



**Republika e Kosovës**  
**Republika Kosova - Republic of Kosovo**  
*Qeveria - Vlada – Government*

*Ministria e Drejtësisë-Ministarstvo Pravde– Ministry of Justice*

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**ADMINISTRATIVE INSTRUCTION MoJ - NO. 07/2025 ON THE EXAM,  
THE PROCEDURE OF ORGANIZATION, THE CONTENT AND  
CONDUCT OF THE EXAM, THE EVALUATION OF THE EXAM AND  
THE PROGRAM FOR THE EXAM OF BANKRUPTCY  
ADMINISTRATORS<sup>1</sup>**

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<sup>1</sup> Administrative Instruction MoJ - No. 07/2025 on the exam, the procedure of organization, the content and conduct of the exam, the evaluation of the exam and the program for the exam of Bankruptcy Administrators, signed by the Acting Minister of the Ministry of Justice, on 07.10.2025, with Decision No. 394/2025 of 07.10.2025.

**The Minister of the Ministry of Justice,**

Based on Article 159 (paragraph 1), Article 160 and Article 165 (paragraph 3) of Law No. 08/L-256 on Bankruptcy, in accordance with Article 11, paragraph 1, sub-paragraph 1.5 of Law No. 08/L-117 on the Government of the Republic of Kosovo;

Issues:

**ADMINISTRATIVE INSTRUCTION MoJ - NO. 07/2025 ON THE EXAM, THE  
PROCEDURE OF ORGANIZATION, THE CONTENT AND CONDUCT OF THE  
EXAM, THE EVALUATION OF THE EXAM AND THE PROGRAM FOR THE  
EXAM OF BANKRUPTCY ADMINISTRATORS**

**Article 1**

**Purpose**

This Administrative Instruction determines the manner and procedure of organizing, content and holding the examination for bankruptcy administrators, the evaluation of the examinations and the program for the examination of bankruptcy administrators.

**Article 2**

**Scope**

The provisions of this Administrative Instruction apply to all procedures related to the examination for bankruptcy administrators.

**Article 3**

**Examination Program**

1. The examination program is based on the relevant legislation in force and consists of the following subjects:

- 1.1. Bankruptcy procedure;
- 1.2. Civil law (substantive and procedural);
- 1.3. Commercial law;
- 1.4. Labor law and administrative law;
- 1.5. Basics of finance and accounting;

2. The examination program for bankruptcy administrators is Annex 1 to this Administrative Instruction.

3. All laws that supplement and amend the laws on which the examination program is based, according to Annex 1 of this Instruction, shall be part of the examination program.

#### **Article 4**

##### **Conditions for taking the examination**

A person who meets the conditions set out in Article 156 of Law No. 08/L-256 on Bankruptcy (hereinafter: the Law), may submit a request for taking the examination to the Ministry of Justice (hereinafter: the Ministry).

#### **Article 5**

##### **Application procedure**

1. The Ministry publishes the announcement for the bankruptcy administrator exam in the Electronic System of Free Professions (hereinafter: SEPL) and on the official website of the Ministry in the official languages, which contains:

- 1.1. the time when applications for the bankruptcy administrator exam are accepted;
- 1.2. the time of organizing the written exam;
- 1.3. the time of organizing the oral exam;
- 1.4. the evidence and information necessary for the application;
- 1.5. the method of application;
- 1.6. the program for taking the bankruptcy administrator exam;
- 1.7. information regarding the time and method of filing a complaint;

2. The time according to subparagraphs 1.1, 1.2 and 1.3 of this article is determined by the Ministry.

3. The bankruptcy administrator exam calendar is published in the SEPL and on the official website of the Ministry, at least one (1) month before the date of the exam.

#### **Article 6**

##### **Application for taking the exam**

1. The application for the bankruptcy administrator exam is made electronically through the e-Kosova platform. The application contains the following data:

- 1.1. name, parent's name and surname;
- 1.2. date and place of birth;
- 1.3. data on education and knowledge acquisition;
- 1.4. personal number;
- 1.5. data on work experience;

- 1.6. e-mail address;
  - 1.7. telephone number;
  - 1.8. address of residence or place of residence;
  - 1.9. where applicable, information that the candidate is entitled to exemption from payment;
  - 1.10. consent or disagreement with the publication of personal data.
2. When applying to take the bankruptcy administrator exam, candidates provide evidence and information to meet the requirements set forth in Article 156 of the Law, including:
- 2.1. information in electronic form or a certified copy of the diploma of the Faculty of Law or Economics. If the candidate has completed the faculty at a university outside Kosovo, the diploma must be authenticated by the Ministry of Education, Science and Technology or the relevant electronic evidence of authentication;
  - 2.2. evidence of work experience in accordance with the relevant legislation in force;
  - 2.3. information proving the citizenship criterion.
3. During the application, the candidate chooses the official language in which he will take the exam.
4. In case of impossibility to apply electronically on the e-Kosova platform, the application may be made in other ways as provided for by the rules for submitting the request under the relevant Law on General Administrative Procedure.
5. In the cases from paragraph 5 of this article, with the consent of the applicant, the Ministry official enters the application data in the SEPL.

## **Article 7**

### **The Committee for Granting Permission to Take the Exam**

1. The relevant Commission is appointed by decision of the Minister of Justice (hereinafter: the Minister).
2. The relevant Commission consists of the chairperson and two (2) members who are officials of the Ministry with a mandate of three (3) years.

## **Article 8**

### **Responsibilities of the relevant Commission**

1. The chairperson of the relevant Commission has the following responsibilities:
  - 1.1. leads the work of the relevant Commission;
  - 1.2. convenes the meetings of the relevant Commission;

- 1.3 signs the decision on whether or not the candidate meets the conditions for taking the examination in accordance with the rules set out in the relevant Law on General Administrative Procedure.
- 1.4. prepares a final report on the reviewed requests for permission to take the exam.
2. The Commission makes a decision by a majority of votes of all members.
3. The Commission's decision is published in the SEPL.
4. Against the Commission's decision, the candidate may file a complaint with the Minister of Justice in accordance with Article 157, paragraph 5 of the Law through e-Kosova.
5. Notification of candidates is made through the e-Kosova platform by SMS and/or e-mail and includes:
- 5.1. for candidates who meet the conditions: information on the deadline, method and amount of payment as well as a warning that if the payment is not made, the candidate cannot take the exam;
- 5.2. for candidates who do not meet the conditions: legal advice that also includes instructions for submitting the complaint electronically on the *e-Kosova* platform.

## **Article 9**

### **Expenses**

1. The candidate who will take the exam is obliged to bear the expenses for the exam.
2. The amount of expenses is determined by decision of the Minister.

## **Article 10**

### **Manner of holding the exam**

The exam is held in writing and orally.

## **Article 11**

### **Organization of the written exam**

1. The written exam is held in the following subjects: bankruptcy procedure, civil law (substantive and procedural); commercial law, labor law and administrative law; basics of finance and accounting.
2. The written exam is compiled by the Commission for administering the exam for bankruptcy administrator.
3. Through the written exam, the candidate's knowledge of legal provisions and practice in the field of bankruptcy, knowledge of legal institutions, skills of argumentation and legal writing and judging according to the law are assessed.

**Article 12**  
**Identification of candidates**

1. Candidates taking the exam must have a photo identification document with them.
2. The candidate taking the exam will receive an identification code that will be used during the written exam.

**Article 13**  
**Procedure during the written exam**

1. Candidates are given the test and are informed of the legal provisions in force that they must respect during the exam.
2. The written exam is held for all candidates for a duration of two (2) hours from the time of the test. If the candidate does not submit the test within the specified time, or during the exam duration, he/she withdraws from the test, he/she is considered to have failed the exam.
3. The written exam is conducted anonymously with an identification code assigned by the Secretary.
4. During the written examination, the candidate is not allowed to contact other persons, use smart devices or leave the examination room, except in reasonable cases.
5. The candidate who submits the assignment must leave the examination room.

**Article 14**  
**Evaluation of the written exam**

1. The written test is controlled by the Commission for the examination of bankruptcy administrators.
2. The evaluation of the success achieved in the written exam is carried out in accordance with Article 162 of the Law.
3. The written test is evaluated up to a maximum of fifty (50) points. The written exam is considered passed if the candidates achieve a minimum of thirty (30) points.

**Article 15**  
**Announcement of the results of the written exam**

1. The Commission in its full composition announces the list of candidates who have passed the written exam no later than five (5) days from the date of the written exam.
2. The Commission from paragraph 1 of this article may authorize the Secretary of the Commission to notify each candidate through the e-Kosova platform by SMS and/or e-mail about the result of the written exam. Candidates who pass the written exam are informed about the oral exam in the same notice.

**Article 16**  
**Organization of the oral exam**

1. Candidates who pass the written exam part have the right to enter the oral exam.
2. For candidates who have passed the written exam part, the Ministry in cooperation with the Chairman of the Commission determines the place and time of holding the oral exam.

**Article 17**  
**Oral Exam Procedure**

1. After communicating the results of the written exam, candidates are evaluated orally in the subjects specified in Article 161 of the Law.
2. The oral exam is public and is held before the Commission in its full composition.
3. If the candidate withdraws from the oral exam part or does not appear for the exam at the specified time without reason, he is considered to have failed the exam.
4. In order to maintain order, the Commission may limit the number of persons who wish to be present during the examination.
5. In the event of the inability of a candidate to participate in the oral examination, for reasonable cases assessed by the Commission, the candidate's written examination remains valid until the next examination date.

**Article 18**  
**Evaluation of the oral examination**

1. The evaluation of the oral examination subjects is as follows:
  - 1.1. Bankruptcy procedure is evaluated up to ten (10) points;
  - 1.2. Civil law (substantive and procedural) is evaluated up to ten (10) points;
  - 1.3. Commercial law is evaluated up to ten (10) points;
  - 1.4. Labor law and administrative law are evaluated up to ten (10) points;
  - 1.5. Fundamentals of finance and accounting are evaluated up to ten (10) points;
2. The oral examination is considered passed if the candidate achieves a minimum of thirty-five (35) points.

**Article 19**  
**Final Result**

1. The examination committee in its full composition, after the completion of the oral examination, compiles the final list of candidates who have passed the examination.

2. The final list is published no later than five (5) days after the end of the oral examination.
3. The final list of candidates is signed by the Chairman of the Commission or his authorized representative after the end of the oral examination.
4. Candidates who are not part of the list are notified of the final result through the e-Kosova platform, which also contains the method of submitting a request for reconsideration in accordance with the provisions of the Law on the e-Kosova platform by SMS and/or e-mail.

## **Article 20**

### **Protection of candidates' rights**

1. A candidate who considers that his/her overall success or success in a subject has not been assessed fairly may file a complaint with the Commission, within fifteen (15) days from the communication of the exam result.
2. The Commission is obliged to decide on the complaint within five (5) days after the day of receipt of the complaint and notify the candidate accordingly.
3. If the candidate's complaint is approved, the Commission must repeat the exam.
4. The Commission's decision is final

## **Article 21**

### **Minutes**

1. A separate minute must be kept for each candidate during the exam, which is created for each candidate in the SEPL;
2. The minutes include the following data:
  - 2.1. number of the minute and date;
  - 2.2.name, parent's name, surname and address of the candidate;
  - 2.3.date and time of the oral part of the examination;
  - 2.4. tasks for the written part of the examination given to the candidate;
  - 2.5. the decision of the Examination Committee on the course of the written part of the examination for the candidate and the remarks related to the answers given;
  - 2.6.questions asked to the candidate in the written and oral part of the examination;
  - 2.7. the decision of the Examination Committee on the final result of the examination;
  - 2.8.important remarks on the results of the written and oral part of the examination;



2.9. the signature according to paragraph 2 of Article 26 of the Law shall be made in accordance with the rules set forth in the relevant Law on General Administrative Procedure.

## **Article 22**

### **Certificate for passing the exam**

1. A candidate who has passed the exam shall be issued a certificate for passing the exam, no later than one (1) month from the date of passing the exam.

2. The certificate for passing the exam shall be signed by the Minister.

3. The certificate shall contain:

3.1. the logo of the institution issuing the certificate;

3.2. the legal basis for issuing the certificate;

3.3. the number and date the certificate was issued;

3.4. the name, name of the parent, surname;

3.5. date and place of birth;

3.6. the date the exam was taken;

3.7. the certificate shall be signed in accordance with the rules set forth in the relevant Law on General Administrative Procedure;

3.8. official seal.

4. In SEPL, an electronic certificate is created which contains all the elements according to paragraph 3 of this article and has the same value as the physical certificate which can be downloaded by the candidate at any time through the e-Kosova platform.

## **Article 23**

### **Record Keeping**

1. For candidates who have applied for the exam and candidates who have passed the exam, the Ministry keeps electronic records created by SEPL. For candidates who have passed the exam, a physical register is also kept.

2. The register is kept separately for each calendar year and is closed on the last working day of the respective year. At the end of the calendar year, the register is downloaded from SEPL, certified by the Ministry and archived according to the legal provisions in force.

**Article 24**  
**Issue of a duplicate certificate**

1. A person who has a certificate only in physical copy and which is not part of SEPL in the event of loss or damage, may request the Ministry to issue a duplicate of the lost or damaged certificate.
2. The person requesting the issuance of a duplicate certificate must attach to the request for a duplicate the confirmation that the lost certificate has been declared invalid.

**Article 25**  
**Annex to this Instruction**

1. The following annexes are part of this Administrative Instruction:

1.1. Program of the Exam for Bankruptcy Administrator;

**Article 26**  
**Revocation**

Upon the entry into force of this Administrative Instruction, Administrative Instruction No. 03/2017 on the Procedures for the Organization, Content and Holding of the Exam for Bankruptcy Administrator is revoked.

**Article 27**  
**Entry into Force**

This Administrative Instruction shall enter into force seven (7) days after its publication in the Official Gazette of the Republic of Kosovo.

**Blerim Sallahu**

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**Acting Minister of Justice**  
**07/10/2025**

## ***ANNEX I***

### **PROGRAM FOR THE BANKRUPTCY ADMINISTRATOR EXAM**

#### **I. BANKRUPTCY PROCEDURE;**

##### **1. The subject of bankruptcy proceedings includes the following legal sources:**

- 1.1. Law No. 08/L-256 on Bankruptcy;
- 1.2. Law No. 08/L-015 on the Commercial Court;

#### **II. CIVIL LAW (MATERIAL AND PROCEDURAL)**

##### **2. The subject, the foundations of civil law, commercial law and company law includes the following legal sources:**

- 2.1. Law No. 03/L-154 on Property and Other Real Rights, Part III, articles 18 to 77, Part V, articles 115 to 124 and Part VI, articles 125 to 217.
- 2.2. Law No. 2002/4 on Mortgages, articles from 3 to 22.
- 2.3. Law No. 04/L-136 on the registration of pledges in the register of movable property, amended and supplemented by Law No. 08/L-176, articles 4 to 16.
- 2.4. Law No. 03/L-006 on the contested procedure, amended and supplemented by Law No. 04/L-118, articles 43, 95, 277, 280 and article from 505 to 510.
- 2.5. Law No. 08/L-237 on the cadastre of immovable property, articles 29 to 37.
- 2.6. Law No. 04/L- 077 on obligations, articles 373, 725, 782, 783, 802, 803, 944, 997, 1016, 1019 dhe 1043.

#### **III.COMMERCIAL LAW**

##### **3. The subject, the foundations of commercial law, includes the following legal sources:**

- 3.1. Law No. 06/L -016 on Bussines organisations, article 24, articles from 112 to 117 and articles from 210 to 215.
- 3.2. Law No. 02/L-75 on arbitration, articles od 5 do 8.
- 3.3. Law No. 08/L-075 on trademarks, articles from 9 to 23.
- 3.4. Law No. 08/L-059 on patents, articles from 20 to 25 and 30 to 34.
- 3.5. Law No. 08/L- 055 on industrial design, articles 21 -26.

#### **IV.LABOR LAW AND ADMINISTRATIVE LAW**

##### **4. The subject, the basics of commercial law includes these legal sources**

4.1. Law No. 03/L- 212 on labor, articles from 17 to 19 and 67 to 76.

4.2. Law No. 05/L-031 on general administrative procedure, articles from 125 to 139.

#### **V.BASIC FINANCE AND ACCOUNTING**

##### **5. The subject, Basic Finance and Accounting includes these legal sources:**

5.1. Law No. 08/L-257 on the administration of tax procedures.