



**UNIVERSITETI I PRISHTINËS
"HASAN PRISHTINA"
UNIVERSITY OF PRISHTINA**

Rr. Xhorxh Bush, Ndërtesa e Rektoratit, 10 000 Prishtinë, Republika e Kosovës
Tel: +381 38 244 183 • E-mail: rektorati@uni-pr.edu • www.uni-pr.edu

Nr. Prot.: _____

Datë: ____/____/_____

Based on the competencies for the determination according to article 87, points 2 and 3, in the Statute of the University of Prishtina and with the proposal of the Study Commission of the University of Prishtina, the Senate of the University of Prishtina in the meeting held on 10.06.2019 approval

**REGULATION
FOR MASTER SCIENTIFIC STUDIES**

General provisions

Article 1

This regulation defines the unique criteria for the organization and types of studies, the conditions of enrollment in studies, the conditions of enrollment of the year, the duration of studies, the change of the study program, the work of the master's degree, defense procedure and other important issues for master studies at the University of Prishtina hereinafter UP in Prishtina.

Organization and types of studies

Article 2

1. UP organizes regular studies of the master level for obtaining the scientific degree-arts in the defined programs of master studies.
2. UP can organize (also interdisciplinary master studies) or with other universities on the basis of joint study programs and mutual memoranda of partnership.
3. Programs in master studies must be in line with the needs of scientific, professional, cultural and economic development in Kosovo as well as in line with the (requirements) of the labor market.

4. The study program, the organization of the lesson, the compilation of the syllabi as well as the way of teaching and learning is done in harmony with the criteria of the Bologna Charter.
5. The initiative for accreditation or re-accreditation of master study programs comes from the respective faculties, respectively the relevant departments, which in this process interact with the Office for Academic Development of UP.
6. Faculties, respectively departments must meet the requirements and criteria of KAA for accreditation or re-accreditation of study programs as well as other requirements for accredited programs.
7. The UP Senate gives the final approval for the proposal and opening of new programs within the University, continuing with other procedures for fulfilling the legal requirements submitted by KAA.
8. The faculties, respectively the departments are responsible and must start the preliminary procedures (according to the standards and requirements of the KAA) for the study programs for which the accreditation is completed in order for the same programs to have continuity.

Article 3

1. In the master level studies have the right to apply all the candidates who have completed the basic studies (bachelor) with credit 240 ECTS (four years of study) for master studies with 60 ECTS or 180 ECTS (three years of study) for studies master me 120 ECTS.
2. Due to the contents of the programs, the faculties may set concrete criteria regarding the right of registration for students coming from study programs different from the field of study where they wish to apply.
3. In the master level studies have the right to apply all the candidates who meet the conditions of the competition, according to the contents of the accredited program.
4. Candidates who have completed basic studies abroad, whose diplomas are recognized (equally valued - calculated) by the Ministry of Education, Science and Technology, have the right to apply for master studies, according to the law and regulations in force.
5. The selection of candidates is done according to the criteria set by the Statute of UP and according to the conditions set out in the accredited program and which are submitted in the competition.

Article 4

The master studies end with the completion - public defense of the work and the student receives the diploma with 120 ECTS or 60 ECTS, depending on the study program.

Article 5

1. The right to teach in master studies has the teaching staff with university vocations: full professor, associate professor and assistant professor, who meets the conditions provided by the Statute of the University of Prishtina. Numerical, analytical, artistic and laboratory exercises can also engage assistants.
2. Assistants develop the teaching process by holding exercises, seminars, discussions, counseling, etc. The assistant cannot be a course holder at the master level nor give lectures.
3. In certain cases, two or more teachers can teach a subject. In cases when the lesson is held by two or more teachers, the grades in SEMS are evidenced by the course holder.

Article 6

Teaching in master studies is realized in the form of lectures, seminars, numerical / analytical / experimental / laboratory exercises, practical work, field work, artistic work, study visits, discussions, professional consultations and through independent works of students.

Registration conditions

Article 7

1. The proposal for the number of students for enrollment is given by the department, and which is approved by the Faculty Council (based on accredited study programs).
2. The final decision for announcing the public competition is taken by the Senate of the University of Prishtina in cooperation with MEST.

Article 8

1. The selection of candidates according to article 3 (three) of this Regulation is made by the respective Commission, composed of at least 3 members, which, upon the proposal of the department, is approved by the Faculty Council.
2. The commission must be competent and professional in the field of studies.
3. The Faculty Council appoints an Appeals Commission for Proceedings of complaints regarding decisions during the registration competition process.
4. Candidates who are not admitted to the master level studies can file a written complaint in the administrative service of the faculty, addressing the complaint to the Complaints Commission of the Faculty, within two working days after the publication of the results. Commission for the complaint compiles a report on the complaints of the complained candidates. This report is approved by Faculty council.
5. The decision regarding the students' requests is taken within a period of two working days after review of complaints by the Complaints Commission or according to deadlines set otherwise from the competition.

Article 9

1. Registration of students in the first semester of master studies is done in the Administration of the University of Prishtina, and the provision of the student with ID - card is done by IT service at the Faculty after verification by the student service for studies master at the faculty level.

Change of program / direction of studies

Article 10

1. For the change of the study program or for the transfer of the student from any Faculty UP, or from any other University accredited inside or outside the country, are valid provisions provided by the Statute of the University of Prishtina.

Duration of studies

Article 11

1. Master's degree studies last 2 (two), 3 (three), respectively 4 (four) semesters, depending according to the accreditation / re-accreditation of the program. Upon completion of these studies, the student accumulates 60 ECTS credits, 90 ECTS credits or 120 ECTS credits, depending on the program studies.
2. The student maintains the status of a regular student for as long as twice the duration of regular studies, performing the prescribed obligations according to the requirements of the program and other details provided by the UP Statute.
3. The student may once request to extend the duration of studies for one or two years, a decision taken by the faculty council, in accordance with Article 150 of the Statute of UP.
4. The beginning and the end of the semesters are done according to the provisions of the Statute of University of Prishtina.
5. Teaching in master studies takes place for 15 weeks within a semester (possibly extension of this term by any decision taken by the Faculty Council for you adapted to the specifics of the respective programs).

The rights and obligations of students

Article 12

1. Students have the right to appeal against the decision imposed by the organ Faculty bodies they have to do with their rights, obligations and responsibilities.
2. Such complaints are handled according to the Statute of UP. (Disciplinary measures are regulated by Article 23 point 1.6.1 while complaints about registration Article 107 point 2).

Registration conditions of the year

Article 13

The Senate of the University of Prishtina with a special decision determines the conditions of registration of the following year of studies.

Organizing exams

Article 14

1. The student gains the right to take the exam in a subject after completing the obligations are foreseen with the curriculum of master studies, respecting the schedule € exams announced by the Faculty)
2. The ways of organizing the exam can be: analytical / numerical / laboratory / practical, theoretical, formative and which can be a test or oral answer questions.
3. Other methods can be used to assess the success of the student exam of the assessment, defined in the syllabi of the respective subjects and in the specifics of the accredited program.

Article 15

Exams in master studies are held throughout the academic year according to the deadlines published / approved by the Faculty based on the Statute of UP and with decisions of the Senate of the University of Prishtina.

Article 16

1. For the success achieved in the exam, including the evaluation of the diploma thesis the student is evaluated with a grade of 10 (excellent) and up to 5 (insufficient).
2. The grade of the master's thesis is set by the mentor in SEMS, based on the minutes of the defense of the diploma thesis signed by the members of the commission.
3. The commission for protection of the master thesis makes the evaluation immediately after the defense master's degree. The evaluation of the protection of the master thesis can be: - Defended it with great success, very good, good, sufficient; (I appreciate it 100-90 possible points = "excellent"; 89-80 possible = "very good" 79-65 possible points = "good"; 64-50 possible = "sufficient"; 49 less points possible = "impassable"), or did not protect. The post-defense commission completes form F5.
4. The decision is taken by a majority vote of the members of the commission for the protection of the work master, ascertained by their signature. Work which has not passed the defense, can be reworked if the mentor gives approval for the continuation of the same work diploma and apply for defense for the second time, after a period of skin 2 years after which the right to defense is lost.
5. Minutes are compiled for the defense procedure in Albanian language, in case the defense is made in another language; the minutes are also compiled in that language.
6. The grade is recorded in SEMS with ID-card number and Report in physical form is sent to the student service.
7. If the student fails to complete the exam in 3 terms, he is obliged to repeat the respective subject from the beginning.

Article 17

For students dissatisfied with the assessment and the grade obtained in the exam, the provisions of Statute of the UP.

Master's degree thesis

Article 18

1. The student can apply for the approval of the thesis proposal respectively project proposal for the master's thesis after it has all been completed obligations provided by the study program, respectively for students of the programs studies with 60ECTS respectively 90ECTS first semester all exams e completed, while for students of master study programs with 120ECTS to have completed all exams for the first semester of the year of study;
2. Application form for approval of theses - draft diploma proposal for all UP it is the same and it is taken at student services or on the faculty website. (F1)
3. The request for approval of the master thesis is made in writing. An integral part of the application should to be a draft proposal for the topic, 1 which should contain the following elements:
 - 3.1. Reasoning of the proposed topic,
 - 3.2. The purpose of the study,
 - 3.3. Summary of literature,
 - 3.4. Research question and hypothesis / s,
 - 3.5. Research methodology,
 - 3.6. Expected research results
 - 3.7. References of the reviewed literature.
4. Completed application and signed by the teacher who can be a candidate potential for a mentor, is recorded and delivered to the service.
5. Mentor 1 of the diploma thesis can be any teacher who has one of calls professor at UP. If necessary, the mentor can also be my teacher one of the calls for a professor outside UP, but in this case a co-mentor within the UP. The ranking will be: the mentor from UP, then the commentator (at least the scientific degree Dr.sc.) outside UP. Thus the responsibilities administrative and procedural up to the defense of the diploma thesis will be weight e internal mentor (UP).
6. The master's thesis is individual and can be worked by a research group of 2 or 3 students, respecting article '118 of the UP statute, 1 which specifies this issue.

Article 19

1. The department reviews the student's request regarding the project proposal e diploma master and proposes to the faculty council for approval, or return) for completion or even refuse. In case of approval, the department proposes it as well diploma thesis evaluation committee One of them should be the mentor 1 diploma paper. The department proposal is forwarded to the council for approval faculty.

2. After the proposal of the department is approved in the faculty council, the commission is 1 must complete the form (F2) within 15 days, which approves department.
3. This form together with the request for evaluation (F1) must be part of the physical file of candidate.
4. If the department proposes the completion of the project proposal, then it is dynamic change is determined by the department.
5. In case of rejection of the project proposal, then the process of handling the kërkesës.

Article 20

Thesis 1 master's degree is an independent activity (scientific / artistic of the candidate / candidates and must prove that the student during the time of study has acquired competencies according to study program.

Article 21

1. At least three months after the date of the decision of the faculty council to approve the application for evaluation of the project proposal and in cooperation with the mentor, the candidate may request handwriting assessment request, request (F2).
2. The registered application together with four soft copies of the diploma thesis is submitted to serve.
3. The printing of the master's thesis should be done on both sides of the A4 sheet. Working should be written using the Times New Roman font, size 12. Space between lines should be 1.5 throughout the document. The instruction must be followed writing and ordering of the diploma thesis.
4. After receiving the request and copies of the topic, the commission prepares the evaluation report of manuscript of the master thesis for the department, respectively the faculty council. (F3)

Article 22

1. At the next meeting of the department, the commission prepares the evaluation report. diploma thesis manuscript (F3).
2. After the debate, the department can reject it, request completion or approve).
3. In case the department approves the report of the commission, it 1 proposes to the faculty council for approval by the commission for public protection. Members of the mbrojt commission for public protection there must be at least two people from the narrow areas of the diploma thesis.

4. The members of the defense commission must be at least two people from the respective Faculty.
5. The mentor (not the chairman) may also be on the defense committee and should be nominated also a reserve member.
6. The members of the commission can be the academic staff called by the professor from UP and outside UP (except for the President, who is a professor in accredited programs and in the field percussion).
7. In this meeting, the department proposes the modality for public discussion of the topic, which should last 15 days.
8. In case the department proposes the completion and changes in the report of the commission then the dynamics of change is determined by the department.

Article 23

1. After the closing of the time limit provided for discussion, in case of need the commission meets recommendations from the public discussion and jointly assesses whether they should be incorporated on topic and report or not.
2. In case of changes of the report (F3) set result for public discussion, then once again the department reviews the vilification report.
3. In case the public discussion phase did not produce significant changes in the report (F3) of the evaluation committee, then it is forwarded as proposal 1 treated according to Article 22, point 3, directly to the faculty council.
4. The report must be signed by the commission.
5. In case one of the members of the evaluation commission does not sign it or has an opinion negative, then on the proposal of the department, the faculty council refreshes the commission.
6. The report as such is recorded and a copy together with the request (F2) goes to the file student, one for the chairperson and one for the mentor.

Article 24

1. The Faculty Council in the next meeting takes a decision to approve the report (F3) and the formation of the defense commission.
2. If during the debate in the faculty council a decision is made for a partial change of report (F3), then the time dynamics are determined by the faculty council 1.
3. The Commission for Protection has the obligation to organize the public defense no later than 10. days before } the date when the commission takes the decisions of the council.
4. In the meantime, the candidate taking into account the latest suggestions of the commission made improvement of the diploma thesis and prints 7 copies with strong covers and according to guidance.
5. Original copies of the diploma thesis must be recorded and submitted to the offices of student service.
6. In case the candidate does not complete the dissertation at a distance | (one) year from the date when the topic is allowed by the Faculty Council, the candidate may submit a request for continuation of the work of the topic in the additional period of 6 months.
7. In case the candidate does not complete the diploma thesis work even after continuing allowed 6 months by the Faculty Council, it is considered that the work has not been successful candidate and the candidate is required to submit the new diploma thesis for graduation in the respective MA program, as well as with a new mentor.
8. Master studies are completed according to the absolute deadlines set by the provisions of the Statute të UP-së.

Article 25

If the work of the candidate is rejected by the relevant Commission or the candidate for does not complete the paper within the deadline according to the previous article, the candidate has the right to submit a written proposal for the new title of the master thesis. This is a possible candidate can use it only once.

Article 26

1. If the council 1 faculty with the proposal of the department to return the candidate work to be completed, in which case it may extend the Commission for the evaluation of completed work. The candidate must complete the farthest master's thesis within 6 (six) months.
2. When the Commission accepts the manuscript of the completed work, it is obliged to draft new report on the evaluation of the work and the same through the department to send to the faculty council within 15 days from the day of receipt of the manuscript.

Article 27

1. The commission, in agreement with the candidate and with the approval of the department, appoints him date and place (hall) public protection of the work.
2. The secretary of the faculty (department) in consultation with the evaluation commission, announces notification for the defense of the master's degree thesis at least 5 days before the day of defense.
3. The announcement is published on the bulletin board at the Faculty and on the ucb-website of the Faculty. In notification provides information about the candidate, topic of the paper, date, time and hall of defense public.
4. Public protection is led by the chairman of 1 commission, according to the protection form (F4).
5. Public protection of the master's thesis must be done within a period not less than than 5 days and not more than 30 days from the day of issuing the decision.

Article 28

1. The candidate has successfully defended his master's thesis if the decision and the positive assessment of the protection of the work was made unanimously or by the majority of the members of the Commission.
2. If the candidate has not successfully defended his / her master's thesis, he / she can a new proposal for a master's degree is submitted within six months from the date of notice.

Article 29

1. The candidate successfully defends the diploma thesis 1 the diploma is issued according to the provisions provided in the accredited program and their statutory provisions.
2. The master's thesis, successfully defended, is published on the website of the most faculty a week after the public defense and the title

Article 30

1. The candidate can be challenged and get a master's degree if it is found that the work of diploma master is plagiarism, fabrication or forgery. Explain how and who do the Commission for the devaluation of diplomas.
2. Suspicions of plagiarism and other unethical practices in diploma thesis masters can be raised by any person inside the University and outside.
3. In case of reasonable doubt, Department 1 proposes to the Faculty Council the composition of The three-member commission is set to review ownership suspicions. authorship and quality of master's thesis.
4. The commission set up by the Faculty Council submits to the Council the final report with clear and reasoned conclusion. The Faculty Council reviews the report of Commission and, if it finds doubts from the above paragraphs of this article, proposes to the UP Senate to receive the call of the master.
5. The Senate of the University of Prishtina makes the final decision on receiving the summons masterit.

Termination / closing / closing of programs

Article 31

1. Master study programs can be summarized in the following cases:
 - 1.1. On the proposal of the faculty and with the approval of the senate;
 - 1.2. Non-application for re-accreditation;
 - 1.3. Failure to obtain re-accreditation;
 - 1.4. Decrease in the number of defined academic staff as responsible persons accredited programs;
 - 1.5. Failure to meet the other conditions set by the Accreditation Agency of Kosovo (AKA).
2. In case of closure of master study programs, the faculties continue to follow generations of students enrolled in those programs until graduation or until deadlines set for graduation according to the Statute of UP or the decisions of the Senate of UP.
3. Students graduating from these programs have all the rights that 1 meets with profit of the title defined by those programs.

Transitional provisions

Article 32

1. All other matters not covered by this Regulation shall apply provisions of the Statute of UP and the law on Higher Education of Kosovo.
2. UP faculties rewrite their regulations for master studies or draft new ones to harmonize them with this regulation.
3. In addition to the regulation, the Faculties must draft the following documents:
 - 3.1. Guidelines for project proposal;
 - 3.2. Manuscript evaluation guidelines and forms (individual form for each member of the Commission);
 - 3.3. Guidelines for the evaluation of the final paper and presentation (a form 1 joint per commission).
4. The regulations and other accompanying documents referred to in this Article shall be adopted by the Council of Faculty and receive final approval from the UP Senate.

Article 33

1. This Regulation enters into force on 1.10.2019.
2. Amendments and supplements to this Regulation may be made in accordance with the procedure which has been approved.

Formulari- F1



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Nr. Prot.: _____

Datë: ____/____/____

Fakulteti: _____

Departamenti _____

Programi: _____

KË R K E S Ë

Departamentit të _____

Lënda: Formimi i Komisionit për vlerësimin e projekt propozimit të punimit të diplomës master

Në bazë të Rregullores për studime master, kërkoj nga departamenti të propozoj formimin e komisionit për vlerësimin e projekt propozimit të punimit të diplomës master, me titull:

Për punimin master jam konsultuar me Prof. _____

/ Emri mbiemri dhe nënshkrimi/

Kërkesës ia bashkëngjisë:

1. Certifikatën e notave
2. Vërtetimin për statusin e studentit
3. Projekt propozimin e punimit

Më: _____ Prishtinë

Emri dhe mbiemri i plotë

Tel: _____

E-mail: _____

Nënshkrimi i studentit

Formulari- F2



**UNIVERSITETI I PRISHTINËS
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Nr. Prot.: _____

Datë: ____/____/____

Fakulteti: _____

Departamenti _____

Programi: _____

K Ë R K E S Ë

Departamentit të _____

Lënda: Formimi i Komisionit për vlerësimin e dorëshkrimit të punimit të diplomes master

Në bazë të Rregullores për studime master, kërkoj nga departamenti të formojë komisionin për vlerësimin e dorëshkrimit të punimit të diplomes master me titull:

Mentori Prof. _____

/ Emri mbiemri dhe nënshkrimi/

Kërkesës ia bashkëngjisë:

4 kopje lidhje e butë

Më: ____-____-____ Prishtinë

Emri dhe mbiemri i plotë

Tel: _____

E-mail: _____

Nënshkrimi i studentit

Formulari- F3



**UNIVERSITETI I PRISHTINËS
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Nr. Prot.: _____

Datë: ____/____/____

**RAPORT VLERËSIMI TË DORËSHKRIMIT TË PUNIMIT TE DIPLOMES
MASTER**

FAKULTETI	
Departamenti/ Programi	
Projektpropozimi	
Kandidati	
Mentori	
Aprovimi i projekt propozimit në	Datë:
Këshillin e Fakultetit	Vendimi nr.:
Vlerësimi i dorëshkrimit	
Prishtinë, _____	
Komisioni:	
1. _____	
/ Prof. _____ – mentor/	
2. _____	
/ Prof. _____ – anëtar/	
3. _____	
/ Prof. _____ – anëtar/	
P.S. Numri i faqeve shtohet sipas nevojës. Vendit, data dhe nënshkrimet vijnë në fund.	



UNIVERSITETI I PRISHTINËS
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Nr. Prot.: _____

Datë: ____/____/____

Fakulteti: _____,

Departamenti _____,

Dosja nr. _____

FORMULAR PËR MBROJTJEN E PUNIMIT TË DIPLOMËS MASTER

Kryetari i Komisionit:

Prof. _____

Prishtinë, _____, Salla _____, Koha _____

ZONJA DHE ZOTËRINJ!

Në bazë të Rregullores të studimeve master, më lejoni të hapi seancën për mbrojtjen publike të punimit master të kandidatit/es _____, me titull

“ _____ ”

Procedura në tërësi e kësaj mbrojtjeje ka rrjedhur si në vijim:

1. Vendimi mbi formimin e komisionit për vlerësimin e projekt propozimit të punimit të masterit në përbërje:

1. Prof. _____

2. Prof. _____

3. Prof. _____

dhe caktimi i mentorit të temës, Prof. _____, sipas vendimit nr. _____, datë ____/____/____, të mbledhjes së Këshillit të Fakultetit të mbajtur më datën ____/____/____.

2. Vendimi nr. _____ datë ____/____/____, mbi aprovimin e raportit të komisionit për vlerësimin e

Formulari- F4

dorëshkrimit të punimit të diplomës master dhe formimi i komisionit për mbrojtje është aprovuar në mbledhjen e datës __/__/__, të Këshillit të Fakultetit, në përbërje:

1. Prof. _____, kryetar
2. Prof. _____, anëtar
3. Prof. _____, anëtar
4. Prof. _____, anëtar rezervë

- Në vazhdim, kryetari paraqet jetëshkrimin e kandidatit/es, ndërsa mentori paraqet në pika të shkurtra përmbajtjen dhe arsyeshmërinë e temës master.
- Kryetari i jep fjalën kandidatit/es, për mbrojtje të punimit të diplomës master në kohëzgjatje deri 30 min.
- Pas përfundimit të prezantimit, kryetari pyet kandidatin/en se a mund të vazhdohet me pyetje ose ka nevojë për një pauzë të shkurtër.
- Pas miratimit nga ana e kandidatit për vazhdim përkatësisht pas pauzës së shkurtër kryetari jep mundësinë për pyetje dhe diskutim.
- Së pari pyetje parashtrojnë anëtarët e komisionit dhe më pas edhe audiencia. Në rast nevojë mund të ndihmoj ose të përgjigjet në pyetje edhe mentori i punimit të diplomës.
- Pas pyetje përgjigjeve dhe diskutimit, komisioni tërhiqet për këshillim dhe votim.
- Pas konsultimeve të komisionit për mbrojtje, kryetari shpall rezultatin e vlerësimit (të pranishmit në sallë ngritën në këmbë)

Zonja dhe zotërinj, komisioni duke e vlerësuar idenë e projekt propozimit, metodat e hulumtimit, punën e kandidatit, shkrimin e temës, diskutimin publik, prezantimin dhe diskutimin merr këtë

V E N D I M

Punimi i diplomës master vlerësohet me notë _____ prandaj, konstatojmë se janë plotësuar të gjitha kushtet me ligj që kandidatit/es _____ t'i jepet titulli:

Komisioni / Emri mbiemri dhe nënshkrimi:

1. Prof. _____
2. Prof. _____
3. Prof. _____



Universiteti i Prishtinës

“Hasan Prishtina”

UDHËZUES PËR TEMËN E DIPLOMËS MASTER

Për studentët e programeve Master në Universitetin e Prishtinës

Prishtinë, 2019

UNIVERSITY OF PRISHTINA “HASAN PRISHTINA”

FACULTY _____

DEPARTMENT _____

PROGRAM _____



MASTER DIPLOMA THESIS

[Title of thesis, with only the first letter of the first word capitalized]

Supervisor:

Prof. Dr. (Asoc.; Ass) Name and Surname

Candidate:

Name and Surname of Candidate

Prishtina, month YEAR

Purposely left blank.

UNIVERSITY OF PRISHTINA “HASAN PRISHTINA”

FACULTY _____

DEPARTMENT _____

PROGRAM _____



MASTER DIPLOMA THESIS

[Title of thesis, with only the first letter of the first word capitalized]

Supervisor:

Prof. Dr. (Asoc.; Ass) Name and Surname

Candidate:

Name and Surname of Candidate

Prishtina, month YEAR

STATEMENT OF WORK

CONTENT

Abstract.....

Introduction.....

Literature Review.....

Aim of research.....

Methodology.....

Results.

Discussion.....

Conclusions.....

Resumé (in both languages)

Bibliography / References.....

ANNEX A: Title of annex.....

ACKNOWLEDGEMENTS (optional)

As in the previous section, the acknowledgements part is completely optional to the student, however since the master thesis is a formal and official document, the acknowledgements must reflect the same degree of professionalism.

If included on the thesis, it must be concise and not longer than a page. It is recommended to acknowledge and thank mainly: student colleagues, who have given technical contribution to the preparation of the thesis; outside sources of information, material or financial assistance; owners (authors) of the copyright, who have given their consent to use (reprint) material with a reserved right; as well as members of the family.

ABSTRACT

Line Spacing: 1.0

In principle, the abstract should not exceed 350 words. However, the abstract along with the keywords should by no means be longer and extend further than a page.

The already studied thesis, is presented through an abstract: with the theoretical line, which supports the work.

The purpose of the problem studied and the importance of this study.

Also, the methodology put into practice (quantitative, qualitative), details about the sample, as well as the results of the study and a brief explanation of the conclusions reached should be mentioned.

Except for the first paragraph which is left 'normal' all others should have a margin of 0.5 inside the first row.

Keywords: phrases representing the work, 3 to 5 keywords should be included

i.e.: Education, Quality, Kosovo, Management

LIST OF TABLES

Same as with list of figures.

Table 1. Descriptive characteristics of the sample or participants.....5

Table 2. Distribution of the sample according to school level and gender.....7

Table 3. The same table, only serves as an example.....7

LIST OF FIGURES

This page proceeds in the same way as the content, as soon as we have them listed in the TEXT, mainly in the methodology and results section, the different figures, we name them all and then we list them.

Figure 1. The reading speed according to school level and type of word.....6

Figure 2. An example of how figures are automatically numbered, just by inserting CAPTION and then changing the style by clicking on CAPTION above.....7



Once the figures and tables are numbered as explained in the section, the analysis of data and results, on this part, which as you can see is shaded, just click on the right mouse button and click again, in order to update the fields of figures or even tables on UPDATE FIELD, the same as with the content.

INTRODUCTION

In the introduction, a detailed presentation of the importance of the problem is made, which presents the essence of the research and explains the reasons that motivated the candidate to choose the topic and the target problem.

In the introduction, the student should, in addition to the motives and importance he mentions for the research or study in question, review a broad and current literature, which must be quoted and described, presenting the connection and importance it has for, and with the topic, which is being treated in the paper. Literature review is by no means just a current state of the topic, describing what X authors have done or said in X books, articles, or any other source, so attention should be paid to this issue.

LITERATURE REVIEW

In this part the candidate makes a general description of the "field of study" and places the topic studied within it. Here it is necessary to present, compare and evaluate the most important theories related to the proposed topic. It is recommended to make a general and detailed description of the relevant research (books, articles, research reports), which have been done by other authors (local

and international), focusing on their findings and conclusions. Recent research (e.g., published during this decade) should be placed in the first place. The candidate should make clear what is known in the relevant field (in relation to the topic or problem he / she has discussed) and what has not yet been addressed systematically, or which questions remain unanswered.

One of the main requirements of this section is a **description of the theoretical perspective**. In research work always starts from the theoretical understanding, which dominates the given field. The paradigms and theoretical concepts of well-known authors / scientists not only influence (future) research, but they **serve as the beginnings of a study in relation to a particular 'field'**.

Consequently, the candidate must decide which 'theoretical stream' the work supports or conveys, through paradigms and theoretical concepts that are relevant to the problem he / she has posed and that best support his / her research. To be more specific: this chapter should include an analysis of the selected literature, for example, a concise presentation of the main theories / authors and the most important scientific monographs in the given field. It should also be made clear why these theories are important and useful for planned research.

(Use all internationally recognized citation forms)

APA guidelines for Citation in TEXT and how it should be referred to can be seen below, so citations can be paraphrases or direct citations to a source from the work of another author. Quotations are usually made with the names of the authors, better to say, the surname of the author and the year of publication and only when quoted literally and directly, then the number of pages / pages is put. The following examples borrowed from the sixth edition of APA (APA, 2010) [See bibliographic references].

Subchapter 3 [Heading 3]

If in the introduction we have or deal with issues, which should be divided into subtitles, then we use this style, which can be found in word. To define this style (Heading 3), right-click on the mouse, modify and then put the same dimensions of this text or just take it and copy it (Subtitle 3) and add level 3 subtitles as needed.

For example, in the introduction we want to know what studies in a particular European country show about bullying in schools and what studies there are in our country about this. Therefore, we decide in the introduction, within the literature review or theoretical framework, as follows ... [Heading 3] Studies on bullying in schools in Finland.

Here are the different phenomena that affect it and what studies show in a period of time, for example, the last 10 years.

We describe and cite the various works and authors and at the end, a link should be made to the next paragraph or section.

[Heading 3] Studies on bullying in schools in Kosovo / our country.

In this section we proceed the same as before, but focusing on the important topics in the context, which is defined by the subheading.

AIM OF RESEARCH

Towards the end of the Introduction, having the clear theoretical framework on which the study is built, we must talk about the concrete purpose of the study.

The purpose of the research must be clearly, accurately, and well defined. The aims of the research should be harmonized with the problem or issue that has been studied. The presentation of the problem and its relevance should be related in terms of theoretical perspective, but also with the research question, hypotheses, and predicted research methods.

Regarding the purpose or goals of the paper, the research questions or its hypotheses should be clearly specified.

METHODOLOGY

Most undergraduate thesis topics (if required) rely less on challenging research methodologies. In this case, the most common questions are, e.g., "how much of that?" and with "what quality?". At the master's level, more challenging research questions are required to be elaborated and, as a result, more sophisticated methodologies must be applied. Special master level courses aim to acquaint the candidate with this methodology. Sometimes, in addition to working closely with the mentor (leader), it is recommended to work with other experts.

First of all, the candidate must define the type of research approach to the chosen problem.

Table 1. Descriptive characteristics of the sample or participants

Groups	N	Sex		Age	Year of Studies			
		F	M	X	1 st	2 nd	3 rd	4 th
Faculty of education								
preschool	50	35	15	23.5	5	7	18	5
primary	100	60	40	22	40	20	20	20

BK	25	*	*	*	*	*	*	*
MI	25	*	*	*	*	*	*	*
Faculty of Sciences								
Mathematics	50	*	*	*	*	*	*	*
Biology	50	*	*	*	*	*	*	*
Faculty of Philology								
GJLSH	50	*	*	*	*	*	*	*
GJLA	50	*	*	*	*	*	*	*
Total	400	95	55	22	45	27	38	25

RESULTS

In this section, the method and / or program used for data analysis should be explained. If the data are quantitative, various analyzes can be performed, for example, the data analysis was performed through the statistical package SPSS, through an ANOVA analysis with repeated measures, to see the impact of dependent variables on the independent ones. As dependent variables were considered, grades in school subjects in the semester when the training on reading speed was held, while independent variables such as: gender, age, school, background, and parental support in the learning process.

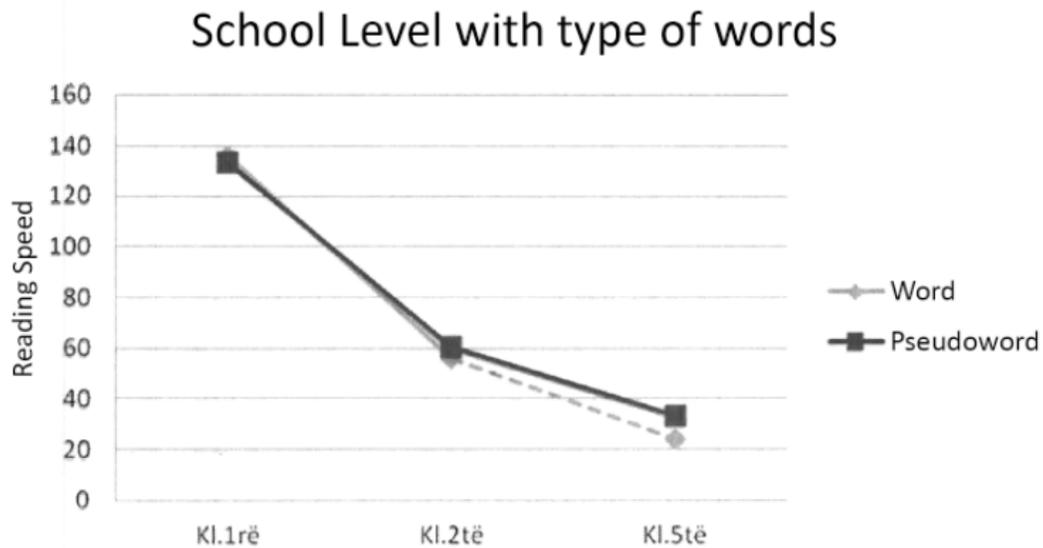


Figure 1. . Distribution of the sample according to school level and gender

The figures should be named, all, indicating what they represent, and their naming should be below the figure. With a space between the rows between the figure and the name and the order, Figure 1, 2, 3,

In order for the figures to be named automatically, we select the figure and with the right side of the mouse we click on 'INSERT CAPTION - Figure ... BELOW selected item' and after figure 1 we place the point and the description of the figure. Then in WORD, find CAPTION and modify it as we want, placing the space between rows 1.5 and CENTERED. When modifying,

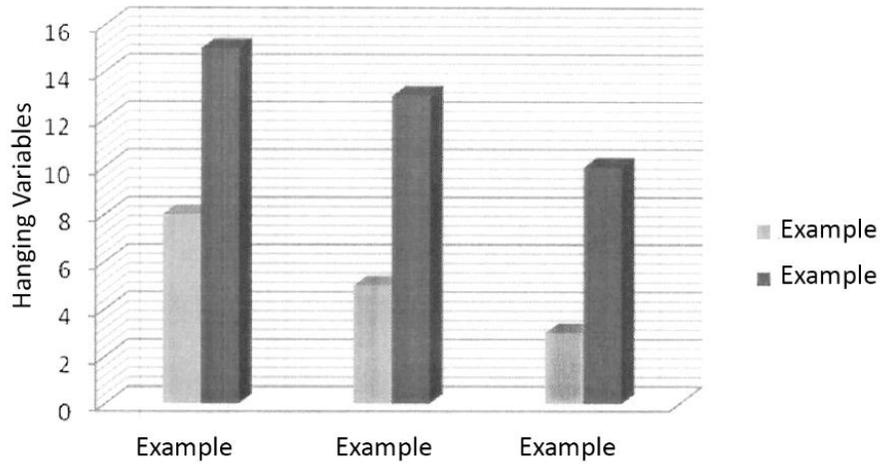


Figure 2. An example of how figures are automatically numbered, just by inserting CAPTION and then changing the style by clicking on CAPTION above.

Table 2. Distribution of the sample according to school level and gender

School Level	Total	Sex	
		Female	Male
1 st Grade	22	8	14
2 nd Grade	22	8	14
5 th Grade	23	11	12
	67	27	40

Table 3. The same table, only serves as an example.

School Level	Total	Sex	
		Female	Male
1 st Grade	22	8	14
2 nd Grade	22	8	14
5 th Grade	23	11	12

A much more important issue, within the data and results analysis section, is the clarification of the fact that it is not necessary to present all the results from the data in tables and figures, and we often even come across both versions of it. the same data.

The student should be able to extract from his data, only the most representative results of the study and make them visible to the reader in the form he considers best, table or figure and then explain what those data represent / results very briefly. If necessary, more detailed results can be placed in the relevant appendices. It is more important that, when presenting the results, we return to the purpose and research questions to make the logical connection with them.

DISCUSSION

This part is essential for the work of the master thesis, because exactly in this part should be reflected all what the results of this study show, regarding the review of the literature and the introductory part, as well as the aims of the study.

Exactly in this part, it should be shown whether the study hypothesis is confirmed or rejected or what answers emerge for the questions formulated at the beginning.

The results of the research should be presented based on the previous chapters. It is also recommended that the candidate present what the study contributes to existing knowledge, theory, and practice in a particular field.

Usually, the paragraph that opens this last chapter is:

The purpose of this study was and the results show that

CONCLUSIONS

Finally, we proceed with some paragraphs, which are the final conclusion of the paper and if there are study limitations, to be mentioned. It is important to avoid giving a list of recommendations for target groups, but to elaborate in a narrative way the conclusion reached regarding the purpose and research questions and hypotheses that were raised at the beginning of the study. The scientific contribution of the study should be clearly read here.

LITERATURE / REFERENCES

(surname and first name of the author, year of publication, title of the book, place of publication and publisher)

One author

Alexie, S (1992). *The business of fancy dancing: Stories and poems*. Brooklyn, NY: Hang Loose Press

Co-authored and published by a publisher.

Association. (1994). *Diagnostic and statistical manual of mental disorders* (4th ed.) Washington DC: Author

Book Chapter

Booth-LaForce, C., & Kerns, K. A. (2009). Child-parent attachment relationships, peer relationships, and peer-group functioning. In H. Rubin, W. M. Bukowski, & B. Laursen (Eds.), *Handbook of peer interactions, relationships, and groups* (pp. 490-507). New York, NY: Guilford Press.

Document from ERIC

Shyyan, V., Thurlow, M., & Liu, K. (2005). *Student perception of instructional strategies: Voices of English language learners with disabilities*. Minneapolis, MN: National Center on Educational Outcomes. University of Minnesota. Retrieved from the ERIC database. (ED495903)

References for Scientific Journals and newspapers in the printed version

One author

Willian, J. H. (2008). Employee engagement: improving participation in safety. *Professional Safety*, 53(12), 40-45.

From two to seven authors (lists all authors) / group of authors

Keller, T. E., Cusick, G.R., & Courtney, M.E. (2007). Approaching the transition to adulthood: Distinctive profiles of adolescents aging out of the child welfare system. *Social Services Review*, 81, 453-484.

Eight or more authors (lists the first six authors, ... and the last author)/ group of authors

Wolchik, S.A., West, S>G., Sandler, I.N., Tein, J-Y., Coatsworth, D., Lengua, I., ... Griffin, W. A. (2000). An experimental evaluation of theory-based mother and mother-child programs for children of divorce. *Journal of Consulting and Clinical Psychology*, 68, 843-856.

Weekly Magazine

Mathews, J., Berret, D., & Brillman, D. (2005, May 16). Other winning equations. *Newsweek*, 145(20), 58-59.

Journalism article without author and irregular ranking

Generic Prozac debuts (2001, August 3). *The Washington Post*, pp. E1, E4.

Articles obtained from online sources

Senior, B., & Swailes, S. (2007). Inside management teams: Developing a teamwork survey instrument. *British Journal of Management*, 18, 138-153. doi: 10.1111/j.1467-551.2006.00507.x

Article from an online magazine

Lodewijckx, H. F. M. (2001, May 23). Individual-group continuity, in cooperation and competition under varying communication conditions. *Current Issues in Social Psychology*, 6 (12), 166-182. Extracted from <http://www.uiowa.edu/~grpproc/crisp/crisp.6.12.htm> and the date when it was retrieved (26.07.2015)

Online reports from non-governmental organizations

Kenney, G. M., Cook, A., & Pelletier, J. (2009). *Prospects for reducing uninsured rates among children: How much can premium assistance programs help?* Retrieved from Urban Institute website: <http://www.urban.org/url.cfm?ID=411823>

Online reports without identified authors or even without dates.

GVU's 10th WWW user survey. (n.d). Retrieved from Web Site/ Web page with citation in parentheses.

To quote an entire web page (and not a particular document within it), it is only needed to insert the web URL in the text.

As in the master (model)

APA (2009) Publication Manual of the American Psychology Association, 6th ed. *American Psychology Association*. Washington DC.

LaRue, J. (2007). The new inquisition: Understanding and managing intellectual freedom challenges. Libraries Unlimited.

APPENDIX A: TITLE OF THE APPENDIX / APPENDICES

Place the annexes here. The annexes are arranged in letters, not numbers. If you have only one annex, then the title does not contain any letters, only "Annex" is written and its title.

the annexes must adhere to the specifics of the margins as well as the entire text of the paper.

Photocopied or printed materials should fit the margins of the page.

If the only thing in an annex is a table, then the title of the table serves as the title of the annex as well. If the annex includes any pre-published or unpublished material, which is not in public possession, then the permit for its use and publication must be included in it.