



**Commission for the Verification of Degrees Issued  
by the University of Mitrovica/Mitrovicë**

**PROCEDURES AND CRITERIA FOR THE ISSUANCE OF THE CERTIFICATES TO  
THE CITIZENS OF KOSOVO WHO HAVE RECEIVED AND HOLD DIPLOMAS  
ISSUED FROM THE UNIVERSITY OF NORTH MITROVICA, IN ORDER  
TO APPLY FOR JOBS AND UNDERTAKE PROFESSIONAL EXAMS & LICENSES  
IN THE PUBLIC INSTITUTIONS**



An EU funded project managed by the  
European Union Office in Kosovo





## **HOW ARE THE PROCEDURES AND CRITERIA DEFINED FOR ISSUANCE OF CERTIFICATES OF THE VALIDITY THAT A PERSON HAS GRADUATED FROM THE UNIVERSITY OF NORTH MITROVICA**

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Government of Kosovo, in its meeting held on 30.12.2015 has adopted Regulation (GRK) - No.21/2015 on the procedures and the criteria for the issuance of certificates to the citizens of Kosovo who have received diplomas from the University of North Mitrovica, for the purpose of applying for jobs, obtaining licenses and professional exams in the public institutions. The purpose of this regulation is to establish procedures and criteria for the issuance of certificates of validity to the citizens of Kosovo who have graduated from the University of North Mitrovica (UNM).

This regulation can be found at:



[http://www.kryeministri-ks.net/repository/docs/RREGULLORE\\_\(QRK\)\\_-\\_NR\\_\\_212015\\_PER\\_PROCEDURAT\\_DHE\\_KRITERET\\_PER\\_LESHIMIN\\_E\\_CERTIFIKATAVE\\_SHTETASVE\\_TE\\_REPUBLIKES\\_SE\\_KOSOVES\\_TE\\_CILET\\_KANE\\_MARR.pdf](http://www.kryeministri-ks.net/repository/docs/RREGULLORE_(QRK)_-_NR__212015_PER_PROCEDURAT_DHE_KRITERET_PER_LESHIMIN_E_CERTIFIKATAVE_SHTETASVE_TE_REPUBLIKES_SE_KOSOVES_TE_CILET_KANE_MARR.pdf)



## **WHY ARE THE CERTIFICATES OF VALIDITY NEEDED**

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The Certificate of validity serves and can be used to apply for the employment in all public institutions of Kosovo, in obtaining licenses from public institutions of Kosovo, and to undertake professional exams organized from the public institutions of Kosovo.

Certificates and their usage as a replacement to the diplomas issued by the UNM is a temporary affirmative measure to protect and advance the rights of citizens of Kosovo, to ensure equal access to employment for all citizens of Kosovo, in order to achieve equitable representation of all groups of the population as regards to the employment in the public institutions of Kosovo.



## WHO ISSUES THE CERTIFICATES

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Verification Commission for the diplomas issued from the University of North Mitrovica, is responsible for issuing certificates for the citizens of Kosovo, who have received diplomas from the University of North Mitrovica.

Verification Commission Examines requests of citizens of Kosovo, who have graduated from the University of North Mitrovica and it issues the certificates to the persons who fully meet the criteria for obtaining the certificates and it also maintains a register of all reviewed cases.

This decision can be found at:



[http://www.kryeministri-ks.net/repository/docs/Vendimet\\_e\\_Mbledhjes\\_se\\_73-te\\_te\\_Qeverise\\_se\\_Republikes\\_se\\_Kosoves\\_2016\\_\(3\).pdf](http://www.kryeministri-ks.net/repository/docs/Vendimet_e_Mbledhjes_se_73-te_te_Qeverise_se_Republikes_se_Kosoves_2016_(3).pdf)



## THE SECRETARIAT OF THE COMMISSION

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In accordance with Article 19 (The Secretariat of the Commission) of Regulation (GRK) - No.21/2015, the Minister of Education, Science and Technology with the Decision dated June 15, 2016 (Ref. No. 122/01B) has appointed members of the Commission Secretariat. The Secretariat tasks are to provide administrative support to the Commission according to the job description specified by the Commission. Members of the Secretariat will directly respond to the Chairperson of the Commission. All departments of MEST and the Government of Kosovo are obliged to provide assistance to the Commission and the Secretariat for the implementation of their mandate.



## **THE AUTHORIZATION OF THE GOVERNMENT FOR THE NGO ECMI KOSOVO**

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In accordance with Article 21 (the authorized NGO) of Regulation (GRK) - No.21 / 2015 on the proposal of the Ministry of Education, Science and Technology, the Non-governmental Organization – ECMI Kosovo is authorized by the Government Decision no. 11/81 dated 03.23.2016, to support the work of the Commission. MEST, in order to facilitate contacts with the University in North Mitrovica, and for the purpose of verification of supporting documentation and improving access for submitting applications, for further administrative support of the Commission - Secretariat, it signs a memorandum of understanding with ECMI Kosovo, which determines the duties and the details of the support given to the Commission. ECMI Kosovo, however, will NOT receive applications from applicants. Only the Secretariat of the Commission or the authorized Officer of the authorized Municipalities are entitled to receive applications from applicants.

This decision can be found at:



[http://www.kryeministri-ks.net/repository/docs/Vendimet\\_e\\_Mbledhjes\\_se\\_81-te\\_te\\_Qeverise\\_se\\_Republikes\\_se\\_Kosoves\\_2016.pdf](http://www.kryeministri-ks.net/repository/docs/Vendimet_e_Mbledhjes_se_81-te_te_Qeverise_se_Republikes_se_Kosoves_2016.pdf)



## **MEMORANDUM OF UNDERSTANDING WITH THE AUTHORIZED MUNICIPALITIES**

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In accordance with Article 20 (the Authorized Municipalities) of Regulation (GRK) - No.21 / 2015, with the aim of improving access for the submission of applications, the Commission has signed a memorandum of understanding with municipalities that are authorized by the Commission to receive/accept applications and perform other tasks specified by the respective memorandums.



## **WHO IS ELIGIBLE TO APPLY FOR OBTAINING CERTIFICATES**

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All citizens of Kosovo, who have graduated from the University of North Mitrovica, since 2001, are eligible to apply for obtaining the certificate of validity that will prove that he/she has graduated from the University of North Mitrovica.



## **WHAT IS THE DEADLINE FOR APPLICATIONS**

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The issuance of certificates is valid within one year from the beginning of the work of the Commission. Officially Commission's work has started on 5 May 2016. In this respect every citizen of Kosovo has the right to apply to for the verification of the diploma until on May 5, 2017.



## **WHERE CAN THE APPLICATION FORMS BE FOUND**

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Application forms are part of the regulation and can be found at:



[http://www.kryeministri-ks.net/repository/docs/RREGULLORE\\_\(QRK\)\\_-\\_NR\\_\\_212015\\_PER\\_PROCEDURAT\\_DHE\\_KRITERET\\_PER\\_LESHIMIN\\_E\\_CERTIFIKATAVE\\_SHTETASVE\\_TE\\_REPUBLIKES\\_SE\\_KOSOVES\\_TE\\_CILET\\_KANE\\_MARR.pdf](http://www.kryeministri-ks.net/repository/docs/RREGULLORE_(QRK)_-_NR__212015_PER_PROCEDURAT_DHE_KRITERET_PER_LESHIMIN_E_CERTIFIKATAVE_SHTETASVE_TE_REPUBLIKES_SE_KOSOVES_TE_CILET_KANE_MARR.pdf)

Application forms are also published in: the website of the MEST.



<http://masht.rks-gov.net/uploads/2016/05/formular-per-aplikim-per-verifikimin-e-diplomave-te-leshuara-nga-universiteti-i-mitrovices-se-veriut.pdf>

The website of the Office for Community Affairs:



[http://www.zck-ks.net/repository/docs/OBRAZAC\\_\\_ZA\\_PRIJAVU\\_ZA\\_VERIFIKACIJU\\_DIPLOMA\\_KOJE\\_SU\\_IZDATE\\_NA\\_UNIVERZITETU\\_U\\_SEVERNOJ\\_MITROVICI.pdf](http://www.zck-ks.net/repository/docs/OBRAZAC__ZA_PRIJAVU_ZA_VERIFIKACIJU_DIPLOMA_KOJE_SU_IZDATE_NA_UNIVERZITETU_U_SEVERNOJ_MITROVICI.pdf)

Application forms can be obtained at the Secretariat of the Commission located at the MEST Building

**Address:** *Ministry of Education, Science and Technology*

*Address: Street. Agim Ramadani, 10000 Prishtinë/Priština, Kosovë/Kosovo*

Application forms can be obtained at the relevant municipal officials.



## **WHAT IS THE PROCEDURE OF ISSUING THE CERTIFICATES**

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The procedure for issuance of certificates is carried out as follows:

The applicant must complete and sign the Application form, as in Annex 1 (one) of the Regulation.

After completion of the Application form, the applicant must also prepare the following documents, that are required to be submitted for application:

- 1.1. Copy of ID card;
- 1.2. The certified copy of the original diploma;
- 1.3. The abstract of the diploma thesis (when required such a thing);
- 1.4. Diploma Supplement or a certified copy of transcript/grade certificate. (certificate of passed exams)



## **WHERE SHOULD THE APPLICATION BE SUBMITTED**

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The applicant submits the completed Application Form along with other relevant documentation to the Secretariat of the Commission or through the authorized officer of the authorized municipalities.

The address of the Secretariat of the Commission is as follows:

The secretariat of the Commission for the Verification of diplomas issued by the University of North Mitrovica, *Ministry of Education, Science and Technology, Street: Agim Ramadani, 10000 Prishtinë/a, Kosovë/o*  
Authorized municipal officials.

Authorized Office in the Authorized Municipality of Ranillug  
*Village Domorovce BB.*  
*Office of Director of Education Health and Social Policy*  
*Applicants can submit their application every working day from 8:00h to 16:00h.*

Authorized Office in the Authorized Municipality of Gračanica  
*Office of Education, Culture, Youth and Sports 3rd floor.*  
*Applicants can submit their application every working day from 8:00h to 16:00h*

Authorized Office in the Authorized Municipality of North Mitrovica  
*Municipality Administration North Mitrovica*  
*str. Bošnjačka Mahala BB*  
*North Mitrovica*  
*Applicants can submit their applications every working day from 9:00h to 12: 00h.*



## **IS THERE A NEED FOR AN APPLICANT TO APPEAR BEFORE THE COMMISSION**

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The procedure before the Commission takes place without a need that applicant, in person, appears before the Commission, unless such a thing is required by the Commission and is estimated to be necessary to carry out the verification.





## **WHO IS RESPONSIBLE FOR THE INFORMATION PRESENTED**

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The applicant is responsible for all data and evidence presented. The authenticity of the supporting documentation will be verified by the Commission.



## **HOW ARE THE DECISIONS OF THE COMMISSION TAKEN**

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After reviewing the application, the Commission makes a decision on the recognition or denial of recognition of diplomas based on the following criteria:

- 1.1 The application form is completed;
- 1.2 The supporting documentation is completed;
- 1.3 The authenticity of the supporting documentation has been verified;

In case of a positive decision, the certificate of validity will be issued and sent together with the decision.



## **WHEN IS THE COMMISSION'S DECISION TAKEN**

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The Commission's decision is taken within 30 days after submission of the application.



## **WHERE CAN COMMISSION DECISIONS BE TAKEN**

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The decision is sent to the party in the address or to the person as required by the party.



## **WHO CAN YOU COMPLAIN TO**

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In case of a negative decision, the party has the possibility of reviewing the request and has the right within 15 days to appeal to the decision taken by the Commission.

Also, the party, against the decision of the Commission has the right to appeal in the competent court within 15 days.



## **WHERE WILL THE DOCUMENTATION SUBMITTED FOR APPLICATION REMAIN**

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During and after the completion of work all documentation will be administered by the Secretariat of the Commission and then submitted to the Department of Budget and Administration of the Ministry of Education, Science and Technology for archiving.





EUROPEAN CENTRE  
FOR MINORITY  
ISSUES KOSOVO

ECMI Kosovo  
Str. Nëna Terezë Nr.41, Apt.29  
10000 Prishtinë/Priština, Kosovo  
Tel. +381 (0) 38 224 473

Email: [info@ecmikosovo.org](mailto:info@ecmikosovo.org)  
Web: [www.ecmikosovo.org](http://www.ecmikosovo.org)