



**UNIVERSITY PRISHTINA**  
**“HASAN PRISHTINA”**

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Acting Rector  
Prof. Dr. Anton Berishaj

Prot. No. 1/775  
Date: 09.09.2014

The Senate of the University of Prishtina, at its meeting held on 31.7.2014 makes this:

**DECISION**

- I. The Regulation on Doctoral Studies at the University of Prishtina “Hasan Prishtina” is approved.
- II. This Regulation shall enter into force on the day of signature by the Rector.

**Reasoning**

Bearing in mind the necessity of drafting a regulation setting out the necessary criteria for the organization of doctoral studies at the University of Prishtina “Hasan Prishtina”, according to which the conditions for the organization and realization of doctoral studies at The University of Prishtina will be clarified and regulated in the detailed manner, within the framework of laws and bylaws, the Senate of the University of Prishtina, by an absolute majority of votes, decided as in the enacting clause of this decision.

The copy of decision shall be submitted to:

1. UP Management;
2. Deans of academic units of UP;
3. Secretary General of UP;
4. UP legal officer;
5. UP Archive.

Chairman of the Senate of the University of Prishtina

Prof. Dr. Anton Berishaj

Acting Rector of the UP





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**REGULATION FOR DOCTORAL STUDIES**

**General Provisions**

**Article 1**

- (1) The Regulation on Doctoral Studies at the University of Prishtina (hereinafter: the Regulation) regulates the organization and realization of doctoral studies at the University of Prishtina (hereinafter: University), the institution responsible for the organization of studies (hereinafter: responsible institution) of studies), forms and duration of studies, criteria for enrollment, ways of conducting studies, teaching and research, procedure of submission, evaluation and defense of doctoral thesis, student rights and obligations in doctoral studies (hereinafter: doctoral), mentor's rights and obligations, ways of assuring quality, and other issues related to the organization and realization of doctoral studies. 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).
  1. The Doctoral Studies Council of the academic unit is composed of 5 or 7 members from among the professors from each department of the academic unit. The first (constituent) meeting is convened and chaired by the dean of the academic unit. After constituting the doctoral studies council, he elects the president from among its members.
  2. The Central Council of Doctoral Studies has the following composition:
    - Rector;
    - Vice-Rector of Scientific Research;
    - Vice-Rector of Teaching;
    - One representative from the Kosovo Academy of Sciences and Arts;
    - A full-time professor or associate professor in the field of social sciences;
    - A full-time professor or associate professor in the field of humanities;

- A full-time professor or associate professor in the field of technical sciences;
  - A full professor or associate professor in the field of the arts;
  - A full professor or associate professor in the field of mathematical-natural sciences;
  - A full professor or associate professor in the field of medicine;
  - A full professor or associate professor in the field of agriculture and veterinary sciences;
  - A full professor or associate professor in the field of law;
  - A full professor or associate professor in the field of economics;
  - A full professor or associate professor in the field of physical education and sports;
  - Director of Academic Development Office (EDO) - without voting rights.
3. Members of the Central Council of Doctoral Studies are nominated by the Rector and elected by the Senate.
  4. 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.
- (2) The responsible institution of study 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.
  - (3) The Head of the doctoral study program shall be the person with scientific, artistic-educational or scientific title in the academic unit in which the studies are conducted.
  - (4) 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.
  - (5) The file of the PhD candidate is the file containing all the essential data of the doctor 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 universities / universities in one or more fields of study if they have a signed contract for full-time employment with at least half of the number of teachers engaged in that study program.
- (2) Doctoral studies may be established and conducted only in those scientific fields in which the responsible institution has internationally recognized achievements in scientific or artistic research, namely in artistic creativity, which is confirmed by their accreditation by the Kosovo Accreditation Agency.
- (3) Doctoral studies are led by the Doctoral Studies Council (hereinafter: the Doctoral Studies Council in the respective academic unit).

- (4) The basic characteristics of doctoral studies at the University are research and learning through research, internationalization, transparency, international quality assessment and international competition.
- (5) For the purpose of ensuring the quality and promotion of mobility / mobility of PhD students and academic staff, doctoral studies shall be open to any form of cooperation with similar institutions at home and abroad.

### **Objective of doctoral studies**

#### **Article 4**

The objectives of doctoral studies are:

- (1) Creation of new and relevant knowledge, knowledge and artistic practices and their application;
- (2) Education of distinguished researchers and researchers 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 undergraduate doctoral studies is scientific / artistic research and creation.
- (2) Forms of work in doctoral studies are research seminars, experimental work, workshops and discussion groups, with the aim of developing research work, critical thinking, methodology acquisition and general skills.
- (3) Lecture instruction 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 candidate 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 candidate may likewise carry out certain parts of research and artistic creativity in other academic units. University or other relevant institutions at home and abroad.
- (6) The Doctoral Studies Council may assign to physician's additional courses for the attainment of the basic knowledge necessary for attending and completing the studies.

### **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;
  3. Joint studies conducted by two or more universities, but only one university is the responsible institution;
  4. The model in which a doctorate enrolls in a university and receives the diploma of the responsible institution of study, while research is conducted in more institutions and may have more mentors;
  5. Joint studies are accredited programs of two or more universities. Each university participates in doctoral enrollment, while a doctorate can obtain a single degree from two or more universities, or a university degree in which he or she has a doctoral degree, and states that the studies were joint.
- (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.

### **Criteria for Registration and duration of studies**

#### **Article 7**

- (1) The Criteria for registration shall be determined by the Senate of the University upon the proposal of the CCDS and compliance with this Regulation.
- (2) The public competition for doctoral studies registration shall be announced at least one month before the start of the academic year. The following are eligible to apply for doctoral studies:

1. graduates prior to the entry into force of studies under the Bologna Declaration, who must be masters of relevant science;
  2. Graduates after entry into force of studies on the basis of the Bologna Declaration - level of master's degree studies;
  3. Graduates with at least 300 credits European Credit Transfer System (ECTS);
  4. Candidates with an average grade not lower than 8.00 at each preliminary study level separately;
  5. Candidates who have proof of knowledge of a foreign world language (English, German, French or other world language) by the authorized institution (relevant faculty or accredited institutions).
- (3) Candidate evaluation criteria include: success in education during studies, interest shown in scientific / artistic research, published work, recommendations of two professors in the relevant field and proposal of the field of research. The interview with the candidate is mandatory, but not rated. During the registration, all the conditions necessary for the completion of the studies in the prescribed time are clearly defined.
- (4) The criteria for determining priority in the selection order are:
1. The average grade in basic and master studies has a maximum value of 40 points (proportionally distributed: 20 points for the average grade in basic studies and 20 points for the average grade in Master studies), which are calculated in the following way:
    - a. Average grade 8 - 8.50: 5 points
    - b. Average grade 8.51 - 9.00: 10 points
    - c. Average grade 9.01 - 9.50: 15 points
    - d. Average grade 9.51 - 10.00: 20 points
  2. Master of Science (MSc) or Master of Science (MSc) or specialization in the narrow field of science is awarded 5 points;
  3. Research activity, as evidenced by the following publications and presentations, is rated at a maximum value of up to 35 points:
    - a. For each article published in the last five years and indexed in Current Contents: first author / correspondent 5 points, others 2 points.
    - b. For each article published in the last five years in other international indexed journals: first author 3 points, others 1 point.
    - c. For every article published in the last five years in local academic journals, published by the University of Prishtina or its centers or institutes, the Kosovo Academy of Sciences and Arts, the Albanological Institute and the Institute of History, and use rating or peer rating: first author 2 points, others 1 point.
    - d. For university textbook published in the last five years in the narrow field: author or co-author 5 points total.

- e. For each oral presentation of the paper in the last five years in international scientific gatherings (conferences, congresses, symposia) indexed and published in the abstract: first author 2 points, others 1 point.
  - f. For each poster presentation in the past five years in international scientific gatherings (conferences, congresses, symposia) indexed and published in the abstract: first author 1 point, others 0.5 point.
  - g. For each oral presentation in the last five years in local scientific gatherings (conferences, congresses, symposia): first author 1 point, others 0.5 point.
4. Knowledge of English or a foreign language relevant to the field of study up to a maximum of 20 points.
  5. Academic units may submit additional criteria for approval by the Senate, depending on the doctoral study program.
  6. On equal terms, priority shall be given to the candidate who is a regular UP staff.
- (5) Academic units propose the number of students for enrollment, while the Senate, with the proposal of the Central Council of Doctoral Studies makes the final decision on the number of students, taking into account the research, teaching and mentoring capacities of the academic unit.
  - (6) The University Senate, upon the proposal of the academic unit and after consideration by the Central Council of Doctoral Studies, shall make a final decision on the admission of students to doctoral studies. The names of the admitted candidates, together with all the selection criteria data, are published publicly on the Academic Units website and on the University website.
  - (7) The doctoral studies shall last not less than three years, but for reasonable reasons, which the Doctoral Studies Council decides, may last up to five years. Students who have completed their master's degree and who are pursuing doctoral studies in the same field may transfer up to 1/3 of the total number of credits foreseen. The doctoral council of the academic unit decides on the transfer of credits, upon the request of the candidate. Upon expiration of five years from the date of registration, the doctor loses the right to the defense of the doctoral thesis, unless the UP Senate, on the proposal of the CSCD and based on a substantiated reasoning of the candidate, make another decision.
  - (8) If the quality of the doctoral thesis, assessed by the annual progress reports, which is applied by the doctoral studies council of the academic unit, does not meet the foreseen criteria, the doctoral studies council of the academic unit may propose to the CCSD, and this Senate, to make a decision to grant the doctorate the right to continue his studies.

### **Phases of doctoral studies**

#### **Article 8**

Doctoral studies are organized in six semesters:

1. In the first semester the student accumulates 30 ECTS from professional subject exams in the narrow field of study he / she has enrolled.

2. In the second semester, the student accumulates 30 ECTS from the subject group seminars provided in the study program.
3. In the third semester the student collects 30 ECTS after the positive evaluation and ratification of the doctoral project proposal by the academic unit doctoral council and the Central Council for Doctoral Studies, as well as the mentor approval by the University Senate.
4. In the remaining three semesters, the student accumulates 90 ECTS through:
  - At least one scientific publication of part of a doctoral dissertation in an indexed journal (see journals designated by academic units) with international peer review (20 ECTS);
  - At least two presentations at scientific meetings (conferences, congresses, etc.), one of which is of an international nature (10 ECTS);
  - Completion and public defense of the doctoral thesis (60 ECTS).

### **Mentoring**

#### **Article 9**

- (1) The right to mentor a doctoral candidate is:
  1. Teacher with academic title full time professor (regular professor) or associate professor (associate professor), who is in regular employment in UP;
  2. Exceptionally, at the request of the Faculty Council, a mentor may also be hired as a teaching assistant professor if there are at least three (3) papers published in international peer-reviewed journals. Proof of publication of papers should be submitted to the Central Council of Doctoral Studies;
  3. 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 within which the studies or the scientific council are organized.
- (2) The mentor must, without exception, be from the narrow scientific field from which the doctorate is prepared.
- (3) If there is an external co-signer, he / she must submit a CV and a letter in advance consent to the doctoral council of the academic unit.
- (4) A mentor may take up to a maximum of two candidates registered within one academic year, but not more than five candidates at a time.
- (5) Before taking on the role of mentor for the first time, when the University deems it necessary, each mentor shall pass the mentoring workshop organized by the University.
- (6) The teacher of an academic unit of the University of Prishtina (UP) may be a mentor in another university if there is written approval from the academic unit.
- (7) A retired professor may not be nominated for a mentor.



- (8) The mentor who has been appointed to this post prior to his / her retirement shall have the right to complete the mentoring until the end.
- (9) In order to ensure the quality of the doctoral work, if necessary (eg interdisciplinary research, research or artistic development in some institutions), the doctoral studies council of the academic unit shall propose to the CSCD , of this Senate, to decide on double mentoring.

### **Mentor obligations**

#### **Article 10**

The mentor is obliged to guide the doctorate during the work of the doctoral thesis, to monitor the quality of the doctoral thesis, to support the publication of his / her work and to participate in scientific and artistic projects. If there are several mentors, each of them has its own responsibilities for the pre-defined part of the research and the procedure for working on the doctoral thesis. The mentor is obliged to report once a year on the work of the doctorate to the doctoral studies council of the academic unit, in the form of the University.

### **PhD Candidate's Obligations and Rights**

#### **Article 11**

- (1) PhD Candidate is obliged to submit to the Doctoral Studies Council a report on his / her work once a year (with the possibility of presenting research).
- (2) PhD Candidate has the right to change the mentor or topic only once during the studies, upon the written request, as well as the statement of the previous mentor, in the form of the University.
- (3) PhD Candidate is required, prior to the defense of the doctoral dissertation, to have published at least one scientific publication as the first author of some of the doctoral results in an indexed journal (see journals designated by academic units) with an international review in the relevant field, to have at least two presentations at scientific meetings (conferences, congresses, etc.), one of which is of an international character in which he is the first or second author, provided that (a) the first author to be his mentor, and this presentation to be done by the candidate himself, or to have a public promotion of the artwork in public spaces. Only one doctorate can qualify for each thesis.

### **Doctoral thesis**

#### **Article 12**

- (1) The doctoral thesis is an original scientific / artistic work, subject to public scientific / artistic evaluation.

- (2) An exception to this procedure shall be the special doctoral thesis provided for in Article 18 of this Regulation.

### **Article 13**

The doctoral thesis forms are:

- (1) Monography.
- (2) The doctoral thesis in the field of art is original artistic research in the context of contemporary artistic creativity and ends with the presentation of the artwork and an adequate theoretical thesis.

### **Article 14**

- (1) The doctoral thesis should be written in Albanian language. In special cases he may it is also written in another language, but must also be translated into Albanian.
- (2) The title, resume and keywords of the doctoral thesis, except in the source language, must be written in both Albanian and English. The resume should enable you to understand the purpose of the paper, the research methods, the results and conclusions.
- (3) The graphic design of the doctoral thesis is determined by the University.

### **The procedure for presenting, evaluating and accepting the thesis (project) of a doctoral research**

### **Article 15**

- (1) During the first year of the doctoral studies, the PhD candidate proposes the mentor and the topic, as well as the working conditions and research funding terms.
- (2) The PhD candidate initiates the procedure of submitting the draft proposal of the doctoral thesis upon submission of the application form, which contains the doctor's personal notes, biography and title of the proposed topic, details of the proposed mentor and his / her competencies, the reasoning of the thesis and the expectations of the original scientific contribution of the proposed research, the estimation of the research costs, and the statement that he did not submit a doctoral thesis on the same topic in other undergraduate studies, respectively, at any other university. The topic of the doctoral thesis is presented in the University form.
- (3) The Academic Unit Council, on the proposal of the Doctoral Studies Council, shall nominate the subject evaluation committee and approve the proposal for the mentor within one month

from the date of filing of the application. This committee is composed of three or five members, of whom at least one member should not be a teacher of the studies in question nor employed in the academic unit (faculty) responsible for the studies. The proposed mentor cannot be nominated to chair the committee.

- (4) The Subject Evaluation Committee shall evaluate the original scientific / artistic contribution and the implementation of the research in financial and organizational terms at the latest one month after the submission of the request.
- (5) The doctoral studies council of the academic unit should consider the proposal of the subject evaluation committee and the mentor proposal in the third semester of doctoral studies.
- (6) The draft proposal of the doctoral thesis is protected before the doctoral studies council of the academic unit, before the evaluation committee and the proposed mentor, 30 days after submission of the report of the evaluation committee.
- (7) The Academic Unit Council, on the proposal of the Doctoral Studies Council, shall propose the subject and mentor for approval to the University Senate. The Senate must approve the subject and mentor at the latest one month after receiving the request from the academic unit.
- (8) All scientific research in human beings and humans, or animals, must comply with the provisions of the Ethics Council Regulation, must have the permission of the ethics council of the faculty or university, and of the institution in which research is implemented; consent of all researchers separately (patients, respectively volunteers), if they are able to do so, namely their caregivers or their legal representative.

### **Procedure for evaluation of doctoral thesis**

#### **Article 16**

- (1) The doctoral thesis shall be formally submitted to the faculty or university (if studies are organized at university level), with the consent and opinion of the written and signed mentor for the research performed and the original scientific contribution made. If the mentor does not want to give his consent, he is obliged to give the written reasoning within 15 days. After this period, within 15 days of the submission of the mentor reasoning, the doctoral studies council of the academic unit reviews the mentor's reasoning and proposes to the academic unit council the establishment or refusal of the appointment of a doctoral evaluation committee. In both cases, the mentor reasoning is given to members of the PhD evaluation committee who will consider it during the evaluation.
- (2) Before submitting the work on the evaluation procedure, the doctoral studies service of the academic unit must certify in writing that the PhD candidate has fulfilled all obligations as prescribed by the doctoral study program.

- (3) For the evaluation of the work, the doctor submits the work in paper and electronic form. In the artwork of the PhD candidate, besides the public presentation, the he/she submits the theoretical part and the relevant documentation for the evaluation of the work.
- (4) The Academic Unit Council, on the proposal of the Doctoral Studies Council, shall appoint a committee to evaluate the doctoral thesis. The committee has three or five members, with at least one member from a university outside Kosovo. The mentor cannot be a member of the evaluation committee.
- (5) The members of the evaluation committee of the doctoral thesis must have at least one academic assistant professor title (prof. ass.).
- (6) At the same time as the appointment of the committee for the evaluation of the doctoral thesis, the University publishes the title and resume of the thesis in Albanian and English on the University's web sites and thereby enables the thesis to be subjected to scientific and professional criticism.
- (7) The members of the PhD Thesis Evaluation Committee and all those who have been enabled to review the PhD thesis are obliged, before submitting the thesis publicly, to be aware of the data and achievements in the thesis. words, in order to preserve the scientific contribution of the doctoral thesis as an intellectual property.
- (8) The Doctoral Thesis Evaluation Committee is obliged to prepare a written report on the Thesis Evaluation within one month from the appointment. The chairman of the committee prepares the report, taking into account the written opinions of the members of the committee, while the report is signed by all members of the committee. Each member of the commission has the right to give a separate evaluation.
- (9) The Doctoral Thesis Evaluation Committee proposes:
  1. acceptance of the doctoral thesis with an explicit statement of original contribution scientific / artistic, or
  2. completion of the doctoral thesis and final evaluation, or
  3. refusal of a doctoral thesis, after which the PhD candidate loses the right to obtain a doctoral / artistic degree with the same thesis.
- (10) Justification is an essential part of the report. At its first session, the Academic Unit Council, on the proposal of the Doctoral Studies Committee, proposes to the Senate the appointment of a committee for the public defense of the doctoral thesis.

## **Procedure for the defense of doctoral thesis**

### **Article 17**

- (1) PhD candidate may be subject to the defense of the doctoral thesis after the unit council academic has approved the positive evaluation of the PhD Thesis Evaluation Committee, which must be ratified by the Senate within two months of submission to the CSD.
- (2) PhD candidate, in agreement with the Dean of the Academic Unit and the Committee for the Defense of the Doctoral Thesis, shall be obliged to make the public defense of the doctoral thesis within one (1) month from the date of ratification in the Senate.
- (3) The Committee for the Defense of the Doctoral Thesis shall consist of three or five members. The doctoral thesis defense committee may be the same as the doctoral thesis evaluation committee, except for the mentor. The mentor participates in the defense of the doctoral thesis, but has no decision-making power.
- (4) The defense of the doctoral thesis is public. The call for public defense must be advertised in the academic unit's premises, on the official website of the academic unit and the University, at least eight days before the defense. Defense should be organized in the premises of the University, or its units, in the language in which the doctoral thesis is written. In the case of joint doctorates, defense can be arranged at another university. The defense procedure is regulated by protocol.
- (5) The Committee for the Defense of the Doctoral Thesis shall carry out the evaluation immediately after the public defense of the doctoral thesis. Assessment of doctoral thesis defense can be: - Defended with excellent success, very good, good (with 100 - 80 possible points = "very good"; 79 - 65 possible points = "good"; 64 - 50 possible = "sufficient"; 49 fewer possible points = "impossible"), or did not defend. The decision shall be taken by a majority vote of the members of the Committee for the Defense of the Doctoral Thesis, ascertained by their signature. The dissertation, which has not passed the defense, may be re-submitted and submitted for defense a second time, after a period of 1 to 2 years, after which the right to re-defense is lost.
- (6) The minutes of the defense procedure shall be compiled in Albanian language, if the defendedone in another language, minutes are compiled in that language as well.

### **Article 18**

- (1) If the results of a doctoral thesis research constitute new potential defense for intellectual property rights, the PhD candidate and the mentor shall inform the Technical Transfer Service of the University or the Central Doctoral Studies Commission thereof. In this case, the PhD candidate, with the consent of the mentor, may, before submitting the doctoral thesis for

evaluation, request that the submitted doctorate be treated discreetly, up to the time of public defense.

- (2) The Technology Transfer Service or the Central Commission for Doctoral Studies shall apply the procedure for legal and commercial defense of research results in accordance with the Regulation on Technology Transfer Service. In this case, public defense may be extended, in accordance with the PhD candidate, for a maximum of one year, counting the day of commencement of the evaluation procedure of the doctoral thesis. The request for deferment of public defense shall be accompanied by the certification of the Technology Transfer Service.
- (3) The overall evaluation and defense procedure, if it is carried out according to paragraphs 1 and 2 of this Article, shall be determined by a special act of the University.

### **Publication and preservation of doctoral thesis**

#### **Article 19**

- (1) The PhD dissertation in its entirety shall be published on the University's 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 website 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) The doctoral thesis in hard copy shall be kept in 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 Library. Central University, at least one month after the defense.

### **Promotion**

#### **Article 20**

- (1) PhD candidate acquires the right of doctor of science / art foreseen by the right to work from the day of successful defense of the doctoral thesis, while full rights of academic degree and diploma when promoted, when takes an oath and is signed to the University's Scientific / Artistic Doctorate Book.
- (2) PhD candidate shall, within one month upon the defense, complete the application form for promotion to the degree of doctor of science / art and submit to the doctoral studies service of

the academic unit the associated doctoral thesis and the electronic version for publication on the web pages. the University website, respectively in the form of appropriate documentation of the doctoral thesis in the field of art (written form, photographs, video recording, audio recording etc.).

- (3) PhD candidate shall confer upon the doctorate the doctoral degree in solemn promotion, in which the doctor shall personally participate or, in the event of inability to attend, authorize another person in writing to obtain the diploma for it.

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

#### **Article 21**

- (1) The doctoral studies service of the academic unit is obliged to take care of maintaining and maintaining detailed records of the research work and of the performance of the other study duties of each doctor, including here the obligation plan (preparation of doctoral records), keeping records of the number of registered PhDs and the number of PhDs who have defended their doctoral thesis.
- (2) The Doctoral Studies Council annually evaluates itself on the basis of the annual reports of the mentors and the PhD students, and reports to the Faculty Council, the latter to the Central Doctoral Studies Council and the University Senate.
- (3) The annual report on self-assessment shall be attached to the request for re-accreditation.
- (4) Criteria for evaluation include: teachers' scientific / artistic product and PhDs, teaching, quality of doctoral theses, statistical indicators of duration of studies, statistical indicators of the annual number of new PhDs compared to the number of PhDs, and the realization of international cooperation.

### **Transitional and Final Provisions**

#### **Article 22**

- (1) This regulation shall enter into force on the day of its approval by the UP Senate.
- (2) Academic units are obliged to draft the guidelines in accordance with this Regulation.
- (3) The following forms are an integral part of this Regulation, governing their use:
  - F1 - PhD thesis presentation;
  - F2 - Doctoral thesis evaluation;
  - F3 - Decision on approval of the doctoral thesis;
  - F4 - Doctoral Annual Report;
  - F5 - Doctoral Progress Mentor Annual Report:

- F6 - Request for change of topic and / or mentor;
  - F7 - Request for extension of public defense of doctoral thesis;
  - F8 - Guidelines for preparation of doctoral thesis;
  - F9 - Annual report on study activity;
  - F10 - Report on evaluation of doctoral work;
  - F11 - Protocol and minutes for the defense of the doctoral thesis.
- (4) For doctoral studies that commenced prior to the entry into force of this Regulation, the rules that have been in force shall apply, and at the latest until the expiration of the termination of doctoral studies under the old regulation.
- (5) The provisions of this Regulation shall apply in their entirety to doctoral studies for which the accreditation procedure commences after the entry into force of this Regulation.

Chairman of the Senate of the University of Prishtina



Prof. Dr. Anton Berishaj

Acting Rector of the UP