



## UNIVERSITY OF PRISHTINA “HASAN PRISHTINA”

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Based on the competencies determined by article 132 of the Statue of University of Prishtina, in accordance with the provisions of the Law on Higher Education no. 04/ L- 037, the Senate of the University of Prishtina, in its meeting of 24.06.2021, approved:

### REGULATION FOR DOCTORAL STUDIES

#### General provisions

##### Article 1

(1) The Regulation on doctoral studies (hereinafter: the regulation) regulates the organization and implementation of doctoral studies at the University of Prishtina “Hasan Prishtina” (hereinafter: the University), the institution responsible for organizing the studies, the format and duration of studies, the criteria for enrollment in studies, the way how studies are conducted, teaching and research, the submission, evaluation and doctoral thesis defense procedures, the rights and obligations of the student in doctoral studies (hereinafter: the doctoral student), the rights and obligations of mentor, ways of assuring quality, as well as other issues related to the organization and implementation of doctoral studies.

(2) This Regulation defines the necessary criteria for the activities referred to in paragraph 1 of this Article.

##### Article 2

The meaning of notions under this Regulation:

(1) The Doctoral Studies Council, at the level of the academic unit (faculty), is the Doctoral Studies Council of the academic unit, while at the University level there is the Central Council of Doctoral Studies (CCDS).

(2) The doctoral studies council 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 relevant departments<sup>1</sup>

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<sup>1</sup> The role of the department according to this regulation, depending on the academic units, can be exercised by the branches, respectively the departments.

of the academic unit. In the absence of associate professors, assistant professors may also be appointed as members of the doctoral studies council. The first (constituent) meeting is convened and chaired by the dean of the academic unit. After the doctoral studies council is constituted, it elects the president from among its members.

(3) The Central Council of Doctoral Studies has the following composition:

- Rector;
- Vice-Rector for Scientific Research;
- One representative from the Kosovo Academy of Sciences and Arts;
- A full-time professor or associate professor at the Faculty of Philosophy;
- A full-time professor or an associate professor in the field of philological sciences;
- A full-time professor or an associate professor in the field of mechanical engineering or electrical and computer engineering;
- A full-time professor or an associate professor in the field of civil engineering or architecture;
- A full-time professor or associate professor in the field of arts;
- A full-time professor or associate professor in the field of mathematical-natural sciences;
- A full-time professor or associate professor in the field of medicine;
- A full-time professor or associate professor in the field of agriculture and veterinary sciences;
- A full-time professor or associate professor in the field of law;
- A full-time professor or associate professor in the field of economics;
- A full-time professor or associate professor in the field of physical education and sports;
- Director of Academic Issues Office (AIO) - without voting rights.

(4) Members of the Central Council of Doctoral Studies are nominated by the Rector and elected by the Senate.

(5) The Central Council of Doctoral Studies is chaired by the Rector. In his / her absence, the Council is headed by the Vice-Rector for Scientific Research. In the case of equal votes, the vote of the Chairperson shall be decisive.

(6) The responsible institution of doctoral studies is one or more academic units, one or more universities at home and abroad, which organize and carry out doctoral studies, and complete the procedure for obtaining a scientific / artistic doctorate.

(7) The mentor is the person appointed with the scientific-teaching or artistic-educational title, who guides the PhD candidate during the preparation of the doctoral dissertation.

(8) The file of the PhD candidate is the file containing all the essential data of the candidate from the moment of admission to promotion. The relevant academic unit is responsible for collecting and storing the data in the file.

### **Article 3**

(1) Doctoral studies are offered by academic units (faculties) and / or a university / universities in one or more scientific fields, if at least half of the academic staff engaged in that program have a full-time employment at the University of Prishtina.

(2) Doctoral studies may be established and conducted only in those scientific fields in which the responsible institution has internationally-recognized achievements in scientific research, or in artistic creativity, proven by works published in international scientific journals and indexed on credible platforms, respectively presented in proven cultural / artistic institutions abroad, in accordance with the standards in force of the Kosovo Accreditation Agency (KAA).

(3) Doctoral studies in the respective field can be completed after their accreditation by the Kosovo Accreditation Agency (KAA).

(4) Doctoral studies are led by the Doctoral Studies Council in the respective academic unit.

(5) The basic characteristics of doctoral studies at the University are research and learning through research, internationalization, transparency, international quality assessment and international competitiveness.

(6) In order to ensure quality in doctoral studies and to promote the mobility of PhD students and academic staff, University of Prishtina is open to any form of cooperation with similar institutions at home and abroad.

### **The objectives of doctoral studies**

#### **Article 4**

The objectives of doctoral studies are:

(1) Creation of new and relevant scientific knowledge or artistic practices and their application;

(2) Education of distinguished researchers and scholars in certain scientific or artistic fields;

(3) Training of PhD students for independent research / artistic work, for independent research and for critical evaluation of the work of others.

(4) The acquisition of knowledge, experience and skills, which should enable doctors of science, in a creative and research-based manner, to make an original and significant contribution to the relevant fields of knowledge;

(5) Internationalization of research / artistic work at the University.

## **Teaching and research in doctoral studies**

### **Article 5**

(1) The essential component of doctoral studies is scientific / artistic 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) Lectures may not exceed 20 per cent of the total workload required by the study program and calculated under the European Credit Transfer System (ECTS).

(4) Where possible and subject to the conditions laid down in advance, attending doctoral studies courses shall be open to all PhD students. Some of the research and teaching in doctoral studies may also be pursued by PhD candidates from other universities, subject to the conditions set out in the pre-signed contract between the universities concerned.

(5) In order to achieve interdisciplinarity and on the basis of the mentor's reasoning and consent, as well as the consent of the doctoral studies council, PhD candidates may likewise carry out certain parts of research and artistic creativity in other academic units of the university or in other relevant institutions inside and outside the country.

(6) The Council of Doctoral Studies 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 activities of other forms.

## **Forms of doctoral studies**

### **Article 6**

(1) Doctoral studies may be organized in one of the following forms:

1. Doctoral studies for which the institution responsible is only one academic unit or the University;

2. Dual PhD, in which the doctor receives two diplomas and for which double mentoring is obligatory (model: cotutelle de thèse). It is applied in cases when by special agreement, the doctoral student is enrolled in doctoral studies at both 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.

3. Joint studies conducted by two or more universities, but only one university is the responsible institution;

4. Studies according to the so-called sandwich model, in which the doctoral student enrolls in a university and obtains a degree from that university, while research is conducted in various institutions and there may be more mentors in the quality of co-mentors (co-supervisor);

5. 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 of two or more universities or the university diploma, in which he has registered his doctoral studies, in which it is stated that the studies have been organized jointly with international partners.

(2) No transfer of doctoral studies from one academic unit to another within the University of Prishtina, nor from other universities at the University of Prishtina shall be permitted. Students are admitted only on the basis of competition in the announced competition.

## **Number of students, competition and conditions of enrollment in doctoral studies**

### **Article 7**

(1) Academic units propose the number of students for enrollment, in accordance with the conditions set by the Kosovo Accreditation Agency, 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 unit academic.

(2) The University Senate, on the proposal of the academic unit and after review in 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 criteria for registration shall be determined by the university senate upon the proposal of the CCDS and compliance 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 8.00 in each and every level of previous studies, graduated in one of the following levels, have the right to compete for enrollment in doctoral studies:

1. Graduates before the entry into force of studies according to the Bologna Declaration, who must be masters of the relevant science;
2. Graduates after the entry into force of studies based on the Bologna Declaration - level of scientific master studies;
3. Graduates with 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, among others, includes: motivation letter, which justifies the interest for scientific / artistic research in the relevant field, the conceptual concept of research, evidence of success at each level of preliminary studies, evidence of English language proficiency, evidence related to relevant publications and recommendations of two professors in the relevant field. The complete list of necessary documentation for the evaluation of candidates is specified in the public competition.

(6) The criteria for determining the priority in the ranking are:

1. Candidates must have completed previous studies in the relevant academic unit, in the same field or related 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 the Council of Doctoral Studies, before they undergo the entrance exam.

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.

3. Master's degree in the field of science or relevant professional specialization is evaluated with 5 points;

4. The scientific-research activity, as evidenced by the following publications and presentations, is evaluated with a maximum value of up to 15 points:

- a) For each article published in the last five years and indexed on the Web of Science (SCIE, SSCI and AHCI) and / or SCOPUS (Q1, Q2): first/ corresponding author 5 points, others 2 points.
- b) For each article published in the last five years and indexed in SCOPUS (Q3, Q4) or SCOPUS without quarterly specifications: first author / corresponding 4 points, the others 1.5 points.
- c) For each article published in the last five years in other international journals indexed on the platforms specified in the applicable regulation on selection procedures regarding the academic staff: first author 3 points, second 2 points, the others 1 point.
- d) For each article published in the last five years in local academic journals, published by the University of Prishtina or its centers or institutes, the Academy of Sciences and Arts of Kosovo, the Institute of Albanology and the Institute of History, which are subject to professional review: first author 2 points, the others 1 point.
- e) For a university book published in the last five years in the narrow field: main author 5 points, co-author 3 points in total. The monograph in the field where the candidate applies is evaluated with 4 points.
- f) For each oral presentation of the work in the last five years in international scientific gatherings (conferences, congresses, symposia) indexed and published in the summary of presentations: the first author 2 points, the others 1 point.
- g) For each presentation in the form of a poster of the work in the last five years in international scientific gatherings (conferences, congresses, symposia) indexed and published in the summary of presentations: the first author 1 point, the others 0.5 points.
- h) For each oral presentation in the last five years in scientific gatherings (conferences, congresses, symposia) of local character: the first author 1 point, the others 0.5 points.

5. Publications in predatory journals and publishers, as defined in the applicable regulation on selection procedures regarding the appointment of academic staff, are not considered. In this regulation, this restriction is also applicable in other cases when it comes to journals and their publishers.

6. Academic units may submit for approval by the senate additional criteria, depending on the doctoral study program, in accordance with the Statute of UP and this regulation.
7. In case of equal points, priority is given to the candidate who is a regular staff of UP.
8. The entrance exam is organized and administered by the academic units, respecting the highest academic standards. In cases 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.
9. 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.
10. The entrance exam includes the exam related to the professional / scientific aspect and the exam related to the level of English language proficiency.
11. Candidates can earn a maximum of 30 points from the professional part of the entrance exam.
12. 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.
13. 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.
14. Academic units can set special conditions (criteria), if they do not conflict with the Statute of University or Prishtina 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 and are respectively 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 their registration. Upon a reasoned proposal of the Council of Doctoral Studies, the faculty council and the Central Council of Doctoral Studies as well as after approval by the senate, doctoral studies can continue for another year. If within this period the doctoral student fails to complete the 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 scientific 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 Doctoral Council 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 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 exams of 3 to 6 professional / scientific subjects of the program, which he has registered. Among such courses must be mandatory at least one course related to research ethics and research methodology, with at least 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). The candidate proposal for the topic and potential mentor (Form F1) is reviewed by the faculty council, based on the evaluation of the doctoral council and the relevant department. The faculty council, 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 doctoral student deepens in the field of research. In this semester the doctoral student receives 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 passed/ did not pass assessment.

The rest of the credits (24 ECTS) the doctoral student must obtain through a combination of the following activities:

- Conducting preliminary research through in-depth study in 2 areas related to the potential doctoral topic and summarizing the findings in relevant seminars. The student, in consultation with the potential mentor, selects the in-field teacher with whom the candidate collaborates in designing the seminar in the respective fields. The potential mentor, together with the in-field teacher, takes care that the candidate, during the design of the seminar, performs the following activities to receive the relevant ECTS:
  - Empirical field or laboratory research (2 ECTS);
  - Presentation of preliminary research results and their discussion with the bearer of the seminar and potential mentor (2 ECTS);
  - Presentation of results to colleagues at the doctoral conference, organized by the academic unit (2 ECTS) and
  - Final submission of the seminar in the form of a written study (2 ECTS).

The potential mentor registers in SEMS the title of the respective seminar, the in-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.

- Preparation and presentation of in-depth research results in areas related to the potential topic, at local or regional conferences, 1 conference 4 ECTS;
- Research stay in laboratories / scientific institutions / clinics (abroad), presentation of gained experience to the department and its justification in relation to the field of doctoral study, up to 10 credits (2 weeks stay is estimated at 5 ECTS);
- 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.

(6) For the registration of the third semester, the doctoral student must have accumulated at least 36 ECTS in the two previous semesters. Initially the doctoral student prepares the plan of realization of the project proposal and defends it before the mentor (6 ECTS). Based on the approval of the project proposal by the mentor, the doctoral student requests (Form F2) a mentor review and project proposal related to the doctoral thesis. After the approval procedures of the mentor and the project proposal, (doctorate council of the academic unit, council of the academic unit, CCDS and the senate), the doctoral student receives 24 ECTS.

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

a) The publication as the first author of at least one part of the doctoral dissertation in international journals indexed in accordance with the regulation in force about the selection procedures regarding the appointment of academic staff (20 ECTS);

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

c) At least 1 presentation abroad, as the first author in academic 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 as the first author in academic gatherings (conferences, congresses, etc.), of international and national character (10 ECTS, for doctoral students who have not published at least one paper in local journals);

d) The completion and public defense of the doctoral thesis (60 ECTS).

## **Mentoring**

### **Article 9**

(1) For the programs that are being implemented, have the right on mentoring all the teachers who meet the criteria set out in the regulation which was in force at the time of the accreditation of such programs.

(2) For the programs accredited from since the implementation of this regulation, the right to lead a doctoral candidate has:

1. The teacher with the academic title of a professor (prof. dr.) or associate professor (prof. asoc.), who is in full-time employment at the UP and who has published at least three (3) articles in the last 5 years in indexed journals on the Web of Science (SCIE, SSCI and AHCI) and / or SCOPUS in relevant fields as first or corresponding author.

2. Exceptionally, at the request of the faculty council, a teacher with the academic title of assistant professor (prof. ass.), with at least 3 years of research experience, can be hired as a mentor, if at least three (3) articles have been published in the last 5 years, as first or corresponding author, in journals indexed in Web of Science (SCIE, SSCI and AHCI) and / or SCOPUS of the relevant field.

3. Evidence for the publication of papers must be submitted to the Central Council of Doctoral Studies;

4. Publications in predatory journals and publishers, as defined in the regulation about the selection procedures regarding the academic staff, are not taken into account;

5. The mentor may, in a special case, be a professor emeritus, and the Senate shall decide on the proposal of the doctoral council of the academic unit or the scientific council within which the studies are organized.

(3) The mentor must, without exception, be from the narrow scientific field from which the doctorate is prepared. In this aspect, the field of scientific publications and the courses of the mentor that are taught at all three levels of study are taken into account.

(4) In order to ensure the quality of the doctoral work, if necessary (e.g. interdisciplinary research, development of research or artistic creation in some institutions), the appointment of a co-mentor (co-supervisor) from another university may be proposed.

(5) The co-mentor must possess the appropriate qualifications equivalent to the mentor.

(6) The co-mentor co-leads the doctoral student in the issues previously agreed with the mentor.

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

### **The mentor's obligations**

#### **Article 10**

- (1) The mentor is obliged to guide the doctoral student during the work of the doctoral thesis, to assess the quality of the doctoral thesis, to support the publication of their work 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 their responsibilities for the part of the research, which is predetermined and for the working procedure in the doctoral dissertation.
- (3) The mentor is obliged to submit a report on the work of the doctoral student once a year, in the university form to the council for doctoral studies of the academic unit.

### **The obligations and rights of the PhD student**

#### **Article 11**

- (1) The PhD student is obliged to submit a report on their work to the Council of Doctoral Studies once a year, on the university form (with the possibility of presenting the research).
- (2) The PhD student has the right once during the studies to make a written request for changing the mentor and the topic, but not after the approval in the senate of the project proposal and the topic. Exceptionally, in case of the inability of the mentor to continue mentoring (certified by a specialist doctor), in case of their death or in case of finding relevant violations from the mentor in legal instances inside or outside of the University of Prishtina, the candidate may ask the senate

for permission to change the mentor (and topic, as needed), even at a later stage. In such a case, the mentor and topic approval procedure is repeated.

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

### **Procedure for the presentation of the topic, mentor and doctoral project proposal**

#### **Article 12**

(1) During the first year of doctoral studies, respectively in the second semester, the PhD student proposes to the mentor (as the case may be to the other mentor or co-mentor) the topic of the doctoral dissertation. Such a proposal (form F1) is made in consultation with the potential mentor and should also contain the narrow scope of the research.

(2) Within the form of the submitted topic and mentor (F1), the PhD 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 considered in the relevant department, the Council for doctoral studies and the faculty council which, based on the criteria specified in this regulation, may recommend to the PhD student reconsideration of the proposal for the mentor and topic, before the PhD student goes further 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 project proposal of the doctoral thesis. The request for the evaluation of the project proposal (form F2), in addition to the formal notes related to the PhD student, must also contain the following data:

- The title of the proposed topic,
- Information about the mentor (as the case may be for the second mentor, respectively co-mentor),
- Elaboration of the topic and purpose of the research,
- Summary of research conducted so far on the doctoral topic,
- Hypotheses of the initial research,
- Research material, methodology and plan,
- The contribution and expected scientific results of the proposed research,
- Cited literature.

(5) The council of the academic unit, upon the proposal of the Council of doctoral studies, appoints the commission for the evaluation of the topic and approves the proposal for the mentor within one month from the protocolled date 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). The proposed mentor cannot be appointed head of the committee.

(6) The commission for the topic evaluation gives the assessment for the expected original scientific / artistic contribution and for the possibility of conducting the research, at the latest one month after the submitted request.

(7) The draft-proposal of the doctoral thesis is defended before the Council of doctoral studies of the academic unit, before the evaluation commission and the proposed mentor, not later than 15 days after the submitted report of the evaluation commission.

(8) The council of the academic unit, on the proposal of the Council of doctoral studies, proposes the topic and the mentor for review to CCDS. CCDS, within one (1) month, must review the proposal of the Doctoral Studies Council. After reviewing the proposal of the council of the academic unit, CCDS can:

- a) Recommend the acceptance of the original proposal of the academic council unit;
- b) Ask the PhD student to complete / change the topic;
- c) Ask the council of the academic unit to propose another mentor.

(9) In case of a positive recommendation by the CCDS, the senate must decide on the proposal for the topic and the mentor within one (1) month from the time of such recommendation. Based on the positive evaluation by the senate, the relevant decision for approval of the doctoral thesis topic (form F3) is issued to the doctoral student.

(10) All scientific research on humans or animals must be done in accordance with the provisions of the regulations of the Ethics Commission. They must also have the permission of the Ethics Commission 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, and/or the consent of their guardians or their legal representatives.

(11) If the PhD student requests a change of mentor and topic, it must be submitted in written form with an explanation and accompanied by the relevant written statement of the current mentor (form F4). The CCDS proposes to the senate the relevant decision regarding such a request from the PhD student.

## **Doctoral thesis**

### **Article 13**

The doctoral thesis is an original scientific / artistic work, which is subject to public scientific / artistic evaluation.

## **Forms of doctoral thesis**

### **Article 14**

The forms of doctoral thesis are:

(1) A scientific monograph;

(2) In the form of a summary of at least three (3) scientific papers, which the candidate publishes as the first author, in the indexed journals such as the Web of Science (SCIE, SSCI and AHCI) and / or SCOPUS. In such papers the candidate should be the first author, while the content of the papers should be from the results obtained within the candidate's research related to the doctoral thesis. With the request for doctoral defense, the candidate submits the published works in the form of a special summary, which contains the introduction, methodology and main conclusions of the candidate's work. Such a collection of works is considered equivalent to a scientific monograph.

(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 artistic work as well as the publication of the theoretical work related to it.

### **Article 15**

(1) The doctoral dissertation must be written in the Albanian language. The doctoral dissertation can also be written in English, but in that case it must be translated and submitted into Albanian.

(2) The title, summary 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 view of the doctoral dissertation should be in accordance with the instructions presented in the form F5.

### **Article 16**

(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 Senate of University of Prishtina.

(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 dissertation for evaluation within the regular or extended period of the dissertation, it is considered that the doctoral student has given up their assigned topic of the dissertation.

### **Doctoral thesis evaluation procedure**

#### **Article 17**

- (1) The doctoral dissertation, with the consent and signed opinion of the mentor (who should take into account the opinion of the other mentor or co-mentor) for the research conducted and the original scientific contribution achieved, is officially submitted to the faculty or at the university (if studies are organized at the university level) by the PhD student. In the case that the mentor does not want to give consent, they are obliged to give a written justification within 15 days. After this period, within one (1) month after the submission of the mentor's justification, the Academic Unit of Doctoral Studies Council reviews the mentor's justification and proposes to the Academic Unit Council the appointment or rejection of the evaluation committee for the doctorate thesis. In both cases, the mentor's justification is given to the members of the doctoral thesis evaluation committee, who will take it into account during the evaluation process.
- (2) Before submitting the paper in the evaluation procedure, the doctoral study service of the academic unit must certify in writing that the PhD student has fulfilled all obligations, as provided by the doctoral study program.
- (3) For the evaluation of the dissertation, the PhD student submits the dissertation in written and in electronic form. In the artistic works of the PhD student, in addition to the public presentation of them, the PhD student also submits the theoretical part and the relevant documentation about the evaluation of the work.
- (4) The council of the academic unit, upon 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 of Kosovo. The mentor cannot be a member of the doctoral thesis evaluation committee.
- (5) The members of the commission for the evaluation of the doctoral thesis must have at least the academic title of assistant professor (prof. ass.) and be of the respective field.
- (6) Simultaneously with the appointment of the commission for the evaluation of the doctoral thesis, the academic unit publishes the title and resume of the dissertation thesis in Albanian and English on its website, for a period of 30 days, and thus enables it to be subject to scientific and professional criticism.



- (7) The members of the commission for the evaluation of the doctoral thesis and all those who have been allowed to review the doctoral thesis are obliged that, before the evaluation is presented publicly, to be careful with the data and achievements of the work, in order to preserve 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 evaluations 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 PhD student. Depending on the level of work, the committee may also recommend to the council of the academic unit to ask the PhD student to complete the work or reject it altogether.
- (9) In the first consecutive session, the council of the academic unit, after the report of the commission and the Council of doctoral studies, decides on:
  - a) The acceptance of the dissertation in the offered version;
  - b) The returning of the dissertation for further completion or changes;
  - c) The rejection of the dissertation due to its failure.
- (10) In case the dissertation is returned for completion or changes, the council of the academic unit sets the time limit of 2 to 6 months, within which the completion of the dissertation must be done.
- (11) The completed or edited dissertation must be submitted to the council of the academic unit together with the opinion of the commission 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 approved report of the evaluation commission, the council of the academic unit forms the commission for the defense of the doctoral thesis. The commission for the defense of the doctoral thesis consists of three members and it may be composed of the same members 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 the

case of fulfilled conditions provided by this regulation, proposes the ratification of the doctoral dissertation to the senate.

- (14) The Senate, within one (1) month from the date of the positive recommendation of CCDS, makes a decision regarding the ratification of the doctoral thesis.

### **The defense procedure of the doctoral dissertation**

#### **Article 18**

(1) The doctoral student, in agreement with the dean of the academic unit and with the commission for defense of the doctoral thesis, must publicly defend the doctoral thesis within two (2) months from the day of the ratification in the senate.

(2) The mentor participates in the defense of the doctoral dissertation on the side of the PhD student, but has no right to make decisions.

(3) The defense of the doctoral dissertation is done with physical presence and is public. The call for the public defense 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, i.e. its units, in the language in which the doctoral dissertation is written. In the case of dual doctorates and doctorates carried out in the framework of joint studies, the defense can be organized at another university. The defense procedure is developed based on the protocol presented in the 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:

- Defended it with excellent success;
- Defended it with very good success;
- Defended it with good success;
- Defended it with sufficient success;
- Did not defend it.

(5) In cases when the commission for defense of the doctoral thesis asserts that the doctoral student has failed to defend the doctorate due to intentional non-compliance with the defense procedures, intentional ignoring of the commission or any other behavior contrary to the usual defense norms, the doctoral student loses the right to defend their doctoral dissertation.

(6) In cases when the commission for defense of the doctoral thesis assesses that the doctoral student has failed to defend the doctorate due to insufficient preparation, failure to provide meritorious answers to the commission's questions or has created the impression of serious ignorance of the subject matter presented in the paper, the commission may decide to offer the PhD student a period of 1 year to repeat the defense process. If even after the second attempt, the doctoral student fails to successfully defend their dissertation, they lose the right to defend their doctoral dissertation.

(7) The decision, based on the evaluation from the defense process, is made by the votes of the majority of the commission, ascertained with their signature.

(8) The minutes of the defense procedure shall be compiled in the Albanian language, and in the case of the defense conducted in another language, the minutes shall be compiled in that language as well.

### **The revocation of the title "Doctor of Science"**

#### **Article 19**

The Senate, on the recommendation of the Rector, may revoke the title "Doctor of Science" from the holder at any time, if the following are ascertained:

- (1) Falsification or fraud during the assessment or examination;
- (2) Plagiarism or copyright infringement in the preparation of a doctoral dissertation.

#### **Article 20**

(1) In case that the results of the research of the doctoral dissertation thesis present an innovation, which needs to be protected with intellectual property rights, the doctoral student and the mentor shall inform the Central Commission of Doctoral Studies. 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 time 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 agreement with the doctoral student, for a maximum of one year, from the ratification of the work in the senate. The decision to postpone the public defense is made by the senate, based on the recommendation of the CCDS and at the request of the doctoral student.

## **The publication and preservation of the doctoral thesis**

### **Article 21**

(1) The doctoral dissertation thesis in its entirety shall be published on the University websites at the latest one month after the defense. Information on the practical part of the doctoral thesis in the field of art is published on the University websites at least one month after the defense. In exceptional cases, for which the doctoral studies service justifies in advance, publication on the website may be delayed up to two years.

(2) Hard copies of the doctoral thesis shall be kept as three (3) copies in the archive of the academic unit, three (3) copies in the archive of the University and three (3) copies in the Central University Library.

(3) The doctoral work in the field of art is stored, in accordance with the type of work, in an adequate form (written, photographic, videotaped, audiovisual, etc.) in the archive of the academic unit, in the archive of the University, in the Central University Library, at least one month after the defense.

### **Promotion**

### **Article 22**

(1) Upon successful completion of the dissertation defense, the doctoral student acquires the academic title of doctor of sciences (Dr. Sc.) or equivalent and they will be able to practice the full rights of the academic degree and diploma, when takes an oath and is signed to the scientific / artistic doctorate book of the university.

(2) The doctoral student must, within one month after the defense, fill in the form for promotion at the degree of doctor of science / arts and submit the doctoral thesis to the doctoral study service of the academic unit, bound book and in the electronic version for publication on the website of the university, i.e. in the appropriate form of documentation of the doctoral thesis in the field of art (written form, photograph, video recording, audio recording etc.).

(3) The Rector hands over to the doctoral student the doctoral diploma in solemn promotion, in which the doctoral student must participate personally or, in the event of inability to attend, authorize another person in writing to obtain the diploma for them.

## **The means to ensure the quality of doctoral studies**

### **Article 23**

- (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 the performance of other study program tasks of each doctoral student, implying here the obligations plan (preparation of the doctoral student's file), keeping records of the number of registered PhD 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), the doctoral studies council prepares each year the self-assessment report regarding the doctoral study program (form F12) and the relevant notification is forwarded to the faculty council, and the latter to the Central Council for Doctoral Studies and the university senate.
- (3) The annual report on self-assessment is attached at the request for re-accreditation.
- (4) Evaluation criteria include: the scientific / artistic product of teachers and doctoral students, the teaching, the quality of the doctoral theses, statistical indicators of the duration of studies, statistical indicators of the annual number of new doctors of science compared to the number of doctoral students, as well as the realization of international cooperation.

### **Transitional and final provisions**

#### **Article 24**

- (1) With the entry into force of this regulation, the regulation for doctoral studies no. 1/775 dated 9.09.2014 is repealed alongside the decision to supplement the amendment of that regulation no. 2/111 dated 2.09.2016.
- (2) This regulation enters into force on the day of its approval by the Senate of University of Prishtina
- (3) Academic units are obliged to draft the instructions according to this regulation.
- (4) The following forms are an integral part of this regulation, which also regulates their use:
  - F1 – Proposing the doctoral thesis topic and mentor;
  - F2 – Evaluation of the topic, mentor and the doctoral project proposal;
  - F3 – Decision on the approval of the topic of the doctoral thesis;
  - F4 – Request for change of topic and / or mentor;
  - F5 – Instructions for compiling the doctoral thesis;

- F6 – Request for evaluation of the work;
- F7 – Request for the postponement of the public defense of the doctoral thesis;
- F8 – Report on the evaluation of the doctoral work;
- F9 – Protocol and minutes for the defense of the doctoral thesis;
- F10 – Annual report of the doctoral student;
- F11 – Mentor’s annual report on the doctoral student’s progress;
- F12 – Annual report regarding the doctoral study program;

Chairman of the Senate of the University of Prishtina

