

Pursuant to Article 49, paragraph 1.3 of the Provisional Statute of the University of Applied Sciences in Ferizaj (UShAF), the UASF Senate, dated 09.01.2020, approves

## **REGULATION FOR MASTER STUDIES**

### **I. General Provisions**

#### Article 1

The Regulations for Master Studies (hereinafter: "Regulation") at the University of Applied Sciences in Ferizaj (hereinafter: "University") defines the rules, procedures and other supporting documents for the organization, evaluation and obtaining the Master degree according to National Qualification Framework 7 (NQF 7) level, MSc or MA with 120 ECTS.

### **II. Purpose of the regulation**

#### Article 2

The purpose of this regulation is to define the manner the master studies are organized, from enrollment to completion of the studies.

### **III. Organization of master studies**

#### Article 3

1. This regulation shall apply to all faculties and respective study programs in those faculties.

2. University organized master studies autonomously, considering the specifics of studies at the University. In cases where university study programs are offered by another institution or developed in the framework of the University's cooperation with international universities, a separate regulation will be drafted to regulate these studies.
3. Master studies begin to be implemented after obtaining the approval of the Programs from the University Senate (hereinafter referred to as "the Senate") and Accreditation from the Kosovo Accreditation Agency

#### Article 4

The master studies are led by the Teaching / Scientific Council (hereinafter referred to as "the Council").

The composition of the Council is regulated by the Statute of the University (hereinafter: the "Statute")

#### Article 5

Master studies according to the programs of the respective Faculties are organized and conducted as regular studies.

### **IV. General admission requirements for master's degree programs**

#### Article 6

1. All students who have completed bachelor studies in the relevant field and have obtained at least 180 ECTS, have the right to be enrolled in master studies.
2. Criteria for admission of students at the master's degree are set by the University Senate, for each academic year

#### Article 7

In order to be accepted for Master's Degree studies at the University, students must complete the following documents:

- Application (downloaded from University Management System (UMS))
- Bachelor Diploma or similar,
- Grade Certificate of Bachelor studies,
- Copy of ID card,
- Payment slip upon application (the amount of which is determined by the Ministry)

#### Article 8

To enroll in master studies, students who have completed their studies at universities outside the Republic of Kosovo, in accordance with the requirements of the Ministry of Education, Science and Technology-MEST, have to nostrify their diplomas (more information) [www.masht-gov.net](http://www.masht-gov.net)).

Students who are not Kosovo citizens, after registering in Master Degree studies at the University, within two weeks from the date of registration must complete civil registration procedures through the Migration Office of the Ministry of Internal Affairs of the Republic of Kosovo (for more info: <https://mpb.rks-gov.net/>).

The number of foreign students to be admitted to the University is decided by the MEST based on the requirements drafted by the Teaching-Scientific Council and approved by the University Senate.

#### Article 9

1. Candidates who have not been admitted to master studies can appeal against the decision within 48 hours of the announcement of the results to the University Appeals Commission.

#### Article 10

Candidates admitted during registration must submit:

- 2 (two) photos of format 4.5. x 6 cm;
- Completed registration form, taken where the registration is made;
- Payment slip (downloadable from internet) with the amount as set by the Ministry.

After registering, the student is provided with an ID card, e-mail address, access to UMS, library and other resources for study.

#### Article 11

Master studies can be organized in all Faculties, which within their lesson plans foresee these studies.

## Article 12

The following are entitled to teach in master studies: Full Professors, Associate Professors and Assistant Professors. In special cases, and under the supervision of Teachers (with one of the professor's academic calls), the Lecturers may also be engaged in the teaching process in the master studies.

## Article 13

- Master studies are conducted according to the semester system and are based mainly on specialization courses within the Faculties of the University. The work system in these studies should also include the hours spend in practical work, namely the research practice that the students should complete.
- Regulations of studies, based on the provisions of the Statute of the University, obliges students to regularly attend lectures and exercises at the University.
- All exams at the University are written, oral, written and oral, as provided by syllabus.
- Program committees decide in which subjects' students can take the exams which is conditioned by accomplishment of one or more other subjects.
- Assessment and grading are done by the subject teacher within two weeks of the final exam. All assignments and exams are stored in the archive for one academic year.

## Article 14

The way of study, the grading system, the ECTS system are similar to the bachelor studies.

## **V. Recognition of studies**

## Article 15

The transfer of students studying at other Universities is decided by the Teaching-Scientific Council within the University based on the Transfer Regulation

## Article 16

The decision to recognize international studies is based on information obtained from relevant European databases and coordinated with the National Recognition Council, which is responsible for applying the Lisbon Recognition Convention. In other cases, it is decided according to the provisions of the Statute and the Law on Higher Education

#### Article 17

1. In accordance with the rules of the Lisbon Convention on Recognition and in accordance with the MEST Administrative Instructions and the provisions of the USHAF Statute, and Faculty, the University accepts the qualifications (titles, diplomas, exams) of recognized or licensed domestic or foreign higher education institutions.
2. In accordance with the MEST Administrative Instruction on the principles and procedures for the recognition of higher professional diplomas and university degrees obtained outside the Republic of Kosovo, it is the competence of the University to recognize higher professional diplomas, university degrees, and certificates of specified periods of study for the purpose of continuing studies.
3. In case of admission of qualification, the student has the right to continue studies at the University.

#### Article 18

The recognition procedure will be conducted at the University. The decision to recognize studies is based on information extracted from relevant European databases and coordinated with the National Recognition Council, which is responsible for applying the Lisbon Recognition Convention. In other cases, it is decided according to the provisions of the Statute of the University

#### Article 19

The decision of the Commission can be:

- Full recognition of the diploma from abroad;
- Submission of additional exams list required for the purpose of full recognition;
- Rejection of the request due to major inconsistencies in the study programs.

## VI. Academic year

#### Article 20

1. In accordance with the Statute, the University organizes studies in accordance with existing study programs during the academic year lasting 12 months.
2. The academic year begins on October 1 and ends on 30 September.
3. The active period of study (lectures, exercises, seminars, colloquia) is divided into two semesters. The winter semester begins on 1 October and ends on 15 January. The summer semester begins on 16 February and ends on 31 May.
4. The subject can be taught for 15 weeks in one or two semesters, or as a block of lectures in one semester
5. The schedule of lecture is issued at the beginning of the academic year / semester and after its publication is mandatory for teachers and students.

6. The student's annual workload of lectures, exercises, preparation and more is 750 hours per semester, respectively 1500 hours per year, corresponding to 30 credits per semester or 60 credits per year.

#### Article 21

Each ECTS credit is equal to 25 hours of student engagement.

### **VI. Language of studies**

#### Article 22

1. At the University, studies are organized in Albanian language.
2. With the proposal of the Council, the Senate may decide on programs of study in other languages in substantiated or needed cases (promotion of academic exchange, labor market situation, student interest, academic orientation of teachers) that support academic development of the University.

### **VIII. Students - status, rights and responsibilities**

#### Article 23

1. The person registered at the University has the status of a student.
2. Student status is verified with student ID card. The form and content of the student card is determined by special regulations issued by the Senate.

#### Article 24

Students admitted to the University have the right to:

1. participate in all lectures, seminars and lessons organized in the subjects of the chosen study program according to the progress of the studies;
2. use university libraries and other student services;
3. participate in elections for student representatives in university bodies;
4. regularly attend meetings of the Council, the Senate and other structures where they are designated as members and carry out such duties in a sincere and committed manner. In the event of a conflict of interest regarding the content, delegated student members do not attend meetings of the aforementioned bodies.
5. presenting new ideas and controversial opinions without risking the loss of the student's place or privileges they have in the University;
6. complain about the quality of the teaching process or the infrastructure of the University;
7. object a University decision or action against them in the Ministry and in the competent court.

## Article 25

Students admitted to the University have the obligation to:

1. Comply with University regulations;
2. Respect the rights of staff and students;
3. Pay due attention to their studies and participate in academic activities;
4. Attend lectures in accordance with the rules of the specific study program;
5. Behave well in and outside the University premises so as not to discredit the University;
6. Respect the rules of the student's code of ethics;
7. Pay the fees and charges.

## Article 26

1. Successful completion of the year in accordance with the study program is a prerequisite for the student to enroll in the following year.
2. A student who has not successfully completed the year must re-enroll in the same year of study.
3. The maximum number of re-enrolled years is equal to the number of regular years of relevant study.

## Article 27

1. A full-time student loses status for the following reasons:
  - 1.1. When decides to leave studies;
  - 1.2. When completes studies;
  - 1.3. When fails to enroll in the academic year;
  - 1.4. When has not completed studies in the double period of study duration;
  - 1.5. When reaches the maximum number of years without successfully completing studies;
  - 1.6. In the case of expulsion, based on the decision issued after the disciplinary procedure.
2. The student may request once for extension of study period for one or two years. The decision is made by the Teaching-Scientific Council. If a positive decision is brought, the student will have the status of a regular student again.
3. The Board shall apply special rules for maintaining the status of full-time student in these cases:
  - 3.1. For special achievements in the field of sport, certified by amateur or professional status at regional level or above;
  - 3.2. For individuals with physical disabilities, including limited sight and hearing, or mental disabilities, certified with a doctor's certificate.
4. The decision to register shall be taken annually by the Council.

5. The student may request temporary suspension from the status of full-time student in cases proven to be:
  - 5.1. Severe illness;
  - 5.2. Child care under the age of three;
  - 5.3. Pregnancy and Maternity;
6. Other justified cases. The decision is made by the Dean of the academic unit

#### Article 28

1. Full-time student status is maintained within one year after all exams have been completed. During this time the student must finish the diploma exam to complete their studies successfully
2. A student who has exceeded the time required to successfully complete the degree may submit an application to the Dean of the academic unit for an extension of this period for one year.

#### Article 29

The student may re-enroll as a full-time student without any obstacles after the period of temporary suspension of full-time student status.

#### Article 30

The temporary suspension of full-time student status does not count during the duration of studies.

#### Article 31

If the valid syllabus at the time of first student enrollment is not developed in the following year of student enrollment following the temporary suspension of full-time student status, the Academic / Scientific Council decides on differential exams or other additional obligations.

#### Article 32

If the student enrolled in the first year of studies is allowed a temporary suspension and, in the meantime, the valid enrollment curriculum is not developed in the following year, the student must continue studies with new current curricula.



## Article 33

The application for temporary suspension is made at the beginning of the academic year.

## **IX. Curricula in master studies**

### Article 34

University studies are conducted according to study programs, prepared by the Faculties and approved by the Teaching / Scientific Council and the Senate

### Article 35

Master studies at the Faculty are organized in:

- Faculty of Architecture, Design and Wood Technology in the program:
  - Architecture and Interior Design with Wood Products
- Faculty of Tourism and Environment in the program:
  - Management and Innovation in Tourism
- Faculty of Engineering and Informatics in the program:
  - Engineering and Informatics

### Article 36

Upon successful completion of the Master of Science (MSc), the student is qualified for the relevant field specified in the self-assessment report (depending on the field of study)

## **X. Determination of academic success**

### Article 37

The following methods are used to determine academic success:

- Exam
- Seminar paper
- Colloquium
- Professional practice
- Presentation

### Article 38

Assessment of exam success is done with the grades:

<b>Grade in UASF</b>	<b>ECTS Grade</b>	<b>Percentage</b>	<b>Definition</b>
10	A	90-100	EXCELLENT
9	B	80-89	/VERY GOOD
8	C	70-79	GOOD
7	D	60-69	SATISFACTORY
6	E	50-59	SUFFICIENT
5+	FX/F	0-49	POOR

#### Article 39

1. Exams are a regular way of assessing a student's knowledge.
2. Exams can be organized separately for each subject or can be combined for several subjects according to the study program (examination by commission).
3. Exams are held at University premises. They are public and are held:
  - 3.1. Written;
  - 3.2. Oral;
  - 3.3. Written and oral;
  - 3.4. Practical.
4. The combined oral and written exams are held within 7 days.
5. The exams are evaluated by an examiner, or by an exam committee
6. Exams may be held by an exam committee if:
  - 6.1. The student complained;
  - 6.2. It is assigned within the study program.

#### Article 40

The university offers three regular exam deadlines in the Master studies.

The examination procedure is determined by the study program, while the way of assessing the student's knowledge in the exam is determined by the syllabus of the course.

#### Article 41

1. Exams are held during exam deadlines.
2. Exam deadlines include winter (January), spring (June) and autumn (September) deadlines.
3. The exact period for each term is determined by a general calendar of studies and is open to the public.
4. The date of commencement and completion of each exam term shall be determined by the Council.
5. Daily exam schedules are announced at the beginning of the academic year.
6. Exam schedules are set so the student does not have more than one exam per day.
7. The announced exam schedules are mandatory for both the examiner and the student.

#### Article 42

1. Submission of exams begins no earlier than six weeks before the end of the semester (for the January and June deadlines) and no later than eight days before the beginning of the exam deadline.
2. The exam schedule is announced no later than three days before the exam date.
3. In all cases where the student is absent or withdrawn from the exam, the exam is considered as failing with a mark of 5.
4. Upon request, the student may be permitted, by the Dean of the Faculty, to enter the examination earlier if he / she participates in an international exchange program or is finishing an intern abroad during the designated period for exam.

#### Article 43

1. The student has the right to submit a written complaint to the Dean of the Faculty against the received grade. The appeal is submitted within two working days after the results have been announced.
2. An appeal may be made for the following reasons:
  - 2.1. Written examination - an appeal against the written grade;
  - 2.2. For the oral exam - a complaint is filed against the oral grade;
  - 2.3. For the combined written and oral exam;
  - 2.4. For evaluation of seminar paper
  - 2.5. Appeal against the mark taken in writing before entering the oral exam;
  - 2.6. An appeal is made against the oral grade indicating that the grade has been accepted by the written exam.
  - 2.7. Upon receipt of the complaint on time, the Dean establishes the examination commission within one working day after the complaint is received and appoints three members, but excludes the teacher against which the complains for the grade is made.
  - 2.8. If the oral exam is repeated, the evaluation by the commission shall be made on the following working day after the commission has been appointed.

- 2.9. In the event of a complaint against the grade on the written examination and seminar paper, the written examination shall be reviewed by the commission on the following working day after the commission has been appointed.
- 2.10. No appeal may be filed against the evaluation of the commission.

#### Article 44

1. Student has the right to be re-tested in the courses not passed.
2. Student has the right to enter the exam not passed mostly three times.
3. Student, after complaining, with solid reasoning, may be allowed by the Dean to enter the examination for the fourth time. The exam is held before the commission composed by three members appointed by the Dean.
4. If the same year is registered again, the previous number of failed student exams is ignored.
5. If the student fails the exam for the four times during the repeated year, it loses the student status for this type of studies. The student may re-acquire the student status if he / she appears in a new program of studies. The Council's decision sets out the exams and other issues that are accepted by the student and the student's obligations in the new study program.

#### Article 45

1. Master studies last two years respectively four semesters and require the achievement of 120 ECTS unless otherwise specified by specific programs
2. Exams in master studies may be held throughout the academic year as per the individual agreement between the examiner and the student.
3. Upon completion of the last semester of master studies, the student will be given a period of 12 months to complete the exams (graduation period).
4. Student may ask the Dean once to extend the graduation period for a further 12 months.
5. If the candidate does not defend the diploma thesis even in the extended term, a new thesis topic is assigned

## **XI. Diploma**

#### Article 46

1. Master studies are completed with the defense of the thesis, in accordance with the curriculum.
2. Student who has fulfilled the obligations foreseen by the syllabus, has registered the four semesters and has only one exam not passed, is entitled to take the master's thesis.
3. Master thesis topics during the academic year are made available to the students for their choice. The teacher who proposed the topic is a potential mentor for that topic.
4. Students in accordance with the needs of research or other enterprises or institutions, in agreement with subject teachers may propose further diploma subject topics in the relevant field.

5. The master thesis is individually elaborated by the student proving that the theoretical skills acquired during the course of study can be successfully applied to the solution of complex research problems in the scientific field for which the student is assigned.
6. Master thesis work can be elaborated together with two or three students (research group) and there should be clearly stated the contribution of each candidate.
7. Elaboration of the master's thesis by two or three candidates is determined by the Teaching / Scientific Council.
8. The candidate who has obtained the right to submit the master thesis, initially submits the project proposal for the thesis.

#### Article 47

The form of adjustment of the master's thesis topic is regulated by the Manual for the preparation of the thesis approved by the Teaching / Scientific Council

#### Article 48

##### **Master Studies Commission**

The Scientific-Teaching Council, based on the provisional Statute of the University, establishes the Master Studies Commission.

The committee is composed of five members who are appointed by the council.

Committee on the first meeting elects the Chairman of this Committee.

The commission meets on the basis of student requests to approve master's thesis.

The duties of this committee are set in Annex 1 to this regulation

#### Article 49

1. The Master Studies Committee reviews the draft proposal of the diploma thesis and proposes to the Teaching / Scientific Council the approval of the master's thesis and the appointment of a mentor.
2. The master's thesis presents the candidate's independent scientific work where student demonstrates the knowledge acquired to solve scientific and professional problems and tasks.

#### Article 50

1. The candidate is obliged to submit the final master thesis to the student service office within a maximum period of one year from the day when the master thesis was allowed.
2. At the request of the candidate, the Teaching / Scientific Council may set a new term for up to 6 months to submit the master thesis. Postponement is done for a strong reason such as illness or other cases as determined by the Teaching / Scientific Council.

3. If the candidate fails to submit the master's thesis within the time frame of point 1 of this article, the procedure for obtaining the academic title will be interrupted by decision of the Dean upon the proposal of the Teaching / Scientific Council.
4. When the candidate submits the master's thesis, for evaluation, the Teaching / Scientific Council, upon proposal of the Committee for master thesis, establishes the Committee for evaluation of thesis. The Evaluation Committee consists of three full-time members and one reserve.
5. The Evaluation Committee is obliged, within 15 days from the day of making the decision, to write the evaluation report on the eligibility, to record it in the Faculty archive and to submit it to the Teaching / Scientific Council.
6. In the report signed by the majority of the Evaluation Committee members, the Evaluation Committee may propose the master thesis to be approved and allow the candidate to defend, supplemented or rejected.
7. The Evaluation Committee member who does not support the report, is obliged to share his opinion and present it in written form.
8. The candidate must complete the master thesis within 6 months at the latest. When the Evaluation Committee accepts the completed work, it is obliged to draft a new report on the thesis evaluation and sends it to the Teaching / Scientific Council within 15 days from the day it received the paper. The report should be supported by a majority of the of the Evaluation Committee members.

#### Article 51

If the candidate's thesis is rejected or the candidate for other reasons has not completed the thesis according to the previous article, the candidate has the right to submit a proposal for a new master thesis. The candidate can use this opportunity only once.

#### Article 52

The Evaluation Committee consists of three members, and must be Full Professors, Associate Professors or Assistant Professors.

#### Article 53

Most committee members must be from the scientific field of master's thesis.

#### Article 54

Upon the proposal of the Master Thesis Evaluation Committee, the Teaching / Scientific Council issues a decision approving the report and sets a deadline for public discussion which may not be shorter than 15 days.

If after the public discussion there have been no comments / complaints, the Chair of the Evaluation Committee in coordination with the other members and the candidate shall determine the term for public defense of the master's thesis.

If there are any objections during the public discussion, they should be made in writing, with the author known and addressed to the Teaching / Scientific Council through the University protocol. The Teaching / Scientific Council shall consider the comments / complaint submitted at the next meeting and shall decide whether to accept or reject it. If the comment / complaint is accepted, it is returned to the candidate to reflect and take action on the comment / complaint. In this case, the process of evaluating the candidate's topic returns to point zero, ie the process begins once again from Article 53.

In the cases where any member of the Evaluation Committee cannot participate in the public defense of the master's thesis, he / she shall be replaced by the reserve member.

#### Article 55

When submitting the paper, the candidate must submit:

- list of professional and scientific papers,
- biographical notes

#### Article 56

1. The master thesis cannot be defended without passing seven days after the master thesis has been protocoled.
2. The topic is submitted in six duplicates (strong link).
3. Thesis defense day shall be published on the announcement table and University website.
4. If candidate fails to defend the master's thesis for unreasonable reasons within the time frame of the preceding article, the Council, with the proposal of the Committee, as body where thesis should have been presented, shall, by decision, terminate the procedure for obtaining the academic title of master and the master's thesis is returned to the candidate.

Plagiarism and intellectual rights

#### Article 57

1. University is the owner of the master's thesis, the research work being conducted, the study results and potentially any benefits that may be derived from the student's master's thesis results.
2. The student is responsible for the content of the master's thesis. The University, through anti-plagiarism platforms, has the right to evaluate the content of the diploma thesis. At least 70% of the student's work must be his / her own work.

3. In the absence of such a system, the student is obliged in his / her work to submit a statement in which the student confirms that the topic is his/her work and is not borrowed. When applying anti-plagiarism software, the university has the right to test master's thesis obtained after the approval of this regulation. In case of violation of the provisions of paragraph 2 of this Article, the university sends the student to the Ethical Council.

## **DEFENSE PROCEDURE**

### Article 58

1. The Chairman of the Evaluation Committee opens the public defense of the master's thesis, presents the data related to the procedure developed until the issuance of the decision on allowing the defense of the diploma thesis and presents the biographical and other data of the candidate.
2. The candidate presents the paper, but no longer than 30 minutes.
3. Then the candidate answers the questions of the committee and the auditorium.
4. When the commission finds that the master thesis has been sufficiently reviewed, the chairman concludes the defense and invites the commission to evaluate thesis.
5. The decision is announced publicly

### Article 59

The candidate has defended the master thesis if the evaluation committee scores over 50 up to 100 points and gain certain ECTS credits according to the curriculum. The evaluation is done according to a special form during the process of defending the thesis.

Candidate is considered to have successfully defended thesis if rated up to 80 points, while above 80 points is considered to have defended thesis with distinguished success.

### Article 60

Upon successful completion of the master's degree, the candidate receives the academic master's degree (MSc) depending on the field of study completed.

### Article 61



If the candidate does not successfully defend the master thesis, he / she may submit a new proposal within 6 months from the date of notification that he / she has not successfully defended the thesis.

#### Article 62

Upon completion of the academic title, the candidate is issued with a Graduate Certificate and a University Degree.

#### Article 63

If after the completion of the master's thesis it is determined that the thesis is not independent, the candidate may be deprived of the academic title earned by the Senate on the recommendation of the Rector.

#### Article 64

In the previous case from the previous paragraph, the Council appoints a committee of three members to examine the doubts raised about the master thesis.

## **2. Student organization**

#### Article 65

1. Students have the right to establish student organizations where all students may belong.
2. Each student organization has its own statute which is approved by its members in accordance with general regulations issued by the Governing Council. The statute will include the principles of equal opportunity and non-discrimination

#### Article 66

Student interests are represented in the Student Parliament at the University level.

#### Article 67

1. Members of the Student Parliament are elected in accordance with the Regulation for Student Elections.

2. Proposals for Members of the Parliament shall be made on the basis of election results every two years.
3. The nomination, mandate, number of members of the Student Parliament and their election are determined by the Statute and Regulation of the work of the Student Parliament.

## **XII. Disciplinary responsibility**

### Article 68

1. Students who violate this regulation or other legal acts at the University, these cases are sent to the Disciplinary Committee
2. Students accused of violations have the right to be heard by the disciplinary committee which advises the Council.
3. The Council excludes from the University permanently or temporarily students who violate the rules.
4. The Disciplinary Committee has the right to review cases of graduate students alleged to have violated Article 50 of this Regulation. In these cases, the Disciplinary Commission has the right to obtain the degree of Master of Science awarded to the student and the degree obtained by the student to cancel and request the student to return it.
5. Students punished by a disciplinary measure have the right to appeal to the Appeals Commission within 15 days of the day the decision is announced as a second instance body.
6. The Appeals Commission is obliged to submit a report to the Council on the decision taken within 30 working days of receiving the appeal.
7. The appeal against the decision of the second instance shall be decided by the Senate.

### Article 69

Students have the right to challenge the Senate's decision in the competent court.

1. The procedures for initiating, questioning and deciding on student interests are set out in a special regulation issued by the Governing Council.

## **XIII. Transitional and Final Provisions**

### Article 70

For matters not covered by this Regulation, the provisions of the Kosovo Law on Higher Education and the Statute shall apply.

Article 71

The regulation comes into force on the day it is approved by the Senate.

Article 72

Amendments to this Regulation shall be made through the same procedure as its approval

Rector

Prof. Dr. Agron Bajraktari

[Signed]

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## **Annex 1**

### **Description of the tasks of the Commission for master studies**

- 1. Review, approves or reject proposals for master thesis proposed by teachers.**
- 2. Reviews student project proposals for master's topics.**
- 3. Proposes the mentor to lead the proposed master's thesis topic.**
- 4. Proposes to the Teaching / Scientific Council the members of the evaluation committee for public evaluation and defend of master's thesis.**
- 5. Assess the transfer of students from other Higher Education Institutions to the University as well as the internal transfer (between programs within the university)**