



REPUBLIKA E KOSOVËS REPUBLIKA KOSOVA MINISTRI E ARSIMIT, SHKENCËS DHE TEKNOLOGJISË		UNIVERSITETI UNIVERZITET "HAXHI ZEKA" PEJE
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**UNIVERSITETI - UNIVERSITY - UNIVERZITET  
"HAXHI ZEKA"**

Based in the art. 42, 47, 48 and 136, Of the Statute nr.04-V-622 of the university "Haxhi Zeka" in Peja, the Senate i UHZ, in the meeting held on 06.02.2023, approved the:

**REGULATION FOR THE WORKLOAD OF STUDENTS AT "HAXHI ZEKA" UNIVERSITY**

**Article I  
Purpose**

This regulation aims to determine the study load of students in one academic year at "Haxhi Zeka" University, to achieve the efficiency of learning, the distribution of the time needed to fulfill the student tasks.

**ARTICLE II  
Definitions**

1. **Academic year:** The time period from the start date of the first semester to the end date of the second semester.
2. **Class time:** Time to measure students' workload in the classroom. A lesson includes 45 minutes.
3. **ECTS:** credits for evaluating students' knowledge and skills. One ECTS credit represents a work rate of 25-30 hours, including hours of teaching, research and personal work.
4. **Contact hours:** from 20 to 25 hours in auditorium

**ARTICLE III  
Obligation to ensure sufficient time to learn**

Students should be given the necessary time:

1. To study course material and do assignments, projects and exams;
2. To work in groups, discussions and presentations;
3. To do research and develop special projects;
4. To help students who require support in various ways;
5. To be engaged in other important activities such as development of problem-solving skills, communication, and teamwork skills;
6. It is important that the time necessary for learning is provided in balanced ways to guarantee the quality of the teaching process and to help students achieve their goals.

## **ARTICLE IV**

### **Principles**

The principles for determining the time needed to study are:

1. The work rate determines the number of hours that students must be engaged in learning, research and personal work to achieve the targeted knowledge and skills;
2. The required level of knowledge and skills determines how much knowledge and skills must be acquired in a given course;
3. Teaching methods, such as practical application, group discussions, group research, etc., affect the time needed to learn;
4. The complexity index reflects the level of difficulty of a course and the time required to overcome the targeted knowledge and skills;
5. Students' individuality, such as what they know before, their interests, and how they learn, affect the time needed to study.

## **ARTICLE V**

### **Student workload**

1. Student workloads are calculated for the academic year that lasts 44 weeks, of which 30 teaching weeks (15 weeks of the winter semester and 15 weeks of the spring semester) and 12 weeks during which time is needed for consultations, preparation for tests and exams; one working week lasting 40 hours and from 1500 to 1600 hours for student activities for an academic year;
2. One academic year corresponds to 60 ECTS, and 1 ECTS corresponds to 25 - 30 hours of student activity;
3. The time required for the study, the time provided by the curricula, together with the scope and degree of difficulty of the study material, constitute the student's workload;
4. The workload is sufficient when the student is provided with enough time to complete the tasks arising from the study, considering his / her capacities.
5. Congested schedule and lack of time should not prevent effective learning and result in student overload and lead to superficial learning;
6. The study program must be designed so that in a certain period of time students are charged with 20 and no more than 25 classroom hours in a week (contact hours).

## **ARTICLE VI**

### **Workload sharing**

1. The student workload will be divided according to the formula:

$$\text{Course load (h) / Number of hours in the study year} \times 100^1$$

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<sup>1</sup> For the calculation of the load, see annex 1 of this regulation.

2. The student workload will be divided into the following parts:

- 2.1. Course - 800 teaching hours (53.33% of the total workload)
- 2.2. Research work - 300 teaching hours (20% of the total workload);
- 2.3. Practical work - 400 teaching hours (26.67% of the total workload);

Except from points 2.2 and 2.3 of this article, practical and research work is flexible and varies from course to course. The percentage for these two categories can be determined from 25% to 35% of the total student workload.

**ARTICLE VII**  
**Workload monitoring**

The academic units, namely the dean and vice-dean for learning are obliged to monitor the student workload to ensure that this regulation is respected and report to the vice-rector for learning, student affairs and scientific research on the progress of the student workload at UHZ.

**ARTICLE VIII**  
**Other provisions**

The institution, with the proposal of the academy units, has the right to make changes in this regulation in a reasonable way and to notify the students about the changes made.

**ARTICLE IX**  
**Transitional provisions**

The academic staff is obliged to prepare the load of students according to their subjects at the beginning of each semester, based on this regulation (according to Annex I) and the manual for the load of students at UHZ.

**ARTICLE XI**  
**Entry into force**

This regulation will enter into force from the date approved by the Senate.

Chairman of the Senate of "Haxhi Zeka" University in Peja

Prof. Dr. Armand Krasniqi

