enrolment of Masters Studies by the candidates who have graduated in inadequate specialized studies shall be regulated by a special decision of the Council of ISPE College.
2. Against the decision of the Council which ascertain that the applicant does not meet the conditions for registration on post-graduate studies, the candidate has no right to appeal.

Article 9

Person registered at the ISPE College acquire the status of master student. The status of the student may be verified with the card of the student and with the attestation on the status of student issued by the ISPE College.

FINAL ASSESSMENT

Article 10

1. Students on masterstudies will be continuously tested about their knowledge. Students shall have the right to enter the final examination, after the completion of lectures on the relevant subject.
2. In addition to the evaluation, the final assessment shall be expressed by a certain number of credits.

Article 11

Applications for exams shall be done through the administration of ISPE College, which is in service to students, in compliance to the acts of the ISPE College.

Article 12

1. Students shall have the right to undergo every examination 3 (three) times.
2. If the student fails to pass the exam for the third time, he or she by his/her request must be subject of the examination in front of a commission.
3. The Commission shall be established by the Director of ISPE College and shall consist of 3 (three) members. The lecturer of the module can be the member of the Commission.

Article 13

1. The professor shall make the final assessment of the module.
2. The assessment of the knowledge of the student through the exam, may include: the practical part of the exam, the written part (test) and the theoretical part of the exam (verbal exam) or the assessment through the academic work/seminar.
3. During the final assessment shall be taken into consideration the results of all the activities during the lectures and exercises in the certain modules.
4. The ISPE College in the case of evaluation fully respects the academic freedom and the exclusivity of the professor/lecturer of the module.
5. The description of the knowledge of student shall be made through the grades as in the following:
 - a) 10 dhe 9 (excellent)
 - b) 8 (very well)
 - c) 7 (well)
 - d) 6 (sufficient)
 - e) 5 (insufficient)
6. The exams can be held before the Commission in these cases:
 - a) When this is so provided in the program of studies.
 - b) When the student shall be complained for the evaluation made by the lectures in the exam.

PRESENTATION, DRAFTING AND DEFENCE OF MASTER THESIS

Article 14

Master thesis shall be an achievement of the independent work of the students, it systemize the existing scientific knowledge and contribute to their further development.

Article 15

1. The student can submit the Master thesis after the registration of the last semester.
2. By the decision of the Council of ISPE College shall be determined the scientific fields in which the students can defend the master thesis.
3. Students determine the title of the master thesis by being consulted with the professor of the module who is a candidate for mentor.

Article 16

1. The submission of the master thesis should be done through the administrative service of ISPE College.
2. The submission includes: the title of the thesis; a detailed draft proposal for master thesis, the working plan and the consulted literature. Attached to the submission of the master thesis shall be its conceptual plan.
3. After having received the report from the administration, the leader of the program shall confirm the topic of the master thesis and issues a decision on appointment of the mentor.

Article 17

1. The student shall have the right, through the administration of ISPE College, to require the changing of the thesis title and of the mentor.
2. The request for such a purpose must be filled in writing and accompanied with an adequate justification.
3. The leader of the respective study program of ISPE College shall decide about the request.
4. Against the decision on the request, the student has the right to appeal to the Council of ISPE College.

Article 18

1. The student shall be obliged, not later than the double time of the period of studies to complete his/her studies, which means to perform all the duties related to the pass of the exams as well as to preparation and defences of the master thesis.
2. The Director of the ISPE College may decide to extend the deadline for completion of studies for those students who have not achieved to complete their studies in the double time of the period of studies. This is dedicated to those students who for objective reasons have not achieved to complete their studies within the provided normal time of studies and do make a request for extra time.
3. The Director of the ISPE College may also issue a decision which aims all the students who are registered in a certain year of studies of all the programs of studies or separate the certain programs of studies. In this case no written request of students is needed for the extension of the deadline.

Article 19

1. After drafting the master thesis, the student must submit it to the administration of ISPE College 5 (five) copies of exemplar papers in printed version, and one exemplar in the electronic version.
2. After having received the master thesis, the leader of the program/or the Director of ISPE College shall form the commission for the assessment and the defence of the master thesis.
3. The Commission for assessment and defence of the master thesis shall be established within 30 (thirty) days upon the submission of the paper.

4. The Commission for assessment and defence shall consist of 3(three) members. Two of the Commission members are lectures from the field in which the master thesis it is based, while the third member may be of an approximate field.
5. The mentor/supervisor shall not be the Head of the Commission. The supervisor shall hold the scientific degree Dr/PhD (Doctor of Science), also the Head of the Commission shall hold the scientific degree Dr/PhD (Doctor of Science), the other member of Commission may be holder of the scientific degree Master/ Magister MA/LLM.
Exceptionally, and in certain cases the Head of Commission can be appointed a lecturer who bears the scientific title Master MA / LL.M
6. The mentor/supervisor may decide not to continue working/corporate with the candidate when he/she within a period of 60 (sixty) working days has not proven serious commitments in working his thesis.
7. The Commission for assessment and defence takes decision on the defence of thesis.
8. The Commission cannot be withdraw without a decision taken/the respective assessment. The defence of the master thesis always shall be closed with the respective assessment.
9. There is not allowed anycomplain of the student on the assessment taken in the defence of the thesis or any request of the student for a second opportunity to improve the assessment given by the commission. The assessment of the Commission for assessment and defence is final. The Commission after the assessment taken may give a deadline to the candidate to make improvements on his/her thesis.
10. In case the Commission assesses negatively (not passing – grade) the student in the defence of the thesis, then the student has one more opportunity to defend the thesis. In this case the thesis of the student (regardless of the same or different topic/thesis) shall be subject of a new evaluation/assessment and the first assessment has no impact on the evaluation of the student.
11. The student who for two (2) consecutive times fails in the defending of the thesis (in case when the thesis even for the second time has the same thematic), definitively loose this opportunity and consequently the status of the student.

Article 20

1. The day of defending the master thesis the Commission shall be appoint within 15 (fifteen) days from the consent given by the mentor/supervisor of the topic.
2. As a rule the Commission for assessment and defence, after the presentation of the student and his/her answers on the eventual question made by the members of the Commission, the Commission takes the decision. The decision shall be communicated to the student/candidate and shall be written to the minutes/ the respective report.
3. The master thesis shall also be evaluated according to the above mention grades. The candidate successfully passes or defend the thesis if assessed with the grades from 6 (six) until 10 (ten).
4. After the successful defence, the master thesis shall be putted at the Library of the ISPE College.

Article 21

1. The defence of the Master thesis as a rule shall be public, with the request of the student the defence may be organised as closed.
2. The schedule for the defence of the thesis may be published in the internet web page of the ISPE College, at least 7 (seven) days prior to its defence.

Article 22

1. Students, who have successfully completed the master studies and defended the Master thesis, shall obtain the degree Master of Science with 300 ECTS earned.
2. Diplomas for achievement of the master degree shall be issued in a verified form and content by the Ministry of Education.
3. The promotion of the Masters on Science shall be realized by ISPE College.

Article 23

The Commission for assessment and defence of the master thesis shall have the right on compensation according to the amount defined by the Council of ISPE College.

Article 24

This regulation enters into force on the date of approval.

Prishtina, 15.10.2011

Chairman of the Council of ISPE College,

Prof. Dr. Dr hc Hagen Lichtenberg

