



UNIVERSITY OF PRISHTINA  
FACULTY OF EDUCATION

# THE DOCTORAL STUDIES MANUAL

PRISHTINA, 2017



University of Prishtina  
Faculty of Education

# ***The Doctoral Studies Manual***

Prishtina, 2017

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## **I. INTRODUCTION**

This manual is meant to be a resource and guidance tool for the implementation of the Doctoral program “PhD in teacher education and education sciences” that is provided by the University of Prishtina as accredited by the National Accreditation Agency. This manual is written as a collection of processes, procedures and standards for Doctoral studies in the Faculty of Education in order to support the academic staff of the Faculty of Education involved in the implementation of Doctoral studies as well as managerial structures involved in the implementation of Doctoral studies, namely the management of the faculty of education and the Doctoral Studies Committee at the Faculty of Education. Furthermore and more importantly, this manual will help PhD students to progress through the program and meet all the requirements.

This program is the first PhD program in this area in Kosovo and as such is meant to serve a wide spectrum of the institutions and professionals in Kosovo. The recent establishment of teacher education institutions (Faculties of Education) in the public higher education system as well as the intentions to advance the development of teacher professionalism in the school system are the two main issues behind the rationale for the development of this PhD program. The general goals of this PhD Program can be summarized as follows:

- develop education experts that will support the development of education system and school system;
- develop teacher educators that master the skills and concepts of modern education development;
- develop education researchers who will be able to foster innovative ideas in the field of education sciences.

Given the nature of PhD studies and the overall trends in defining learning outcomes for PhD programs (See reference Dublin descriptors and TUNING Project), this PhD program will contribute to the achievement of the following specific outcomes:

- deepen the understanding of candidates in theoretical and

methodological concepts in the field of education, teaching and education sciences;

- Preparing candidates to independently lead scientific research and professional projects and master the necessary skills for implementing those projects.
- equip candidates with skills to develop independently new knowledge in order to solve more difficult professional and scientific problems through an interdisciplinary approach;
- development of critical reflection and ethical responsibility of candidates in research and social and communication competences for professional leadership and research;
- Preparing candidates to critically analyze known factors and to provide new solutions for specific and practical problems;

### ***The doctoral program outline***

The PhD program consists of the taught component and research component. The general principles and provisions of the central university regulation on PhD studies provide general outlines of what the PhD program should achieve whereas it remains to the respective departments to decide what taught components could best support students in achieving the desired outcomes. The proposed content of this present PhD program has been planned with the view that it serves a broad spectrum of research areas that students in this program can address. The program contains a set of required modules that all students need to take including three search seminars as well as orientation modules (2 modules) that are meant to expose students to more in depth examination of the research area of their interest. In addition, each student has to take three elective modules from a set of propose modules that are integrated in the program proposal.

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	Year I Semester I	L (hours)	S (hours)	Individual study	Total (hours)	ECTS
1.	Modern theories in the field of education sciences O	10	15	125	150	5
2	Advanced research methods in education O	10	15	125	150	5
3.	Doctoral seminar I O		30	120	150	5
4.	Orientation study module I O	10	15	125	150	5
5.	Dissertation writing module	10	15	125	150	5
6.	Individual research module O			150	150	5
	Total	40	90	790	900	30

	Year I Semester II	L (hours)	S (hours)	Individual study	Total (hours)	ECTS
1.	Contemporary trends i educational research O	10	15	125	150	5
2	Doctoral seminar II O	0	30	120	150	5
3.	Orientation study module II O	10	15	125	150	5
4.	Elective Module	10	15	125	150	5
5.	Elective module	10	15	125	150	5
6.	Individual research module			150	150	5
	Total	40	90	790	900	30

	Year II Semester III	L (hours)	S (hours)	Individual study	Total (hours)	ECTS
	Doctoral seminar III O					
2.	Elective module	10	15	125	150	5
3.	Individual research module			600	600	20
	Total	20	30	750	900	30

	Year II Semester IV	L (hours)	S (hours)	Individual study	Total (hours)	ECTS
1.	Individual research module			900	900	30
	Total			900	900	30

	Year III Semester V	L (hours)	S (hours)	Individual study	Total (hours)	ECTS
1.	Individual research module			900	900	30
	Total			900	900	30

	Year III Semester VI	L (hours)	S (hours)	Individual study	Total (hours)	ECTS
1.	Individual research module		30	870	900	30
	Total			900	900	30

***Study orientation modules (candidates select 2 modules):***

<b>Modules (5 ECTS each)</b>
1. Teaching and learning I and II
2. Teaching natural sciences I and II
3. Teaching Maths I and II
4. Teaching social sciences I and II
5. Inclusive education I and II
6. Preschool education I and II
7. Education Leadership I and II

***Elective modules1- (candidates select 3 modules: 3x5 ECTS)***

<b>Modules</b>
1. Qualitative research
2. Quantitative research
3. Writing scientific articles and presenting results
4. Advanced Course on Special needs education
5. Advanced Course on Communication in education
6. Stress Psychology
7. Teacher Professional Development

<sup>1</sup> Optional modules aim at strengthening relevant generic competences, transferring subject based knowledge and competences in a broader sense and from an interdisciplinary perspective.

8. Advanced Course on Assessment in Education
9. International Education
10. Education Policies
11. Individual and Organizational Counseling
12. Teaching and learning in higher education

### ***Criteria for completing a doctoral studies program***

The criteria for completing the Doctoral studies program are specified in the University regulation for PhD studies as well as the specifications outlined in the program as accredited by the national accreditation authority.

Doctoral studies are organized in six semesters:

1. In the first semester student accumulates 30 ECTS from completing the doctoral studies courses/modules and seminars as foreseen in the accredited program.
2. In the second semester student accumulates 30 ECTS from courses/modules and seminars as foreseen in the accredited program.
3. In the third semester student collects 30 ECTS after completing a research seminar and positive assessment of the approval of the doctorate project-proposal by the Central PhD doctoral Council of the academic unit and by the Central Doctoral Studies Council, as well as mentor approval by the Senate of the University.
4. In the three remaining semesters, the student accumulates 90 ECTS through:
  - Publishing one article, related to the doctoral dissertation work including the possibility of using part of the data collected for the doctoral dissertation, in an international peer reviewed indexed journal (based on applicable University regulations for the standards of journals used for purposes of academic promotion of staff (20 ECTS).
  - At least two presentations at scientific meetings (conferences, congresses, etc.), of which one with an international character



(10 ECTS).

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

## **II. THE ORGANIZATIONAL STRUCTURES OF DOCTORAL STUDIES**

The main structures involved in the implementation of doctoral studies are the management of the faculty of education (dean's office, the doctoral studies committee, and the doctoral student support office/service). They each play a crucial role and the coordination of their efforts and coherence of their actions are critical for the implementation of the doctoral studies program.

### ***1. Responsibilities of Dean's office***

The management of the Faculty of Education is responsible for the following activities in the implementation of the Doctoral studies program:

- The scheduling of Doctoral studies classes and seminars;
- Assigning course/module lecturers and research seminar leaders and contributors;
- Managing the contracting process of staff involved in lecturing and mentoring at the Doctoral program;
- Providing the necessary resources for the implementation of doctoral studies program;
- Facilitating communication between the Doctoral Studies Committee at Faculty level and Faculty Council in one hand and Faculty Council and Central Doctoral Studies Committee on the other hand;
- Providing the necessary work conditions for the Doctoral Studies Committee and staff involved in implementation.

### ***2. The Doctoral Studies Committee***

According to the regulation on doctoral studies at the University of Prishtina level, the Faculty Doctoral Studies Committee is responsible

for the implementation of the Doctoral Program. More specifically, the Doctoral Studies Committee at the Faculty of Education is responsible for the following activities:

- Managing the process of doctoral research proposal including elaboration of additional instructions for students;
- Managing the process of quality assurance of the doctoral studies;
- Reviews doctoral research proposals and proposed mentors and recommends to the Faculty Council the Committee members who will evaluate the research proposal.
- Reviews the evaluation report of the Review Committee of the doctoral research proposal and proposes to the Faculty Council the approval of the proposal or the changes that the candidate has to make.
- Proposes the establishment of the doctoral dissertation defense committee to the Faculty Council.
- Reviews the report from the doctoral dissertation defense committee and recommends to Faculty Council approval for defense when considered quality standards have been met;
- Reviews the doctoral program periodically for the purposes of quality improvement and program re-accreditation.

### ***3. Doctoral studies service/office***

The management of the Faculty of Education assigns the office and officers in charge of providing technical and logistical support for the implementation of Doctoral Studies. The service is also responsible for protocol and logistical support for the work of the Doctoral Studies Committee.

The doctoral studies office is allocated at the Faculty of Education, 3rd floor. All student e-mails on all issues related to Doctoral studies program that come from PhD students should be sent to doctoral studies officer, with CC to Vice-Deans and Head of Doctoral Studies Committee as deemed appropriate based on roles and responsibilities assigned within this manual.

### **III. WRITING AND APPROVING RESEARCH PROPOSALS**

#### ***1. The process of submitting and approving the research proposal***

According to the University regulation on doctoral studies, the process of submitting and approving Doctoral research proposal should develop in following way:

- During the first year of doctoral studies, PhD candidate finalizes the research proposal and proposes the mentor and the research proposal in the third semester.
- The PhD candidate starts the procedure for submission of the doctoral research proposal by submitting an application, which consist the form that is mandated by the Central Doctoral Studies Committee. The student can develop a more elaborated research proposal for the Faculty of Education Doctoral Studies Committee to enable a more thorough process of review. This more elaborated research proposal is not limited in page number but cannot exceed 10 pages and can be attached to the application form (F1) mandated through central Regulation on Doctoral Studies. The application is submitted at the Office for Master and Doctoral studies and the request is registered in the protocol before being submitted to the Doctoral Studies Committee.
- The Faculty Council, on the proposal of the Faculty Doctoral Studies Committee appoints a three or five member committee to evaluate the research proposal and proposed mentor and co-mentor. At least one member of the Committee should be external to the Faculty of Education or Kosovo and someone who has not been involved in teaching in the same doctoral program. The proposed mentor cannot not be member of this Committee.

- The Committee for the assessment of the research proposal assesses the research proposal based on the standards outlined in this manual and submits an evaluation report to the Doctoral Studies Committee at the Faculty.
- The Doctoral Studies Committee should review the evaluation report of the evaluation committee in the third semester, or when the student is ready to submit the proposal.
- The candidate needs to present/defend the proposal in front of the Doctoral Studies Committee, Evaluation committee and proposed mentor and co-mentor (if applicable), 30 days after submission of the report of the evaluation committee.
- Following the defense, the Doctoral Studies Committee processes the proposal for approval at Faculty Council which then processes the request to the Central University Doctoral Studies Committee and Senate. The request is processed through the management of the Faculty of Education.
- The process flow is documented and formally recorded in written minutes and also formal decisions by the faculty council when it has approved the research proposal.
- All research proposals should include documentation necessary for demonstrating that the research proposals respects the applicable provisions of research ethics regulations applicable at University level particularly in relation to involving relevant subjects in the research.

## ***2. Structure and content of the research proposal***

The research proposal should be no longer than 10 pages excluding the reference list. The students should use the APA referencing style, times new roman, single line spacing. This elaborated research proposal forms a basis for the completion of the formal application form (F1 in the Central Regulation for Doctoral Studies). The research proposal must include the following information:

### **Title of the research proposal**

It should not be longer than 20 words and should have no acronyms and hyphenation marks. It should clearly communicate what the research is about and should not be abstract and vague. The title cannot be changed once it is approved.

### **Key words**

A list of three to five key words should be specified ordered in alphabetical order. These words need to be clearly linked to the proposed research topic.

### **Abstract**

The abstract should be a 300 words summary which indicates the problem that is being studied and the purpose of this research. In addition, the abstract outlines the theoretical framework the study uses to conduct this study as well as methodological choices that will be made for the implementation of this research. The abstract concludes with a statement of the expected results of this research and scientific contribution the proposed research is expected to make.

### **Rationale and purpose**

In this section, the candidate addresses the following issues:

- Significance of the project in relation to current knowledge/literature: How is the project linked to previous international and national research? How will the project advance or renew the state of the art? How will this research contribute to the development of knowledge and theoretical debates on the relevant topic?
- How is the proposed research linked to previous research of recent years?

### **Theoretical framework**

This section should clearly state what theoretical framework the proposed research will adopt. It should also make the necessary

argumentation on the choices made for the main constructs, the literature debates and theories the researcher is using for conducting this research. It is critical that the proposed research indicates clear links between the theoretical framework and the data as well as expectations from this research. The research proposal needs to indicate the use of a minimum of 25 relevant scientific references which are closely connected to the proposed research topic with a predominant literature of recent years.

## **Research purpose and questions**

### **a. Objectives of the research**

- Objectives/purpose of the research project and their theoretical underpinnings
- Research questions and/or hypotheses

### **b. Scientific, practical and wider contribution**

- Expected research results and their anticipated scientific impact, potential for scientific breakthroughs and for the renewal of science and research

As applicable, the doctoral research should also consider the impact beyond academia including:

- The reach and potential utilization value of the research beyond the scientific community including the practical relevance of this research
- The applicant's own estimate of the potential for societal impact in the long or short term.

## **Research methodology**

The section on research methodology should elaborate the main methodological choices and decisions including but not limited to:

- Research methods, described so as to explain why they were chosen, how they will contribute to answering the research questions/testing the hypotheses;

- The data that will be collected in relation to the research questions and/or hypothesis. In this section the candidate needs to also elaborate the instruments that will be used for data collection and the main constructs they will reflect. It also needs to be emphasized how the instrument will be developed (adopted from elsewhere or developed by researcher and how). When talking about the quantitative instruments, the candidate needs to elaborate the metric characteristics of the instruments and how they will be measured;
- The sample and sampling process and frame;
- The process that will be followed for data collection and data analysis including the way qualitative and quantitative analysis (the types of tests that will be conducted) will be conducted.

### **Ethical issues**

The candidate needs to elaborate the measures s/he will take to respect all ethical standards during the process of carrying out their research. This section addresses the issues of informed consent, anonymity of subjects, provisions for withdrawal from research as well as other applicable standards concerning the chosen topic, methods and data.

### **Implementation schedule**

In this section, the candidate outlines the steps that need to be taken and time each step requires to be completed. It can also be presented in a table format.



## **IV. IMPLEMENTATION OF PHD RESEARCH**

The processes and stages of conducting PhD research are outlined precisely in the Central Regulation of Doctoral Studies. Students will need to carefully review those steps and work with the administration of the faculty to ensure all necessary steps are met. The relationships between the mentor and co-mentor with PhD students are crucial to the success of the students in PhD program. Thus it has to be clear what are the expectations from students and particularly mentors and co-mentors to support doctoral students. On the other hand, it has also to be clear that PhD research is individual and independent work of students which however needs to be adequately supervised and supported.

Successful implementation of PhD research is thus closely linked to how mentor-student cooperation is working. The support provided to doctoral student to ensure s/he reaches the minimum standards determined for a doctoral research is critical. Below is a more detailed elaboration of the mentoring arrangements and responsibilities of parties involved as well as the standards that serve as guidance for the assessment of doctoral dissertations in this program that can guide students, mentors and assessment committees to carry out their work.

### ***1. Mentoring***

Mentors are assigned based on applicable regulation of University on the doctoral studies. The student can also have a co-mentor for their research and the co-mentor can also be from outside the University of Prishtina. Based on applicable University Regulations and international standards, the mentors and co-mentors should have at least three internationally peer-reviewed scientific references. In addition, the background of the mentor and co-mentor should be closely connected to the narrow area of doctoral research.

### **The responsibilities of the mentor**

The responsibilities of the mentor and co-mentor are:

- Providing the necessary guidance of students during the process of drafting the research proposal as well as conducting research and writing the dissertation;
- Providing constructive, critical and timely feedback to student research during the whole doctoral studies research and program;
- Supporting students in the opportunities to engage in various forums where they can present their research and obtain feedback including the scientific conferences;
- Supporting students in publishing articles in relevant journals as part of meeting the PhD program requirements;
- Ensuring doctoral dissertation respects the principles of academic integrity and avoids any plagiarism practices;
- Providing an annual report on the progress of the doctoral student and challenges to be addressed.

### **Responsibilities of doctoral students**

Doctoral students need to understand that the progress towards completing their requirements for Doctoral degree is their individual responsibility. Doctoral students are responsible for:

- Be in continuous contact with the mentor (and co-mentor) and require approval for every step in the doctoral research;
- Acting on the advise of their mentors related to the studies in general and research in particular;
- Participating in relevant national and international conferences in which they can present their research;
- Be proactive in meeting the requirements of the program including the publication of a peer reviewed article and presenting in international conferences;
- Provide an annual progress report of their research and completion of the program to Doctoral Studies Committee as specified in the central regulation of doctoral studies.

## 2. Assessment of doctoral dissertation

The assessment process and stages is elaborated in the doctoral studies regulation. The criteria and guidance below is presented as a guide for the students, mentors and assessment committee to take as a reference within their roles. Assessment committees need to adhere to general academic standards of conducting good research in determining the points and ranking of specific dissertation against the criteria. The Committee needs to discuss and form an opinion on the assessment for specific dissertation while it is possible that one member decides to write a separate evaluation in cases her/his opinion differs from the rest of committee members substantially. The Committee needs to also make comments by providing narrative comments and arguments for the respective dissertation. The criteria for the evaluation are: scoring 100 - 80 possible points = “very good”, 79 - 65 possible points = “good”; 64 - 50 possible points = “satisfactory”; 49 and less possible points = “fail”). The form below is used as a tool by the assessment committee members to present their individual assessment which serves the needs of completing the final report/form of the doctoral studies regulation (F10).

Criteria	Grading			
	Very good	Good	Satisfactory	Fail
<p><i>Choice of topic and research problem</i></p> <p>While the dissertation topic must be connected to previous research, the dissertation should also generate genuinely new knowledge. It may also serve to open a new line of investigation. The study must be appropriately delineated. The research questions must be phrased in a way that it is possible to answer those reasonably within the scope of the study.</p>				

<p><i>Conceptual clarity and theoretical mastery of the topic</i></p> <p>The concepts must be clear, and the author must demonstrate that he or she is in command of the theories behind the research and able to conceptualise the research problem.</p>				
<p><i>Use of methods</i></p> <p>The methods must be well grounded and enable the author to address the research problem. Diverse use of research methods is commendable, as is in-depth mastery and insightful use of the research methods. The choice of methods should be well argued and documented.</p>				
<p><i>Presentation of the results</i></p> <p>The results must be presented clearly and logically. Analysis should be logical and well grounded. The author must try to ensure that the presentation of results is purposeful and coherent way while trying to find the more efficient and sophisticated way of presenting the relevant results.</p>				
<p><i>Conclusions</i></p> <p>The conclusions must be systematic and well grounded and pertain to the research problem, data and methods used. The author should avoid speculation and personal bias while clear links to the data and literature must be proven. Conclusions must indicate the scientific contribution of the research.</p>				

<p><i>The dissertation as a whole and the standard of the language used</i> The dissertation must have a logical structure with clear language. The text should be coherent and logical and focus on the essentials. Argumentation must advance logically. The researcher must demonstrate critical thinking, originality and independence.</p>				
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**Comments on the draft dissertation**

Comments and clarification in the assessment above:

Signature:

Date:

## **V. QUALITY ASSURANCE OF DOCTORAL STUDIES**

The Doctoral Studies Service is responsible for the data and information management for every doctoral student and for every cohort including the admission process and progress throughout the program. The Doctoral Studies Committee manages the process of evaluation of doctoral studies on annual basis which forms a basis for self evaluation for re-accreditation.

Self evaluation will be conducted based on following dimensions: the quality of lectures, quality of progress in research, quality of mentoring and support, quality of access to literature, quality of international cooperation in doctoral studies, quality of administration support etc.

Doctoral Studies Committee makes use of the existing instruments in the central university doctoral studies regulation as well as develops additional instruments for data collection as well as the standards and format of drafting the report. The quality review will be based primarily on the annual report of the doctoral students and the mentors and co-mentors. Additional focused quality review data collection will be managed on periodic basis as well as for the needs of program re-accreditation. The doctoral studies committee is also responsible for drafting the annual quality report. The Report is submitted to the Faculty Management and Faculty Council.

# **ANNEX A: UNIVERSITY DOCTORAL STUDIES REGULATION**

## **REGULATION FOR DOCTORAL STUDIES**

### ***General provisions***

#### **Article 1**

- (1) The Regulation for doctoral studies at the University of Prishtina (hereinafter: the Regulation) regulates the organization and implementation of the doctoral studies at the University of Prishtina (hereinafter: the University), the institution responsible for the organization of studies (hereinafter: the Institution responsible for studies), forms and duration of the studies, the criteria for registration of the studies, ways of realization of studies, teaching and research, the procedure of submission, evaluation and defense of the doctoral thesis, the rights and obligations of the student's doctoral studies (hereinafter: PhD), the rights and obligations of the mentor, quality assurance methods, and other matters related to the organization and implementation of the doctoral studies.
- (2) This regulation establishes the criteria necessary for the activities referred in paragraph 1 of this Article.

#### **Article 2**

Meaning of the terms in this regulation:

- (3) 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, is the Central Doctoral Studies Council.
  1. The Doctoral Studies Council of the academic unit consists

of 5 or 7 members from the professors of each department of the academic unit. The first meeting (constitutive) is invoked and headed by the Dean of the academic unit. After the Doctoral Studies Council is constituted, it elects the chairman from its members.

2. The Central Doctoral Studies Council has the following composition:

- Rector
- Vice Rector for Teaching and Scientific Research;
- A representative of the Academy of Sciences and Arts of Kosovo;
- A professor or an associate professor in the field of social sciences;
- A professor or an associate professor in the field of technical sciences;
- A professor or an associate professor in the field of arts;
- A professor or an associate professor in the field of math and the natural sciences;
- A professor or an associate professor in the field of medicine;
- A professor or an associate professor in the field of agriculture and veterinary sciences;
- A professor or an associate professor in the field of economic and legal sciences;
- A professor or an associate professor in the field of sports science;
- Director of the Office for Academic Development (DOAD) - without the right to vote.

3. Members of the Doctoral Studies Central Council are proposed by the Rector, and chosen by the Senate.

4. The Central Doctoral Studies Council is headed by the Rector. In case of his/her absence, the Council is headed by Vice Rector for Scientific Research.

(4) Responsible institution for studies is one or more academic units, one or more universities inside and abroad, which organize and



carry out doctoral studies and complete the process of achieving scientific doctoral / artistic degree.

- (5) The head of the doctoral studies program is the employee with a scientific-educational title, artistic-educational or with a scientific title in the academic unit in which the studies are conducted.
- (6) A mentor is an appointed person, with a scientific-educational or artistic-educational title which leads PhD students during preparation of the doctoral dissertation.
- (7) PhD students' file is the folder which contains all the PhD students' essential notes from the moment of his accession up to his promotion. Respective academic unit is responsible for collecting and storing data in the file.

### **Article 3**

- (1) Doctoral Studies are offered by academic units (faculties) and / or university / universities in one or more scientific fields, if they have signed full time labor relations contracts with at least half of the teachers engaged in that program of studies.
- (2) Doctoral Studies can be established and realized only in those fields in which the responsible institution has internationally recognized achievements in scientific or artistic research, respectively in artistic creativity, and which are confirmed by their accreditation from Kosovar Accreditation Agency (KAA).
- (3) The 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 teaching through research, internationalization, transparency, international quality assessment and international competitiveness.
- (5) For purposes of quality assurance and promotion of mobility of the PhD students and Academic staff, doctoral studies are open to any form of cooperation with similar institutions inside and abroad.

## ***The goals of doctoral studies***

### **Article 4**

Purposes of doctoral studies are:

1. Creation of knowledge, of new relevant knowledge and artistic practices, as well as their implementation;
2. Education of researchers and scholars distinguished in certain scientific or artistic fields;
3. Training of PhD students for independent research / artistic work, for independent research and critical appraisals of the work of others.
4. Achievement of knowledge, experience and skills, which should enable PhDs to offer original and meaningful contribution to the respective areas of knowledge in creative way and based on researches.
5. Internationalization of research / artistic work at the University.

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

### **Article 5**

- (1) The core component of the university doctoral studies is research and scientific / artistic creation.
- (2) The doctoral studies working forms are research seminars, experimental work, workshops and discussion groups, with the aim of developing research work, of critical thinking, skills and general methodology acquisition.
- (3) Learning in the form of lectures should not exceed 20 percent of the total load provided by the study program and calculated according to the European Credit Transfer System (ECTS).
- (4) According to the possibilities and under the conditions laid down in advance, attendance at doctoral studies is open to all university

PhD Students. Some parts of the research and teaching in doctoral studies can be pursued by other university PhD students, under the conditions previously set forth in the contract signed between the mentioned universities.

- (5) In order to achieve interdisciplinarity and on the basis of reasonableness and mentor approval and consent of the doctoral studies council, PhDs can perform certain parts of the research and artistic creativity in other academic units of the University or in other relevant institutions inside and outside the country.
- (6) The doctoral studies council may assign additional doctoral courses to achieve basic knowledge, necessary for the continuation and completion of studies.

### ***Forms of doctoral studies***

#### **Article 6**

- (1) Doctoral studies can be organized in one of the following forms:
  1. Doctoral studies, for which the responsible institution is only an academic unit or the University;
  2. Double doctorate, in which PhD student obtains two diplomas and for which also double mentoring is obliged;
  3. Joint studies which are carried by two or more universities, but only one university is the institution responsible;
  4. The model in which PhD student registers studies in one university and gets the diploma from this university, while research is performed in more institutions and can have more mentors;
  5. Joint studies are an accredited program of two or more universities; each university takes part in the enrollment of the PhD students, while the PhD student can obtain single diploma of two or more universities, or university diploma from the university where he has enrolled his doctoral studies, and in which it is written that have been joined studies.

- (2) There is no transfer of doctoral studies from one other academic unit within the University of Prishtina or from other universities in the University of Prishtina. Students are admitting only on the basis of Public competition announcement.

### ***Admission requirements and length of study***

#### **Article 7**

- (1) Conditions for admission are determined by the university Senate, with proposal by CDSC in accordance with this regulation.
- (2) Public competition for enrollment in doctoral studies is announced at least one month before the starting of the academic year. Right to compete for admission in doctoral studies have:
1. Graduates before the entry into force of the studies according to the Bologna Declaration, which should be master students of the relevant science;
  2. Graduates after the entry into force of the studies based on the Bologna Declaration - the scientific master level.
  3. Graduates who have at least 300 credits of European Transfer Credit System (ECTS).
  4. Candidates with a GPA not less than 8.00 separately in each level of preliminary studies.
  5. Candidates who have evidence of the recognition of a global foreign language (English, German, French) from an authorized institution (from relevant Faculty or from accredited institutions).
- (3) Criteria for the evaluation of candidates includes: success during studies, proven interest for scientific / artistic research, published papers, the recommendations of two professors in the relevant field and the proposal of the research topic (project). The interview with the candidate is mandatory but it is not evaluated with points (interview in English). During admission, all the necessary conditions for the completion of studies in the prescribed time are

clearly defined.

(4) The order of criteria for determining the selection priority are:

1. Average Grade during undergraduate / bachelor studies is equal to the number of points (e.g.: 8.49 average grade equal to 8.49 point);
2. Average Grade during master or equivalent master studies is equal to the number of points (e.g.: 8.49 average grade equal to 8.49 point);
3. Study programs which have integrated first and second level of studies, GPA is multiplied by two (e.g.: 8.49 x 2 GPA equal to 16.98 points);
4. Master in scientific field or specialization in the narrow scientific field assessed with 5 points;
5. For each published article and indexed in Current Contents: first author / correspondent 5 points, others 2 points.
6. For each published article last 5 years at indexed international journals: first author 3 points, others 1 point.
7. For each published article last 5 years in the national academic journals, that are published by the University of Prishtina or its centers/institutions, from Kosovo Science and Arts Academy, Institute of Albanology and Institute of History and use assessment or assessment form the colleagues from the fields: first author 2 points, others 1 point.
8. For university book published last 5 years in a narrow field: the author or co-author a total of 5 points.
9. For each oral presentation at indexed international scientific meetings (conferences, congresses, symposia) and published in proceedings last 5 years: first author 2 points, others 1 point.
10. For each poster presentation in indexed international scientific meetings (conferences, congresses, symposia) and published in proceedings last 5 years: the first author 1 point, others 0.5.
11. For each oral presentation at national scientific meetings

(conferences, congresses, symposia): first author 1 point, others 0.5.

12. Academic units may submit for approval by the Senate additional criteria depending on the program of doctoral studies.

13. Under the equal conditions, priority given to the candidate who is a regular staff of the UP.

- (5) Academic units propose number of students for admission, and the Senate, with the proposal of the Central doctoral studies Council takes the final decision on the number of students, taking into account the academic unit's research, teaching and mentoring capabilities.
- (6) The University Senate, on the proposal of the academic unit and after the revision by the central doctoral studies council, takes the final decision on the admission of students in doctoral studies. Names of accepted candidates, with all data on selection criteria are announced on the academic units' website and on the University website.
- (7) Doctoral studies last no less than three years, but for reasonable factors, and for which the Doctoral Studies Council decides, studies may continue for up to five years. For students who have completed a master of science and who continue to doctoral studies in the same field, they may transfer up to 1/3 of the total number of provided credits. For credit transfer decides the Doctoral Council at the academic unit, on the request of the candidate. After the expiration of five years from the date of enrollment, the PhD candidate loses the right to defend the doctoral thesis, except if the UP with proposal by CDSC based on the testified justification by the candidate, takes another decision.
- (8) If the quality of the doctoral thesis, estimated with annual progress reports implemented by the Doctoral Studies Council, does not meet the criteria set forth, the Doctoral Studies Council may propose to CDSC, and the latter to the Senate, to take a decision to remove the right of PhD candidate to continue studies.

## **Stages of doctoral studies**

### **Article 8**

Doctoral studies are organized in six semesters:

1. In the first semester student accumulates 30 ECTS from exams of professional courses in the close field in which he has been enrolled.
2. In the second semester student accumulates 30 ECTS from seminars of group-courses provided in study program.
3. In the third semester student collects 30 ECTS after positive evaluation and ratification of the doctorate project-proposal by the Central PhD doctoral Council of the academic unit and by the Central Doctoral Studies Council, as well as mentor approval by the Senate of the University.
4. In the three remaining semesters, the student accumulates 90 ECTS through:
  - At least one scientific publication of the parts of results of a doctoral in an international peer reviewed indexed journal (see assigned magazines from academic units) in the relevant field (20 ECTS).
  - At least two presentations at scientific meetings (conferences, congresses, etc.), of which one with an international character (10 ECTS).
  - Completion and public defense of the doctoral thesis (60 ECTS).

### ***Mentoring***

### **Article 9**

- (1) The right to guide a PhD candidate is assigned to:
  - a. teacher with academic title professor (Prof. dr.) or associate

professor (Prof. Assoc.) that is in regular employment in UP.

- b. Exceptionally, at the request of the Faculty Council, the mentor teacher can also engage with the academic title of assistant professor (Prof. ass.) and has at least three (3) published papers in international peer reviewed indexed journals. Proof of paper publication should be brought to the Central Doctoral Studies Council.
  - c. Mentor, with no exception, can be a professor emeritus, and this decision is taken by the Senate, with the proposal of the Doctoral Council of the Academic unit within which the studies are organized or of the scientific field Council.
- (2) Mentor, without exception, should be from narrow scientific fields in which the Doctoral thesis is prepared.
  - (3) In the case of an outside co-mentor, he / she must primarily submit a CV and cover letter for consent of the Doctoral Council of the Academic unit.
  - (4) A mentor can take mentoring of candidate, and in special cases, on proposal of the Doctoral Council of the Academic unit and with the approval by the Council of the academic unit, up to two candidates admitted in an academic year, but no more than four candidates simultaneously.
  - (5) Before taking mentor duty for the first time, and then when the university deems necessary, each mentor must pass a mentoring workshop, which is organized by the University.
  - (6) The teacher of an academic unit of the University of Prishtina (UP) can be a mentor in other universities, if he has a written approval from the academic unit.
  - (7) A retired professor can not be nominated for mentor.
  - (8) Mentor who was appointed to the post before retiring is entitled to conduct mentoring to the end.
  - (9) To ensure the quality of doctoral thesis, if necessary (e.g. interdisciplinary research, the development of research or artistic creation in some institutions), Council for Doctoral Studies of the academic unit, propose to CDSC and this to Senate to take



decision for double mentoring.

### ***Mentor obligations***

#### **Article 10**

- (1) The mentor has an obligation to guide the PhD candidate during preparation of his dissertation, to convey the quality of the dissertation, to support the publication of his works and his participation in scientific and artistic projects.
- (2) In the case where there are several mentors, each of them holds the responsibility for the part of the research, prearranged and for the dissertation work procedure.
- (3) The mentor has an obligation to annually submit a report on the form of the University to the council on PhD Candidate to the Doctoral Studies Council of the Academic unit.

### ***Obligations and rights of PhD Candidate***

#### **Article 11**

- (1) PhD candidate is required once a year, in the University form, to present report on his work (with the possibility of presenting the research) to the Doctoral Studies Council.
- (2) PhD Candidate is entitled to change mentor or thesis only once during the studies, based on a written request and on a declaration of a previous mentor, in the University form.
- (3) PhD candidate is required, prior to doctoral thesis defense, to publish at least one scientific paper as first author of a part of the results of his dissertation in an indexed journal with peer international review in relevant field (see assigned journals from academic units), at least two presentations at scientific meetings (conferences, congresses, etc.), of which one with an international character, in which is first or second author, provided that (a) the

first author to be his mentor, (b) the presentation to be delivered by the candidate or to have publicly promotion of artistic work in public. Each paper can qualify only one PhD Candidate.

### ***Dissertation***

#### **Article 12**

- (1) Dissertation is an original scientific / artistic work, which is subject to scientific / artistic public evaluation.
- (2) Exceptions to this procedure are specific dissertations, as provided by Article 18 of this Regulation.

#### **Article 13**

Dissertation forms are:

- (1) Monograph
- (2) Dissertation in the field of arts is an original artistic research in the context of contemporary artistic creation and ends with the presentation of artistic work and an adequate theoretical work.

#### **Article 14**

- (1) The doctoral thesis must be written in Albanian. In certain cases it may be written in another language, but necessarily translation should be presented in Albanian.
- (2) Title, summary and keywords of the dissertation in addition to the original language should definitely be written in Albanian and English. Title, abstract and key words should provide an understanding of the purpose of the paper, research methods, results and conclusions.
- (3) Graphical view of the dissertation is determined by the University.

***The procedure of submission, assessment and acceptance of the topic (the project) of doctoral research***

**Article 15**

- (1) During the first year of doctoral studies, PhD candidate proposes mentor and dissertation topic, and the preliminary agreement on working conditions and terms of research funding.
- (2) PhD candidate starts procedure for submission of the doctoral topic proposal by submitting an application, which contains PhD candidate's personal data, CV and title of proposed topic, information on the proposed mentor and his competences, the reasonableness of topic and expectations of original scientific contribution of the proposed research, research expenses evaluation, and a statement that the dissertation has not been presented with same topic in other university studies, or in any other university. The topic of the dissertation is presented in the form of the University.
- (3) Council of academic unit, with the proposal of the Doctoral Studies Council, appoints committee to evaluate the proposal topic and approves the proposal for mentor within one month from the date of request submission. This committee consists of three or five members, of which at least one member should not be teaching in the mentioned studies nor employed in academic unit (faculty) which is responsible for studies. The proposed mentor can not be appointed to chair the Committee.
- (4) The Committee for the assessment of the topic, assesses for scientific / artistic original research contribution and for the research applicability financially and organizationally, at latest one month after application submission.
- (5) The Doctoral Studies Council of the Academic unit must necessarily examine the proposal of evaluation committee for evaluation of proposed topic and mentor in the third semester of doctoral studies.

- (6) The project proposal of the dissertation is defended in front of the Doctoral Studies Council of the Academic unit, in front of the evaluation committee and in front of proposed mentor, 30 days after submission of the report of the evaluation committee.
- (7) The Academic unit Council, with the proposal of the Doctoral Studies Council, proposes topic and mentor for approval to the University Senate. The Senate must approve the topic and mentor no later than one month from receipt of the request by the Academic unit.
- (8) All scientific research on people and with people, or animals, must be in compliance with the provisions of the Regulations of the Board of Ethics, must have the permission of the committee on ethics of Faculty or University, and of the institution in which research is applied; consent of all researches separately (patients, respectively volunteers), if they are able to do this, or their tutors or their legal representative.

### ***The evaluation procedure of dissertation***

#### **Article 16**

- (1) Dissertation, with the written and signed consent and opinion of the mentor for the conducted research and reached original scientific contributions, is officially submitted by the PhD candidate to the faculty or university (if studies are organized at university level). If the mentor does not want to give consent, he has an obligation within 15 days to provide a written explanation. After this period, within 15 days of the reasonableness of the mentor, the Doctoral Studies Council of the Academic unit examines the reasonableness of the mentor and proposes the Academic unit Council the formation or rejection of nomination of the evaluation committee of dissertation. In both cases, the mentor rationality is given to the committee members for evaluation of the dissertation, which will take it into account during the evaluation.

- (2) Before the work is submitted for assessment procedure, the Doctoral Studies Service of the Academic unit must certify, in writing, that the PhD candidate has fulfilled all obligations as foreseen in the program of doctoral studies.
- (3) To assess the dissertation, PhD candidate presents dissertation in written and in electronic form. In PhD candidate's artistic dissertation, despite public presentation, PhD candidate submits the theoretical part and relevant documentation for evaluation of the dissertation.
- (4) Council of academic unit, with the proposal of the Doctoral Studies Council, appoints committee for evaluation of dissertation. The Commission has three or five members, with inclusion of at least one member from any abroad university. Mentor can not be a member of the committee for evaluation of the dissertation.
- (5) Members of the committee for evaluation of dissertation must have a minimum academic title assistant professor (Prof. ass.).
- (6) Concurrently with the appointment of the committee for evaluation of dissertation, University announces the title and summary of dissertation in Albanian and English in the University websites, with aim to enable scientific and professional criticism of dissertation.
- (7) The members of the committee for evaluation of dissertation and all those who have been given the possibility to evaluate the dissertation, are obliged to appear publicly before the assessment, be careful with data and achievements of mentioned dissertation, with a purpose of preserving the scientific contribution of the dissertation as intellectual property.
- (8) Committee for evaluation of dissertation is obliged within one month of appointment to prepare a written report on the assessment of the dissertation. Chairman of the committee prepares a report considering the written opinions of committee members, and the report signed by all committee members. Each committee member has the right to give separate assessment.
- (9) Evaluation Committee for dissertation proposes:
  1. Acceptance of dissertation with a explicit statement to the

- scientific / artistic original contribution, or
2. Completion of the dissertation and final assessment, or
  3. Refusal of dissertation, after which the PhD candidate is ineligible for achieving the scientific degree of PhD / artistic with that study.

Rationality is a necessary part of the report. In the first session, the Academic unit Council, with a proposal of Doctoral Studies Committee, proposes to Senate the appointment of committee for the public defense of the dissertation.

### ***Procedure of the dissertation defense***

#### **Article 17**

- (1) PhD candidate may undertake a dissertation defense, since the Academic unit Council has adopted a positive assessment of the evaluation committee for evaluation of dissertation / dissertation manuscript, which must be ratified by the Senate within a period of two months from the date of delivery in CDSC.
- (2) PhD candidate, in agreement with the dean of the academic unit and the committee for dissertation defense, must necessarily undertake a public defense of the dissertation within a period of one (1) month from the date of ratification in the Senate.
- (3) The Committee for dissertation defense consists of three or five members. Committee for dissertation defense may be in the same composition as the evaluation committee of dissertation, besides the mentor. The mentor takes part in the defense of dissertation on PhD candidate's side, but has no right in decision making.
- (4) Defense of dissertation is public. Call for public defense must be announced in academic unit facilities, in the official website of the academic unit and the university, at least eight days before the defense. Protection should be organized the University facilities, namely its units, in the language in which the dissertation has been written. In case of joint dissertations, defense can be arranged

at other universities. Defense procedures are regulated by the protocol.

- (5) The Committee for the dissertation defense gives evaluation immediately after the public defense. Evaluation of dissertation defense can be:
  - has defended with excellent, very good, good success (with scoring 100 - 80 possible points = “very good”, 79 - 65 possible points = “good”; 64 - 50 possible points = “satisfactory”; 49 and less possible points = “fail”), or has not defended.

The decision is taken by a majority of committee members for dissertation defense, found with their signature. Dissertation which did not has passed defense can be reworked and submitted for defense for the second time, after a period of 1 to 2 years, after which it loses the right to re-defended.

- (6) For the defense procedure minutes are taken in Albanian, and if the defense is done in another language, the minutes are taken also in that language.

## **Article 18**

- (1) In the event that the research results of dissertation constitute new possible things for the protection of intellectual property rights, PhD candidate and mentor inform the Technology Transfer Service in the University or the Central Doctoral Studies Committee about the matter. In this case, PhD candidate, with the consent of the mentor, before he submits the dissertation for assessment, may request that the submitted dissertation is treated discreetly, until the public defense.
- (2) Technology Transfer Service or the Central Doctoral Studies Committee conduct procedure for legal and commercial protection of research results, in accordance with the Regulation on Technology Transfer Service. In this case, public defense can be extended, in agreement with the PhD candidate, at the latest for a year, starting on the day of the procedure of evaluation of

the dissertation. Request for extension of public defense must accompany the Certificate of the Technology Transfer Service.

- (3) Overall assessment procedure and defense, if acted upon paragraphs 1 and 2 of this Article shall be determined by special act of the University.

### ***Publication and preservation of dissertation***

#### **Article 19**

- (1) Dissertation as a whole is announced in the University's websites, no later than one month after the defense. Information on the practical part of the dissertation in artistic fields is announced on the website of the University, no later than one month after the defense. In exceptional cases, for which the Doctoral Studies Service makes the rationality in advance, the announcement on the website can be extended up to two years.
- (2) Dissertation in printed form is preserved in the Archive of the Academic unit in three (3) copies, in the Archive of the University in three (3) copies, in University Central Library in three (3) copies.
- (3) Dissertation in the field of arts is preserved in accordance with the type of defense, in the appropriate form (in writing, in the form of photograph, videotape, etc. audio-recording), in the Archive of the Academic unit of the University, University Central Library, no later than one month after the defense.

### ***Promotion***

#### **Article 20**

- (1) PhD candidate obtains the right for PhD / art provided with the right to work, from the date of the successful defense of the dissertation, while the full rights of academic degree and diploma with the promotion are obtained when upon declaration and signature in



the University book of scientific / artistic dissertation.

- (2) PhD candidate should within a month after defense of dissertation fill the form for promotion in PhD / art title and deliver a bounded dissertation and its electronic version to the Doctoral Studies Service of the Academic unit for announcements on University websites, i.e. in the form of appropriate documentation of the dissertation in the field of art (writing form, photography, video recording, etc. audio-recording).
- (3) Rector will handed over the diploma to PhD candidate in solemn promotion, in which the PhD candidate must participate personally or if he/ she is unable to participate in the solemn promotion event, to authorize a person in written to take diploma for him/her.

### ***Ways of ensuring quality of doctoral studies***

#### **Article 21**

- (1) The Doctoral Studies Service of the Academic unit is obliged to take care of maintenance and preservation of records in detail about the research paper and for performing other research tasks of each PhD candidate, implying here plan of obligations (preparation of dissertation dossier); record-keeping of the number of enrolled PhD candidates and the number of PhD candidates who have defended their dissertation.
- (2) The Doctoral Studies Council based on mentors' and PhD candidates' annual reports makes self assessment for each separately, and notifies the Faculty Council, while the latter notifies the Central Doctoral Studies Council and the University Senate.
- (3) The annual report on self assessment is attached to the application for re-accreditation.
- (4) Criteria for assessment include: teachers' and PhD candidates' scientific / artistic product, teaching, the quality of dissertation, the statistical indicators of the duration of studies, statistical indicators of annual number of new PhDs in comparison with the number of

PhDs and realization of international cooperation.

### ***Transitional and Final Provisions***

#### **Article 22**

- (1) This Regulation shall enter into force upon approval by the Senate of UP.
- (2) Academic units are obliged to draw up guidelines in accordance with this regulation.
- (3) The following forms are an integral part of this Regulation, which regulates their use:
  - F1 - Presentation of dissertation
  - F2 - The evaluation of the doctoral topic
  - F3 - Decision for the approval of the dissertation topic
  - F4 - Annual report of PhD candidate
  - F5 - Annual report of mentor on the progress of PhD candidate
  - F6 - Request for change of topic and / or mentoring
  - F7 - Request for extension of public defense of dissertation
  - F8 - Guidelines for the preparation of dissertation
  - F9 - Annual report on the study
  - F10 - Report on assessment of dissertation
  - F11 - Protocol and minutiae for the defense of the dissertation
- (4) For doctoral studies, which have commenced prior to the entry into force of this regulation, apply the rules that have been in effect and no later than the deadline of completing doctoral studies with the old regulation.
- (5) The provisions of this Regulation shall apply to the whole of doctoral studies for which accreditation procedure starts after the entry into force of this Regulation.

R e c t o r

## ANNEX B: FORMS APPLICABLE AS PART OF DOCTORAL STUDIES REGULATION

APPLICATION FOR DOCTORAL DISSERTATION PROPOSAL <sup>1</sup>			
GENERAL DATA AND CONTACTS OF THE PhD CANDIDATE			
Title, name and surname of the PhD Candidate:			
The holder of the study programme:			
The title of the study programme:			
PhD Candidate's personal number			
Permitting the thesis	<input type="checkbox"/> doctoral study	<input type="checkbox"/> out of doctoral study	<input type="checkbox"/> based on scientific achievements
Name and surname of mother and father:			
Date and place of birth:			
Address:			
Telephone/cell-phone:			
E-mail:			

PhD CANDIDATE'S CV			
Education (chronologically form the newest to the oldest)			
Work experience (chronologically form the newest to the oldest)			
List of publications and active participation in scientific groups:			
THE TITLE OF THE PROPOSED DISSERTATION THESIS			
Albanian:			
English:			
The title in the original language (if not in English or Albanian language)			
Field of study:			
PROPOSED OR POTENTIAL MENTOR (CO-MENTORS) (Define the second mentor in cases of inter-disciplinary research or if there is another reason for more mentors)			
	Title, name and surname	Institution, state:	E-mail:
First Mentor:			
Co-mentor:			
THE COMPETENECE OF THE MENTOR – list of at least five published works in the last five years			
First mentor:			
Second mentor:			

RATIONALE FOR THE PROPOSED DISSERTATION THESIS	
Summary in Albanian (maximum 1000 characters with spaces):	
Summary in English (maximum 1000 characters with spaces):	
Introduction and overview of prior research (recommended 7000 characters with spaces):	
Research goal and hypotheses (recommended 700 characters with spaces):	
Materials, entities, methodology and research plan (recommended 6500 characters with spaces):	
Expected scientific contribution of the proposed research (recommended 500 characters with spaces):	
List of cited literature (maximum 30 references)	
Cost estimate for the whole research (in EUR)	
Proposal of the financial sources of the research	

Type of financing	Title of the project	Project leader	Signature
National financing			
International financing			
Other projects			
Self-financing			
Meeting of the Ethics Council during which the research proposal was approved			
Agreement of the mentor for the proposed dissertation			
<p>I declare on my own responsibility that I agree with the proposed dissertation</p> <p>Signature _____</p> <p align="right">(Name and surname of the proposed mentor)</p> <p>Signature _____</p> <p align="right">(Name and surname of the PhD Candidate)</p>			

DECLARATION

I declare on my own responsibility that I haven't presented this dissertation proposal in any other university

In Prishtina, \_\_\_\_ . \_\_\_\_ . \_\_\_\_

Signature \_\_\_\_\_

(Name

and surname of the PhD Candidate)

V.V.

ASSESSMENT OF THE DISSERTATION PROPOSAL <sup>1</sup>			
GENERAL DATA AND CONTACTS OF THE PhD CANDIDATE			
Title, name and surname of the PhD Candidate:			
The person responsible for the study programme:			
The title of the study programme:			
PhD Candidate's personal number (identification number)			
Title of the proposed dissertation	Original language:		
	Albanian		
	English		
Field of study:			
MENTOR (CO-MENTORS)			
	Title, name and surname	Institution, state:	E-mail:
First Mentor:			
Second Mentor:			

<sup>1</sup>: DR.SC.-02 – Name and surname of the PhD Candidate.doc



The Commission for assessing the topic and proposing the mentor or co-mentors	Title, name and surname	Institution, state:	E-mail:
	1.		
	2.		
	3.		
	4.		
	5.		
The session of and meeting agenda during which the commission is appointed			
Opinion of the Ethics Council during which the research was allowed			
A. Report from the public defense of the dissertation proposal			
B. Assessment of the dissertation proposal (scientific contribution and assessment of applicability)			

Opinion and proposal:
Proposal for revising or complementing the dissertation:
Proposal for changing the mentor and/or appointing a co-mentor (title, name, surname, institution)
Planning the dissertation defense (write year and semester):
Different opinion (only in cases when a member of the Commission has a different opinion )
Signature _____ of the member of the Commission
(Name surname)
REMARKS (if needed):

The elected Commission for assessing the dissertation and proposing the mentor	Title, name, surname, institution, state:	Signature:
	1. (Chairman of the Commission)	
	2.	
	3.	
	4.	
	5.	
In Prishtina, ..... <div style="text-align: right; margin-top: 50px;">V.V.</div>		

DECISION FOR THE APPROVAL OF THE DISSERTATION THESIS PROPOSAL			
GENERAL DATA AND CONTACTS OF THE PhD CANDIDATE			
Title, name and surname of the PhD Candidate:			
The holder of the study programme:			
The title of the study programme:			
PhD Candidate's personal number			
Permitting the thesis (mark the box):		<input type="checkbox"/> doctoral study	<input type="checkbox"/> out of doctoral study
		<input type="checkbox"/> based on scientific achievements	
Title of the proposed dissertation	Original Language:		
	Albanian		
	English		
Field of study:			
MENTOR (CO-MENTORS)			
First co-mentor:	Title, name and surname	Institution, state:	E-mail:
Second co-mentor:	Title, name and surname	Institution, state:	E-mail:

The elected Commission for assessing the topic and proposing the mentor or co-mentors	Title, name and surname	Institution, state:	E-mail:
	1.		
	2.		
	3.		
	4.		
	5.		
Date of the public defense of the dissertation (day/month/year)			
Date of enrolling in PhD Studies (day/month/year):			
Planning the finalization of the dissertation study (indicate year and semester):			
The session of the elected body and meeting agenda during which the decision to approve the dissertation proposal was taken			
Remarks (if needed):			
LIST of ANNEXES (outside this form):	<ol style="list-style-type: none"> <li><b>1.</b> F1 Form- Presenting the dissertation topic</li> <li><b>2.</b> F2 Form- Assessment of the dissertation</li> <li><b>3.</b> Opinion of the Ethics Commission (for topics for which it is obligatory)</li> </ol>		

Data and verification – stamp and signature of responsible person

In Prishtina, \_\_\_\_\_.\_\_\_\_\_.\_\_\_\_\_

Signature\_\_\_\_\_

(Name and surname)

V.V.

ANNUAL REPORT OF THE PROGRESS OF THE PhD CANDIDATE			
GENERAL DATA			
Name of the study programme:			
Title, name and surname of the PhD Candidate			
PhD Candidate's identification number		Reporting year:	
E-mail:			
Type of study (mark the box):	<input type="checkbox"/> full time	<input type="checkbox"/> defined/part time	
MENTOR (CO-MENTORS)			
	Title, name and surname	Institution, state:	
First Mentor:			
Second Mentor:			
Study advisor (only if the mentor has not been assigned):			
ANNUAL REPORT			
Is the annual plan drafted and is progress achieved as planned? (mark the box)	Plan drafted	Progress achieved as planned	
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes	<input type="checkbox"/> no

<p>If you marked no, give the reason why and make a proposal for improvement:</p>	
<p>Define the progress against the previous report (max. 500 words):</p>	
<p>Briefly describe the plan for the future period (max. 500 words):</p>	
<p>Write down the difficulties that influence or could influence your study</p>	
<p>On a scale from 1- 5, assess the quality of your research work (from the previous report):</p>	<p>1 - insufficient   2 - sufficient   3 - good   4 – very good   5 - excellent</p>
<p>If in the previous question you marked 1 or 2, explain why:</p>	
<p>On a scale from 1- 5, assess the quality of your research work (from the previous report):</p>	<p>1 - insufficient   2 - sufficient   3 - good   4 – very good   5 - excellent</p>



If in the previous question you marked 1 or 2, explain why:				
Participation in classes  (course in which you participated- type and duration of learning):	Course name	Type of learning	duration (weekly, hourly)	total (semester, hourly)
Participation in scientific and professional projects  (in the past academic year):	Institution	From	to	Name and type of project

Courses, workshops and development abroad (in the past academic year):	Institution	From	To	Title
Participation in scientific and professional groups/ meetings (in the past academic year):	Institution	From	To	Name of the meeting and type of engagement

	Subject	ECTS	Assessment			
Defined obligations according to the foreseen plan (in the past academic year):						
Scientific works	Attached to DR.SC.-04 list of works					
<b>EVALUATION OF THE MENTOR</b>						
On a scale from 1-5, evaluate :  (1 –insufficient  2 – sufficient, 3 - good, 4 – very good, 5 – excellent)	Clear definition of goals and expectations by the PhD Candidate	1	2	3	4	5
	Assistance in yearly planning of the research activities and professional upbringing	1	2	3	4	5
	Regular mentor work with the candidate	1	2	3	4	5
	Stimulation and assistance in publishing scientific works	1	2	3	4	5
	Overall relationship between the mentor and the candidate	1	2	3	4	5
<b>EVALUATION OF THE DOCTORAL STUDIES</b>						

On a scale from 1-5, assess how satisfied are you with the quality of the annual program of the doctoral studies you are attending	1 - insufficient 2 - sufficient 3 - good 4 – very good 5 - excellent
If in the previous question, you marked 1 or 2, explain why and give a proposal for improvement	
Venue, date and signature	
<p>In Prishtina, _____ Signature _____ (Name surname of the PhD Candidate)</p> <p>V.V.</p>	

ANNUAL REPORT OF THE MENTOR ON THE PROGRESS OF THE PHD CANDIDATE <sup>1</sup>			
Study programme			
MENTOR (CO-MENTORS)			
Mentor	Title, name and surname	Institution, state:	
First mentor			
Second mentor			
Title, name and surname of the candidate			
Personal id number of the candidate		Reporting year	
On a scale from 1-5 express your satisfaction of the quality of meetings with the candidate	1 - insufficient 2 - sufficient 3 - good 4 – very good 5 - excellent		
If in the previous question, you marked 1 or 2, explain why and give a proposal for improvement			
Is the annual plan drafted and is the candidate achieving progress as planned? (mark the box)	Plan drafted	Progress achieved as planned	
	<input type="checkbox"/> yes <input type="checkbox"/> no	<input type="checkbox"/> yes <input type="checkbox"/> no	
If not, explain why and give a proposal for improvement			

Assessment of the quality of the research work of the candidate (from the previous report):	1 - insufficient 2 - sufficient 3 - good 4 – very good 5 - excellent					
If in the previous question, you marked 1 or 2, explain why and give a proposal for improvement						
Comment on the progress of the candidate from the last report:						
<b>EVALUATION OF THE CANDIDATE</b>						
On a scale from 1-5, please evaluate : (1 –insufficient 2 – sufficient, 3 - good, 4 – very good, 5 – excellent )	Preparation of the candidate for consultations	1	2	3	4	5
	Planning and implementing research activities in professional upbringing	1	2	3	4	5
	Progress in the methodology of scientific research	1	2	3	4	5
	Drafting and publishing research works	1	2	3	4	5
	Attitude of the candidate towards studying in general	1	2	3	4	5
On a scale from 1-5, assess the quality of the work of the candidate:	1 - insufficient 2 - sufficient 3 - good 4 – very good 5 - excellent					
If in the previous question, you marked 1 or 2, explain why and give a proposal for improvement						

DECISION-MAKING ON THE CONTINUATION OF STUDIES	
Can the candidate continue his/her studies?	a) yes b) yes, but with a few conditions c) no
If in the previous question, you marked a or b, explain why	
Other remarks and the opinion of the mentor/co-mentor (if needed):	
Venue, date and signature	
In Prishtina, _____	Signature _____ (Name surname of the first mentor)
V.P.	Signature _____ (Name surname of the second mentor)

REQUEST FOR CHANGING THE TITLE/PROPOSAL OR/AND MENTOR/CO-MENTOR <sup>1</sup>			
Name of the study programme			
Title, name and surname of the PhD Candidate:			
PhD Candidate's personal number			E-mail:
Title of the dissertation	Original Language:		
	Albanian		
	English		
NEW TITLE OF THE DISSERTATION			
(To be filled if the request is to change the title of the dissertation)			
New Title of the dissertation	Original Language:		
	Albanian		
	English		

<sup>1</sup> Please fill in form F6 sign it and send it electronically.



**RATIONALE OF THE REQUEST FOR CHANGING THE TITLE/PROPOSAL AND/OR MENTOR**

--

**DATA ON THE MENTOR (CO-MENTORS)**

(To be filled in case of interdisciplinary research or if there is another reason for multiple mentors)

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

**NEW MENTOR (CO-MENTORS)**

(to be filled if the request is to change the mentor (s))

First mentor		
Second mentor		

DECLARATION OF THE MENTOR OR THE HEAD OF STUDY PROGRAMME ON THIS REQUEST

Venue, date and signature

In Prishtina, \_\_\_\_\_ . \_\_\_\_\_ . \_\_\_\_\_

Signature \_\_\_\_\_  
(Name and surname of the PhD Candidate)

Signature \_\_\_\_\_  
(Name and surname of the mentor and /or head of the study programme)

Signature \_\_\_\_\_  
(Name and surname of the new mentor)

V.V.

REQUEST FOR POSTPONING THE PUBLIC DEFENSE OF THE DISSERTATION <sup>1</sup>		
GENERAL DATA		
Name of the Faculty:		
Name of the doctoral programme		
Title, name and surname of the PhD Candidate:		
PhD Candidate's personal number		
E-mail:		
Title of the dissertation	Original Language:	
	Albanian	
	English	
MENTOR (CO-MENTORS)		
	Title, name and surname	Institution, state:
First mentor		
Co-mentor:		

<sup>1</sup> Please sign this form, and send it electronically.

## REQUEST

Please allow me to postpone the public defense of my doctorate work in front of the Commission for evaluation and defense of the work. The reason for this request is that the research results contain appropriate innovations for the protection of intellectual property through the respective body. Since the public defense of doctoral dissertation includes public presentation, which may disqualify the protection of the right through patent and other forms of intellectual property protection, please approve the postponement of the procedure provided for in Article 15 of the Regulation Doctoral studies.

In Prishtina, \_\_\_\_\_.

Signature \_\_\_\_\_

*(Name and surname of the PhD Candidate)*

Signature \_\_\_\_\_

*(Name and surname of the bearer of the project)*

Signature \_\_\_\_\_

*(Name and surname of the mentor)*

V.V.

## **Guidelines for compiling a doctoral dissertation**

Doctoral thesis is written in Albanian language or another language depending on how doctoral studies are organized and contains the title, extended abstract and key words in Albanian and English, respectively in another language in which the text of the thesis is written.

The doctoral thesis text should be grammatically correct and spelled correctly and without any printing mistakes. The thesis should be printed on A4 paper (210 x 297 mm).

The page may have a maximum of 1800 - 2200 characters and should not have more than 35 lines. It is recommended that chapter titles be bold, while sub-chapter titles with small letters.

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

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

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

Submitted works should be in bookbinding form.

### Page overview:

Font – Times New Roman

Size: 12 pt.

Spacing: 1, 5 lines

Right, left margin: 2, 5 cm

Upper, lower margin: 2, 5 cm

Pages in the cover have a different form

### Illustrations (Tables and graphs)

All tables and illustrations (graphs, photos, drawings, schemas, diagrams, histograms...) have to be named and numbered.

Names and numbers of the tables should be put above the table.

Names and numbers of the illustrations should be put below the illustration.

If the illustration is not an original contribution of the author, it is mandatory to write the source (if the illustration is published), respectively the author (if the illustration is not published). The source is marked below the illustration. If the illustration is a reproduction of an artistic work, the author (if known), the name of the illustration, as well as other relevant data of the work are written.

The general rule is that in all written works- one must clearly distinguish the borrowed text, borrowed knowledge from own authors', or his/her own conclusions, knowledge, ideas and other relevant data. Other authors can take smaller portions of the text, but these always have to be clearly and visibly marked. The detailed instructions on how the works are cited and how the works of others are referred to are to be sought by the PhD students in the relevant literature, which is dominant in the certain scientific field (Harvard style, Oxford style, Chicago style, etc.).

The thesis must contain:

- The cover in the original language of the thesis;
- After the cover, what follows is the same cover in English, if the thesis is not written in English;
- Page with the information on the mentor/ co-mentors;
- Gratitude (not compulsory);

- Abstract in the original language of the thesis;
- Extended abstract (structured) in Albanian language, if the thesis is not written in Albanian;
- Extended abstract in English, if the thesis is not written in English;
- Kew words;
- Content;
- Text of the thesis (from the introduction);
- Conclusion;
- List of literature;
- Appendix (not compulsory);
- Author's bio and the list of published works.

Left margin 3.0 cm

Upper margin 3.0 cm

UNIVERSITY OF PRISHTINA  
NAME OF THE FACULTY  
(Arial 16)

CANDIDATE'S NAME AND SURNAME  
(Arial 16)

TITLE OF THE PhD THESIS  
(Arial 22, Bold)

DOCTORAL THESIS  
(Arial 16)

Prishtina, year  
(Arial 16)

Lower margin 3.0 cm

Right margin 3.0 cm



Second page – (Cover in English)

Left margin 3.0 cm

Upper margin 3.0 cm

UNIVERSITY OF PRISHTINA  
FACULTY NAME  
(Arial, 16)

Candidate's name and surname  
(Arial, 14)

TITLE OF THE PhD THESIS  
(Arial, 22, Bold)

DOCTORAL THESIS  
(Arial, 16)

Prishtina, year  
(Arial, 14)

Lower margin 3.0 cm

Right margin 3.0 cm

Third page – (content as in the cover):

UNIVERSITY OF PRISHTINA  
FACULTY NAME  
(Arial, 16)

Candidate's name and surname  
(Arial, 14)

TITLE OF THE PhD THESIS  
(Arial, 22, Bold)

DOCTORAL THESIS  
(Arial, 16)

Mentor (s)  
(Arial, 14)

Prishtina, year  
(Arial, 14)

ANNUAL REPORT ON THE DOCTORAL STUDY PROGRAMME <sup>1</sup>						
GENERAL DATA						
Holder of the study programme:						
Address						
Tel./ fax:					Reporting year	
Name of the study programme:						
Head of programme:						
DATA ON THE DOCTORAL STUDY PROGRAMME						
Field of study	Number of enrolled students		Number of obligatory courses	Number of elective courses	Number of offered elective courses	Skills developed courses
	Full time	Part time				
Number of courses in English language	Number of courses that can be delivered in English	Accreditation date	Total obligations (ECTS)	Number of potential mentors	Total amount of tuition: (in EUR)	
					Total full-time	Total part-time

<sup>1</sup> Please fill in form F9, sign it and send it electronically

STRUCTURE OF PROFESSORS, PHD CANDIDATES AND OTHER PERSONNEL								
PROFESSORS (A) <sup>2</sup> :								
	University of Prishtina				Others – Kosova		Other- abroad	
	Holder of programme		Others		Number	Average age (in years)	Number	Average age (in years)
	Number	Average age (in years)	Number	Average age (in years)				
Regular professors								
Asoc. Professors								
Assistant Professors								
Assistants								
Total (A):								

<sup>2</sup>

STRUCTURE OF PHD CANDIDATES ACCORDING TO TYPE OF STUDY									
Academic year	Number of PhD Candidates enrolled in studies								
	Year 1.			Year 2.			Year 3.		
	Full time	Part time	Abroad	Full time	Part time	Abroad	Full time	Part time	Abroad
Number of approved dissertation theses		Number of defended dissertation theses		Average age of PhD Candidates who have defended their theses			Average time of study (in years)		
STRUCTURE OF PHD CANDIDATES ACCORDING TO TYPE OF FINANCING AND GENDER									
Type of financing	Year 1.		Year 2.		Year 3.		Completed		
	M	F	M	F	M	F	M	F	
Beginning scientist / assistant									
Scholarship									
Costs covered by institutional body									
Self-financing									
<b>TOTAL:</b>									

MENTORING						
Number of mentors that have guided PhD Candidates in the previous academic year	Number of mentors, PhD Candidates, that have defended their theses in the previous academic year	Number of scientific works of the mentors published in the previous academic year	Number of scientific works of mentors, published in <u>international</u> publications in the previous calendar year	Number of scientific works of mentors, published <u>in cooperation</u> with PhD Candidates in the previous calendar year		
NUMBER OF RESEARCH PROJECTS IN THE PREVIOUS ACADEMIC YEAR						
Financing	MEST	Economy/Public sector	International	Other	Total	
Number of projects						
Number of <u>professors</u> or <u>doctoral study programme</u> , involved in the projects:						
Number of <u>PhD Candidates</u> of this programme, involved in the projects:						

QUALITY OF STUDIES				
<p>To assess the quality of teaching, data is extracted from surveys, which the faculty periodically applies based on the doctoral study program. If such a poll does not apply, it should be noted.</p> <p>Make the most of the main thoughts and comments of all PhD Candidate's, expressed in the survey on the quality of the studies, especially for:</p> <ul style="list-style-type: none"> <li>• The usefulness and quality of information resources to learn from;</li> <li>• The importance of teaching to understand certain content;</li> <li>• Content and quality of elective subjects;</li> <li>• Content and quality of obligatory subjects;</li> <li>• Assessing the amount of teaching against the research;</li> <li>• Offers of elective courses;</li> <li>• The opportunity to take part in courses that are not part of your studies.</li> </ul>				
PROFESSIONAL UPBRINGING OF THE PHD CANDIDATES <sup>3</sup>				
Type of upbringing	Number of PhD candidates of this programme, who have been abroad for professional upbringing	Duration (in days)	Number of foreign PhD Candidates, who have stayed in this actual programme	Duration of stay (in days)
Scientific				
Teaching				
Professional				

<sup>3</sup> *Data on the academic year*

REMARKS (IF NEEDED):

In Prishtina, \_\_\_\_\_

Signature \_\_\_\_\_

*(Head of Doctoral Programme)*

V. V.



REPORT ON THE ASSESSMENT OF THE THESIS/ DOCTORAL MANUSCRIPT <sup>1</sup>		
GENERAL DATA AND CONTACTS OF THE PhD CANDIDATE:		
Title, name and surname of the PhD Candidate:		
The holder of the study programme:		
The title of the study programme:		
PhD Candidate's personal number		
Title of the proposed dissertation	Original Language:	
	Albanian	
	English	
Field of study		

<sup>1</sup> Please fill in form F11 sign it and send it electronically.

MENTOR(S)		
	Title, name and surname	Institution, state:
First mentor:		
Second mentor:		
Elected commission for assessing the doctoral thesis	Title, name and surname	Institution, state:
	1.	
	2.	
	3.	
	4.	
	5.	
<p align="center"><b>ASSESSMENT OF THE DOCTORAL THESIS</b>                      (the assessment should contain the scientific contribution and new findings)</p>		
<p>Assessment and proposal :</p>		

Elected commission for assessing the doctoral thesis	Title, name and surname, institution, state:	Signature
	1. (Chairman of the commission)	
	2.	
	3.	
	4.	
	5.	
The session of the elected body and meeting agenda during which the decision to appoint the Commission		
Remarks (if needed):		
In Prishtina, _____.		V.V.

## PROTOCOL AND MINUTES OF THE DISSERTATION DEFENSE

The Commission enters room in the following order: the 5th member, the 3rd member, the 2nd member, the 4th member. The PhD Candidate stands in front of the Commission. The members of the Commission and others present sit down, and then the Chairman reads:

Distinguished candidate, distinguished members of the Commission and all other present. I inform you that the PhD Candidate

---

*Name and Surname of the PhD Candidate*

*will defend the dissertation thesis titled*

Title of the proposed dissertation	Language:	
	Albanian	
	English	

*developed under the guidance of the mentor*

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

*Dissertation thesis will be defended in front of the Commission of \_\_\_\_\_ members, as follows:*

Elected commission for assessing the doctoral thesis	Title, name and surname:	Institution, state:	Signature
	1.		
	2.		
	3.		
	4.		
	5.		

Appointed by the responsible body

---

\_\_\_\_\_

on:

---

Dissertation thesis was accepted by \_\_\_\_\_

*Name of the respective body*

*on*

---

*With the proposal of the Commission for assessing the dissertation thesis, with the following members:*

Elected commission for assessing the doctoral thesis	Title, name and surname:	Institution, state:
	1.	
	2.	
	3.	
	4.	
	5.	

*Chairman reads the bio of the candidate:*

Short CV of the candidate – prepared by the students' service

*Chairman reads the rationale for assessing the doctoral dissertation.*

Brief report – prepared by the Chairman of the Commission, based on the report of the Commission

*After reading the report, the chairman gives the floor to the candidate, saying the following:*

*I ask the candidate to present the dissertation thesis in 45 minutes.*

*After the candidate finishes the presentation, the chairman asks the Commission members to ask questions from the field of study.*

*(Remark: mentor (s) do not ask questions)*

*In the end, the chairman presents his/her questions to the candidate*

Questions of the Commission for defense of dissertation thesis	
Member 2.	
Member 3.	
Member 4.	
Member 5.	
Chairman of the Commission	

*The chairman asks the audience: Does anyone have any questions and asks them to present themselves*

Questions from the audience	
Name and surname	
Name and surname	
Name and surname	

*The Chairman finalizes the procedure saying: If there are no more questions, I declare the defense of the thesis finalized and I propose that the Commission excuses themselves for the decision-making process.*

\* \* \*

Upon return, the Chairman reads:

„This Commission, upon the public defense of the dissertation thesis, unanimously/

with the majority of votes (to be mentioned) takes the

**DECISION**

that

---

*Name and surname of the PhD Candidate*

Has defended the dissertation thesis.

The Commission asks the rector of the University to promote

---

*Name and surname of the PhD Candidate*

To the highest academic title

**DOCTOR OF SCIENCE**

from \_\_\_\_\_ ,

scientific field \_\_\_\_\_

In Prishtina, \_\_\_\_\_. \_\_\_\_\_. \_\_\_\_\_

V.V.





