

## Republic of Kosovo

### Assembly

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#### Legislation IV

#### Assembly,

By virtue of the article 65 (9), of the Constitution of the Republic of Kosovo and the article 67 of the Assembly regulation, on plenary meeting held on 30 May 2013, after review of the proposal of the Statute of the University "Ukshin Hoti" in Prizren, brought this:

#### Decision

It is approved the Statute of the University "Ukshin Hoti" in Prizren with proposed changes by the commission for Education, Culture, Youth, Sports, Public Administration, Local Governance and Media.

N0. 04-V- 621

Prishtinë ,

On 30 May 2013

President of the Assembly

Jakup Krasniqi

Decision is delivered to:

- Government of the Republic of Kosovo
- Commission for Education, Culture, Youth, Sports
- Public Administration, Local Governance and Media.
- Archive of the Assembly.



# Republic of Kosovo

## Assembly

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**No. 04-V-621**

Assembly of the Republic of Kosovo, by virtue of the article 65 (1) of the Constitution of the Republic of Kosovo and the article 17 paragraph 1 of the Law for Higher Education in the Republic of Kosovo no. 04/L-037,

Approves,

### **STATUTE OF THE UNIVERSITY “UKSHIN HOTI” PRIZREN**

#### **General Provisions**

##### **Article 1**

##### **Founding**

University “Ukshin Hoti” Prizren (hereinafter referred to as: “University”) was founded by virtue of the Decision of the Republic of Kosovo, no.01/87, on 09.10.2009.

##### **Article 2**

##### **Name, seat, structure and symbols**

The Name of the University is” Ukshin Hoti” Prizren.

##### **Article 3**

The seat of the University is in Prizren.

##### **Article 4**

The University consists by academic units and organizational units, as further provided in this Statute.

## **Article 5**

1. The University has these symbols:
  - 1.1. Logo;
  - 1.2. Seal and Embossing seal;
  - 1.3. Flag;
  - 1.4. Rector's chain;
  - 1.5. Gown of Rector, Vice Rectors and the Deans of the academic units.
2. The symbols of the University shall be determined by the Steering Council with the proposal of the Senate based on the public announcement.
3. The Academic units of the University have the right to use the name, logo and flag of the University.
4. The date of annual celebration of the University is the date of its founding on 9 October 2009.

## **Article 6**

### **Mission**

1. The University is an autonomous institution of the higher education that develops academic education, scientific research, artistic work, professional consultancy and other fields of academic activity. The University has these objectives:
  - 1.1. To act as the institution for the advancement of knowledge, thoughts and science in the higher education system of Kosovo;
  - 1.2. To act as the institution on development of the education, science, society and economy in Kosovo;
  - 1.3. To assist in the process of promoting civilized democracy;
  - 1.4. To seek creating and support the highest standards in the area of teaching and acquisition, scientific researches and artistic work;
  - 1.5. To use its own resources in the most effective manner;

- 1.6. To cooperate entirely and participate in all activities of the higher education on the national, regional and international level;
- 1.7. To align to European Standards ;
- 1.8. To fully integrate itself in the European higher education area in European scientific research area and undertake the appropriate reform steps needed to maintain this mission.

#### **Article 7**

The University is committed to equal opportunities for all without discrimination on any grounds such as sex, race, sexual orientation, marital status, color, language, religion, political or other belief, national, ethnic or social origin, affiliation with a national community, property, birth or other status.

#### **Article 8**

The University declares its support of the equality of gender. This means that in cases where a male and a female applicant have the same qualification, the female candidate will be preferred.

#### **Article 9**

Academic and administration staff of the University and the students shall conduct themselves in accordance with the highest standards of commitment, integrity, objectivity, accountability, openness, honesty and leadership.

#### **Article 10**

The University shall enjoy freedom of academic teaching, of scientific research and of artistic work within its remit without interference from public authorities other than as provided by the applicable laws.

#### **Article 11**

Staff and students of the University shall enjoy freedom of association and expression within the structures provided by this Statute.

## **Article 12**

### **Rights and Obligations**

1. The University has these rights and duties:
  - 1.1. To elect governing and management authorities and fix their mandate;
  - 1.2. To arrange its structures and activities through the University rules in accordance with the Provisions of this Statute, in accordance with Law upon Higher Education and with other subsidiary acts used under it and in accordance with other laws in force;
  - 1.3. To choose teaching staff and other staff, to set additional conditions for admission of students and methods of teaching and assessment of of students, approved by the KAA;
  - 1.4. Independently develop and implement curricula and research and artistic projects;
  - 1.5. Choose area for studying;
  - 1.6. Grant titles to professors and other staff, in accordance with the Law upon Higher Education, on labor law and the scheme approved by the KAA.

## **Article 13**

1. The University has legal personality with all the rights and obligations of a legal person in relation to the matters dealt with in the applicable laws including powers to:
  - 1.1. The right to sue and be sued;
  - 1.2. Regulate its internal organization;
  - 1.3. Restrict the use of its title solely to persons or organizations having the authority of its University Board;
  - 1.4. Own and manage land and buildings and other capital property;
  - 1.5. receive and manage funds from any legal source;
  - 1.6. Proposal of taxes, tariffs and fines to the Ministry of Education for approval;

- 1.7. Nomination and dismiss of the labor relationship of the academic and none academic staff as well as to exercise all duties of an employer, in accordance with the legislation in force;
- 1.8. enter into contracts for goods and services and capital projects;
- 1.9. Approval for the content and structure of its educational, scientific, artistic and professional programmes;
- 1.10. Form legal relationships with students and prescribe conditions for their admission;
- 1.11. Determine the teaching and learning methodologies which it applies;
- 1.12. Apply appropriate measures of evaluation and quality assurance;
- 1.13. Grant and for good cause deprive degrees, diplomas, scientific titles and honorary awards;
- 1.14. Establishment of the commercial enterprises for educational, research and artistic purposes;
- 1.15. Enter into agreements with other national and international providers and with institutions internationally;
- 1.16. Adopt a flag, content and shape of seals and other emblems;
- 1.17. Other competences as necessary for the discharge of their functions based on law.

#### **Article 14**

1. The academic units and the organizational units of the University are not the legal people. The academic and organizational units of the University have those authorizations that are provided in this statute. The academic and organizational units of the University are distinguished programmes in the frame of the University, respectively the University is budgetary organization in the frame of the Law for budget compounded by the programs- academic units.

2. The University develops procurement activity for all academic units, the academic units have their planned budget in the frame of the University and have possibility of assigning priorities through the requests for pledging-expense.
3. The managing authority, to which the authorization is provide, is obliged to give a detailed annual report to the Rector about all relevant managerial aspects including;
  - 3.1. contracts and agreements;
  - 3.2. general use of resources;
  - 3.3. accounting and budget flow;
  - 3.4. specific staff employment;
  - 3.5. use of facilities;
  - 3.6. performance with regard to project objectives.
4. The managing authority shall be obliged to deliver such a report for a shorter period on demand of the Rector.
5. In case of misuse of the authorization, the Rector shall have the right to suspend the authorization until a final decision is made by the University Board.

#### **Article 15**

The University shall be granted by the Ministry of Education, Science and Technology (Herein after referred to as 'Ministry'), subject to the fulfillment of the requirements under the Kosovo Law of Higher Education, to the University will be provided the right of use of public and socially owned land, buildings or equipment.

#### **Article 16** **University Governance**

1. The principle organs of the University shall be University Steering Council, Rector and Senate.
2. All governing bodies of the University shall conduct its business on the principle of majority voting if not stated otherwise in this Statute.
3. The mandate of all governing officers and of all governing bodies and its members shall commence on 1 October if not stated otherwise in this Statute.

**Article 17**  
**Steering Council of the University**

1. The University Board (hereinafter referred to as ‘Steering Council’) shall be the principal governing body of the University.
2. The Steering Council shall have the overall strategic responsibility for the efficient institutional operation of the University.
3. The Board shall be in charge of all general decisions regarding resources issues (budget, staff, infrastructure), in order to provide appropriate conditions for the sustainable operation of the University in accordance with its obligations.
4. The Board shall be accountable collectively to the Ministry of Finance for the proper and efficient use of funds allocated to the University by ministries or any other public source.
5. The Steering Council can form temporary commissions to advise it regarding certain aspects of its work.
6. The Steering Council forms commissions for statutory issues as the advisory commission. The commission informs authorities of the University regarding all the cases of the non enforcement of the Statute and other acts in assigned issues by the authorities in charge and also participates in compiling or provides thoughts in the procedure of preparation of the acts and Rules issued by the University. The Steering Council with special act regulates issues regarding Commission for statutory issues.

**Article 18**

1. The Steering Council shall consist of seven voting members.
2. Ministry of Education, Science, and Technology nominates three (3) members with the right of voting and those are nominated in accordance with the regulations of the Law of Higher Education. They have to be people with higher public reputation, with professional proper skills, businessmen also with other practical skills. None of the nominated members should have directly current relations with the institution in which he/she will be nominated.
3. Senate will elect four (4) members of the Steering Council with the right of voting by the academic staff of the University with the title of full professor.



4. All members of the Steering Council will be serving individually in the Council, but not as the delegate or representative of an interest of the special group.
5. Ruled out from election for membership of the Board shall be persons holding the following positions;
  - 5.1. Rector, Vice-Rector, Dean, Vice-Dean;
  - 5.2. Members of Senate;
  - 5.3. Secretary General, Secretary of a faculty.
6. In case of a member of a faculty council being elected for membership of the Steering Council, the person elected shall have to resign from the faculty council position.
7. The Rector and the Secretary General shall participate ex officio in meetings of the Board without the right to vote.
8. Upon invitation of the Board the Vice-Rectors can participate in meetings of the Board.
9. The Head of the Student parliament can participate in meetings of the Board, without the right to vote, where the topics regarding student matters are discussed.

#### **Article 19**

1. The Steering Council every year elects the chairman and deputy chairman by his its members, who are not the employees of the institution.
2. The mandate of the members of the Board shall be assigned for three years with a possible election of one mandate. The elections for Steering Council will be hold in June while the mandate of the Steering Council commences on 1 October.

#### **Article 20**

1. A code of conduct for the operation of the Steering Council shall be prepared and adopted as a regulation of the Board.
2. Meetings of the Board shall require a quorum of at least five (5) members, four (4) of them with the right of voting.
3. Decisions of the Steering Council shall require absolute majority (majority of members), with vesting of vote not being permitted. In case of tied votes, the Chair's vote shall be the deciding one.

4. The following decisions of the Board shall require a qualified majority of  $\frac{2}{3}$  of members:
  - 4.1. Annual financial plan;
  - 4.2. Dismissal of Rector and Vice-Rector.
5. The steering Council will approve special rules for analyses of the annual financial plan.
6. The meetings of the Steering Council will be convoked by the Chairman. In extraordinary cases the meetings will be convoked with two third ( $\frac{2}{3}$ ) of the Steering Council members. The agenda for the meetings of the Steering Council, will be set by the chairman respectively deputy chairman in cooperation with rector.

#### **Article 21**

1. The Rector shall provide reasonable technical support and infrastructure (secretary and assistant, office infrastructure) for the Board.
2. On request the Secretary General shall have the responsibility for providing additional information for decisions brought by the Board.

#### **Article 22**

1. In accordance to the provisions of this Statute the Steering Council shall have the following responsibilities:
  - 1.1. To develop a three year strategic plan, this will be reviewed every year;
  - 1.2. On preparations of the strategic plan and its annual review, the Steering Council will get consultations with Ministry regarding matching of its aims and plans along with public Strategy for Higher Education and the resources that will be available by the Ministry. The scope of such consultations will be determined with legal act that will be issued by the Ministry;
  - 1.3. To monitor the effective and efficient use of resources, the solvency of the University and the safeguarding of its assets on behalf of the public;
  - 1.4. Developing strategies for securing adequate resources from both public and private sources; giving consideration to the feasibility in due course of establishing subsidiary companies to utilize the results of academic work of the University;
  - 1.5. Discussion and approval of the annual budget plan prepared by the Rector and its submission to the civil authorities;
  - 1.6. Defining guidelines regarding the appointment, assignment, grading, appraisal, suspension, dismissal and determination of salary and conditions of service of members of staff;

- 1.7. Deciding on the establishment, termination and change of the internal structure of academic and organizational units after having consulted with the Senate.

### **Article 23**

1. It shall be the duty of the Steering Council to:
  - 1.1. Ensure preconditions for accurate administration and resources management on the level of the University and its subordinate units;
  - 1.2. Issue regulations for the delegation of authority over resources and other administrative matters to the academic units of the University in accordance with the regulations of this Statute;
  - 1.3. Issue regulations with regard to the governance, conduct and management of the University as may be required by this Statute;
  - 1.4. Decide about the general organizational structure of academic units on the proposal of the Senate and having consulted with the units affected;
  - 1.5. Organize the financial audit in accordance with Law and this Statute ;
  - 1.6. Issue regulations, in accordance with this Statute, relating to:
    - 1.6.1. Disciplinary measures for academic staff and students;
    - 1.6.2. Payment and conditions of service of staff;
    - 1.6.3. Procedures of methods of redress for members of staff as a result of grievance relating to their employment;
    - 1.6.4. the suspension or dismissal of members of staff;
    - 1.6.5. appeal against such suspension or dismissal;
  - 1.7. To propose to the Ministry tariffs of education fee that the enrolled students must pay and in some cases to set tariffs regarding review of the applications for admission, regarding repetition of the exams and for graduation and these tariffs to be confirmed by the Ministry;
  - 1.8. Determine rules for cost calculation to be charged for providing university services to third parties;
  - 1.9. Elect the Rector from among a list of five nominees of the professional commission proposed by the Senate;
  - 1.10. Elect the Vice-Rectors upon the proposal of the Rector;

- 1.11. Ensure that the general regulations of this Statute are put into practice within the University;
- 1.12. Conduct themselves in accordance with the general regulations as outlined in this Statute;
- 1.13. Decide the form and content of logo, seal, embossing seal, flag and other institutional symbols and propose to the Ministry form and contents of diploma on the suggestion of the Senate.

#### **Article 24**

1. The Board shall arrange for the publication of an annual report on the performance of the University in accordance with the requirements of the Ministry and the Kosovo Accreditation Agency. The report shall in any case give information about the following aspects:
  - 1.1. General strategic objectives that have been achieved;
  - 1.2. Statistic data about the University as a whole and its organizational units regarding resources:
    - 1.2.1. Budget (public and private funds);
    - 1.2.2. Staff (development figures);
    - 1.2.3. Infrastructure
    - 1.2.4. Academic profile (changes in academic staff, fields of research etc.);
    - 1.2.5. Study programmes;
    - 1.2.6. Student figures (new enrolments, total number of students, graduates);
    - 1.2.7. Research (projects, publications, congress visits, papers);
    - 1.2.8. International co-operation;
2. Annual report of auditors about the proper use of resources.
3. In accordance with the Law for Higher Education, the Steering Council reports to the Ministry for realization of the strategic development plan at the latest of 31 March in the next year.
4. The report should be published on the web page of the University

#### **Article 25** **Rector**

1. The Rector is the person in charge of the University.
2. The Rector shall be responsible for the effective and orderly operation of the University and its management within the policies determined by the Board and shall have all such powers as are necessary to enable these duties to be exercised.

3. Duties of the Rector will be specified in labor contract.

#### **Article 26**

1. The Rector shall be elected by the Steering Council from among a list of five candidates proposed by Professional Commission by the Senate. Professional Commission has the duty to verifying if the candidates applied for Rector's position fulfill the terms and conditions foreseen in the competition.
2. The Board shall have the right to reject the list of candidates proposed by the Senate and shall justify this refusal.
3. The Rector shall be elected with two third  $\frac{2}{3}$  of votes of members of the Steering Council in accordance with the regulations of this Statute. In case no candidate achieves two third  $\frac{2}{3}$  of votes in the first ballot, the two candidates with the most votes shall advance to the second ballot. In case none of the two remaining candidates achieves two third  $\frac{2}{3}$  of votes neither in the second time of ballots, than the competition will be repeated.
4. The appointment of the Rector shall be for a period of four years (4) , with a possible election of one mandate more.
5. Rector's mandate begins on 1 October.
6. The Steering Council in consultation with Senate shall issue regulations about the election procedure and terms of appointment of the Rector and mandate of rector.

#### **Article 27**

1. For the conduct of the election procedure of the management authorities of the University and Deans, the Senate shall elect a provisional Chair from among the academic staff members of the Senate.
2. The Rector's position shall be publicly advertised by the Steering Council with the period of fifteen (15) days after being consulted with Rector.
3. Application for the Rector's position shall be open to both internal and external candidates. A candidate has to fulfill the following qualifications:
  - 3.1. Proven academic teaching and scientific experience, holding the position of at least a associate professor;

- 3.2. Proven University managerial skills.
4. The Professional Commission elected by the Senate will propose the list of candidates elected by the majority of votes, to be elected by the Steering Council.
5. The Steering Council shall hold public hearings with all candidates who are considered as fulfilling the qualifications for this position. In these hearings each candidate shall present a comprehensive view of the future development strategy of the University and of his management approach.

#### **Article 28**

The Rector shall be responsible:

1. Acting in the name of the University and representing the University towards the general public;
2. Being in charge for the organization, direction and management of the University;
3. Holding the position of head of staff;
4. Determining the code of conduct of the University staff within the framework established by the Steering Council;
5. The appointment, assignment, grading, appraisal, suspension, dismissal and determination of the salary and conditions of service of staff within the framework established by the Steering Council;
6. Chairing the Senate;
7. Presenting proposals to the Board concerning the educational character and mission of the University, taking into account the recommendations and opinions of the Senate;
8. Implementing the decisions of the Board;
9. Managing budget and resources within the estimates approved by the Board;
10. Preparing the annual budget preview regarding income and expenditure for consideration by the Board;
11. Signing contracts in the name of the University with third persons;
12. Signing the diploma and other official certificates of the University;
13. Nominating candidates for Vice-Rectors to be elected by the Board;
14. Nominating a candidate for the Secretary General;
15. Announcing all academic awards;
16. All other duties in the name of the University as determined by this Statute or other applicable regulations.

#### **Article 29**

Rector will inform the Steering Council for every action or any omission by the Steering Council, which one according to the opinion of the Rector, is part of the misuse of the public funds that have been given. In case that the Steering Council will not act to correct such in appropriate action or omission, then the Rector will report directly this action to the Ministry. In such cases, the Steering Council cannot take any action against Rector, exclude the cases when the Ministry allows such thing.

### **Article 30**

The Rector's authority shall be symbolized by the Rector's chain.

### **Article 31**

(1) The mandate of a Rector may cease prematurely in case of:

1. Resignation;
2. Dismissal;
3. Health reasons;
4. Conviction of criminal charge;
5. Death.

2) The procedure for dismissal of the Rector may be initiated with absolute majority of votes by:

1. The Board;
2. The Senate.

(3) The procedure for dismissal of the Rector shall be prescribed in regulations issued by the Board. The Board's decision for dismissal becomes valid with a qualified majority of  $\frac{2}{3}$  of members.

(4) In the case of dismissal of the Rector, the mandate of the Vice-Rectors is also terminated.

(5) In case of dismissal the newly elected Rector and the Vice-Rectors shall be elected for the outstanding period of the mandate of the dismissed Rector.

6. In the case of dismissal of the Rector, or at any circumstances that the position of the Rector remains vacant, the Steering Council elects the acting rector up to the completion of the procedure regarding election of the Rector for the remained mandate. The acting rector will hold the position of the Rector to the end of the mandate, in case the remaining period of time is not more than 6 months. The acting rector will be appointed the person who fulfils the required terms and conditions for the election of the Rector, by virtue of the article 27 paragraph 3 of the Statute.

### **Article 32**

1. The Rector shall have the right to appeal against his dismissal to the Ministry.
2. The decision within the administrative procedures which is issued by the Minister is the final one.
3. Against the decision of the Minister can be initiated the procedure at the authorized court.

**Article 33**  
**Vice-Rectors**

The University has (3) three Vice-Rectors.

**Article 34**

The duties of the Vice-Rectors shall be determined by the Rector in accordance with the regulations of this Statute. The Rector shall have the right to delegate full legal responsibility on a temporary basis. The following fields can be assigned to Vice-Rectors:

- 1.1. Teaching, Students Issues, Research.
1. 2. Budget, Finance and Infrastructure.
1. 3. International Co-operation, Quality Assurance.

**Article 35**

The Rector shall nominate one Vice-Rector to deputize for him and exercise all powers of the Rector in the case of temporary unavailability or incapacity of the Rector.

**Article 36**

(1) The Rector shall propose a list of nominees for Vice-Rectors from among the Professors of the University after having consulted with the Senate. The Vice-Rectors shall be elected by the Board upon a single decision with absolute majority in a single ballot. In the case of non-election of a candidate, the Rector shall have the right to propose a new candidate.

(2) The mandate of the Vice-Rectors shall be linked with that of the Rector, with a possible single renewal.

**Article 37**

(1) The mandate of a Vice-Rector may cease prematurely in case of:

1. Resignation;
2. Dismissal;
3. Health reasons;
4. Conviction of criminal charge;
5. Death.

(2) The procedure for dismissal of a Vice-Rector may be initiated with absolute majority of votes by:

1. The Board;
2. The Senate.



(3) The procedure for dismissal of a Vice-Rector shall be prescribed in regulations issued by the Board. The Board's decision for dismissal becomes valid with a qualified majority of  $\frac{2}{3}$  of members.

(4) In case of dismissal of a Vice-Rector the Rector shall nominate a new candidate for Vice-Rector, who shall be elected, by the Steering Council for the outstanding period of the mandate.

#### **Article 38**

(1) The Secretary General is the highest executive administrative officer of the University, with special rights and responsibilities, which shall be defined in his contract, issued by the Rector.

(2) The Secretary General shall be responsible to the Rector for the efficient, economic and effective administration at all levels of the University. In that capacity the Secretary General will be responsible for all matters not otherwise made the responsibility of other bodies or officers.

(3) The Secretary General is the head of the administration of the University.  
He is head of office of the central administration of the University.

#### **Article 39**

(1) The Secretary General of the University shall be selected by the Board on a proposal of the Rector based on public advertisement.

#### **Article 40**

Candidates for the position of Secretary General must fulfil the following qualification profile:

- 1.1. Academic degree (Master or equivalent with a minimum of four years of study) required;
- 1.2. To be from the Professional Field of law;
- 1.3. To be in a possession of the (5) years experience of the professional work;
- 1.4. To have a proven organizational and managerial skills;
- 1.5. To have sufficient knowledge about educational, artistic and research processes;

#### **Article 41**

The Secretary General shall have the following responsibilities and duties:

- 1.1. Highest executive administrative officer;
- 1.2. Head of central administration;
- 1.3. Chief of administrative offices and Secretaries on the faculty level;
- 1.4. Officer in charge for the efficient, economic and effective administration of the University;

- 1.5. Leader of the directors of the departments in the framework of the central administration
- 1.6. Officer in charge of the technical preparation of the budgeting process;
- 1.7. Other issues as requested by the Board and Rector and not otherwise determined by this Statute.

#### **Article 42**

The Senate of the University is the highest academic body of the University.

#### **Article 43**

(1) The Senate shall consist of the following voting members:

- 1.1. The Rector;
- 1.2. The Vice-Rectors;
- 1.3. The Deans of all academic units according to this Statute;
- 1.4. One member elected by and from the academic staff in each academic unit;
- 1.5. Two members elected by the student parliament from among the regular students of the University; the Students member of the Senate have to be distinguished students with a average grade of at least (8) and shall not be failure (repeaters) of the academic year.
- 1.6. One member elected by and from non-academic staff.

(2) The Secretary General shall be assigned as permanent non-voting member of the Senate.

#### **Article 44**

The mandate of the academic and non-academic members of the Senate shall be four (4) years. The mandate of the student members shall be one year. Their mandate shall commence by 1 October.

#### **Article 45**

The Rector shall chair the Senate. In the absence of the Rector a Vice-Rector shall take the chair in the order of precedence established by the Rector.

#### **Article 46**

(1) The Senate shall prepare a code of conduct for its operation and regulations for the election procedure of its members.

(2) Procedures for meetings of the Senate and its committees and commissions shall be regulated by the Rector.

#### **Article 47**

Subject to the overall responsibility of the Board and to the responsibilities of the Rector and the Vice-Rectors, the Senate shall be responsible for:

- 1.1. general strategic issues relating to research, scholarship, teaching and courses at the University, including:
  - 1.2. Criteria for the admission of students;
  - 1.3. The appointment of teaching staff;
  - 1.4. Policies and procedures for assessment and examination of the academic performance of students;
  - 1.5. The general outline of study programmes;
  - 1.6. Provisions for lifelong learning;
  - 1.7. Academic standards and the validation and review of courses;
  - 1.8. Quality assurance and evaluation;
  - 1.9. Procedures for the award of qualifications and honorary academic titles;
  - 1.10. Procedures for the exclusion of students for academic or other reasons;
2. The development of strategies of the academic activities of the University and the resources needed to support them, and the provision of advice thereon to the Rector and the Board;
  3. Development of the policy for the protection of the intellectual property of the University and its commercial utilisation;
  4. Provision of advice on such other matters as the Board or the Rector may refer to the Senate.

#### **Article 48**

It shall be the duty of the Senate to:

1. Adopt the University Statute after having consulted with the Board;
2. Elect the members of the Board to be nominated by the University;
3. Nominate a list of five candidates for Rector's position for election by the Board;
4. Elect the Deans on the basis of proposals of the councils of the respective academic units;
5. Prepare decisions about the acceptance and termination of academic units and other changes of status for the approval by the Board;
6. Approve study programmes of academic units;
7. Design strategies for the academic development of the University;
8. Determine general regulations for the fields of educational, scientific and artistic work;
9. Determine procedures and criteria for the evaluation of teaching, scientific research and artistic work;
10. Determine the criteria for student enrolments in accordance with this Statute;
11. Determine the criteria for dismissal of students;

12. Define the academic standards for lessons and for quality assurance of lessons in accordance with this Statute;
13. Determine the criteria for examination;
14. Determine the content of all academic evidence and documentation in accordance with this Statute;
15. Determine the procedure for assessment of academic staff in accordance with this Statute;
16. Elect the members for all committees and commissions established by the Senate;
17. Finalize decisions with reference to objections made by councils of academic units;
18. Decide on awarding the title of Dr. honoris causa;
19. Decide on granting the title of Professor Emeritus upon the proposal of the respective academic unit;
20. Decide on awarding the title Honourable Member of the University;
21. Consider issues on the request of Board or Rector;
22. Consider issues on the request of the Student parliament;
23. Issue a code of conduct about the work of the Senate;
24. Issue rules on sanctions against members of University governing bodies that breach the rules of confidentiality;
25. Deal with other issues as determined by this Statute or requested from Board, Rector or faculty councils.

#### **Article 49**

- (1) The Senate may install committees or commissions on a temporary basis to advise it on particular aspects of its work.
- (2) The Senate shall have as a standing committee a Study commission in accordance with the regulations of this Statute.

#### **Article 50**

The University shall consist of:

1. Academic units;
2. Organizational units.

#### **Article 51**

Academic or organizational units shall have no legal personality.

#### **Article 52** **Academic Units**

The academic units at the university are the faculties.

### **Article 53**

Academic units shall be of equal status in accordance with the organizational provisions of this Statute.

### **Article 54**

The Academic Unit acts in the institutional framework of the University by providing the higher education programme, researches or artistic creativity.

### **Article 55**

Academic units shall be created through integration or dissolution of other academic units on the decision of the Board and having consulted with the Senate.

### **Article 56**

Preconditions for the status of an academic unit shall be:

1. Covering one or more unique fields of academic education, scientific research or artistic work within the institutional frame of the University;
2. Sufficient infrastructural conditions at its disposal;
3. Suitable numbers of academic staff enabling the fulfilment of educational demands in the long term.

The final decision is up to the Steering Council.

### **Article 57**

An academic unit shall lose its status if:

1. it is evaluated negatively by external peers on two successive occasions;
2. it is subject to integration or dissolution;
3. the council of this academic unit requests its institutional detachment from the University.

The final decision is up to the Steering Council.

### **Article 58**

The annual budget of an academic unit shall be decided by the Board on the Rector's proposal, and budget hearing with the academic units. The allocation should take into consideration the specific needs for educational, research and artistic obligations as well as the results of previous performance reports and evaluations of the academic unit.

### **Article 59**

An academic unit shall have a relevant percentage of annual student fees at its own disposal for the improvement of educational quality and for covering extraordinary services of educational staff. Corresponding regulations shall be issued by the Steering Council.

### **Article 60**

(1) For educational obligations, which are financed by public funds, the University shall assign to an academic unit a defined number of academic and non-academic staff and provide appropriate infrastructure in accordance with the educational obligations defined by the Board on the proposal of the Senate.

(2) The academic unit as member of the University is responsible for carrying out study programmes in the framework of its educational profile and in accordance with the applicable regulations of higher education. The educational profile has to be determined by the Senate.

(3) The academic unit is responsible for carrying out scientific research and artistic work in the framework of its fields of operation.

(4) Interdisciplinary study programmes, covering several academic units, shall be established on the decision of the Senate and based on proposals of the participating academic units.

### **Article 61**

(1) An academic unit shall have its own name and seal.

(2) An academic unit shall bear the emblem and name of the University within its own emblem and name.

### **Article 62**

A Faculty shall be engaged in related academic disciplines regarding:

1. Academic education;
2. Scientific research;
3. Artistic work;
4. Other activities, as being defined by this Statute.

### **Article 63**

A Faculty shall offer the following types and degrees of undergraduate and postgraduate studies in accordance with the provisions of this Statute:

1. Bachelor study;
2. Master study;
3. Doctorate study.

### **Article 64**

The University has the following faculties:

- 1.1. Faculty of Economics.
- 1.2. Faculty of the Computer Science.
- 1.3. Faculty of Law.
- 1.4. Faculty of Education.
- 1.5. Faculty of Philology.

### **Article 65**

1. With reference to its physical size (total number of academic staff, sufficient supply of full time Professors according to the needs of the academic fields and percentage of staff permanently on location) a Faculty should meet international standards in order to ensure sustainable development and professional coverage of all scientific fields involved in the long term.
2. The faculty should concentrate its educational profile and that one of the research for the need of the country, in re-education and education in long life learning of the professionals, as well as provide practical services for international partners.
3. The Faculty has the right to establish institutes for practical researches in certain fields, according to the agreement cooperation with private or public donors by the approval of the Steering Council.
4. The Board shall issue regulations about the internal organization of academic units on the suggestion of the specific council of the academic unit.
5. The Academic units shall have the right to establish the following levels of the academic organizing:

- 5.1. Departments ;
- 5.2. Cathedra ;
- 5.3. Institutes ;

### **Article 66**

A Faculty shall be responsible for the following:

1. Making proposals to the Senate on academic matters relating to the subjects taught in the Faculty;
2. Teaching, examination and assessment of students;
3. Issues relating to the academic progress of students including student academic services;
4. Performing scientific research or artistic work following international standards;
5. Staffing issues as provided in this Statute;
6. Budgeting and controlling issues as provided in this Statute;
7. Quality assurance, evaluation and reporting issues as provided in this Statute;
8. The proper and efficient use of resources allocated by the Steering Council.

### **Article 67**

- (1) Each Faculty shall be headed by a Dean who may be assisted by one or two Vice-Deans.
- (2) Multi-location faculties shall have the right to assign an additional Vice-Dean for each branch location.

### **Article 68**

1. Deans and Vice-Deans shall be elected with two third ( $\frac{2}{3}$ ) of the Senate members., by the proposal of the faculty council for e period of four(4) years, from the respective faculties, with right of being re elected for one mandate more.
2. Candidates for election to the office of Dean and Vice-Dean shall be persons with relevant academic and managerial qualifications and experience, at least the title of Associate Professor.
3. The elected Dean shall propose to the Council of the Academic unit their preferred Vice-Deans for joint election, who will be elected by the Council and brought to the Senate for approval.
4. For the election of the new Dean, the faculty council shall elect a delegate from among the university professors of this faculty, who shall temporarily hold the faculty Dean's mandate in the Senate until the election procedure of the new Dean is completed. Then the newly elected Dean shall take over this mandate as foreseen in this statute.
5. The regular term of office of the Dean and Vice-Deans shall start on the first of October.

### **Article 69**

The Dean's authority shall be symbolized by the Dean's chain.



## **Article 70**

- (1) The mandate of a Dean may cease prematurely in case of:
  - 1.1 Resignation;
  - 1.2 Dismissal;
  - 1.3 Health reasons;
  - 1.4 Conviction of criminal charge;
  - 1.5 Retirement;
  - 1.6 Death.
  
- (2) The procedure for dismissal of the Dean may be initiated by:
  1. The Steering Council;
  2. The Senate;
  3. The Rector;
  4. The council of the specific faculty.
  
- (3) The procedure for dismissal of the Dean shall be prescribed in regulations issued by the Senate.
- (4) The decision on the dismissal of the Dean shall be made by the Senate having consulted with the council of the specific faculty and with the Board. The Senate's decision for dismissal becomes valid with a qualified majority of with two third ( $\frac{2}{3}$ ) of members.
  
- (5) In case of dismissal of the Dean, the mandate of the Vice-Deans shall also be terminated.
  
- (6) In case of dismissal the newly elected Dean and Vice-Deans shall be elected for the outstanding period of the mandate.

## **Article 71**

- 1) The mandate of a Vice-Dean may cease prematurely in case of:
  - 1.1 Resignation;
  - 1.2 Dismissal;
  - 1.3 Health reasons;
  - 1.4 Conviction of criminal charge;
  - 1.5 Retirement;
  - 1.6 Death.
  
- (2) The procedure for dismissal of a Vice-Dean may be initiated by:
  - 2.1 The Steering Council;
  - 2.2 The Senate;
  - 2.3 The Rector;
  - 2.4 The council of the specific faculty;
  - 2.5 Dean.

(3) The decision on the dismissal shall be made by the Senate having consulted with the Dean and the council of the specific faculty. The Senate's decision for dismissal becomes valid with a qualified majority of two third ( $\frac{2}{3}$ ) of members.

(4) In case of dismissal of a Vice-Dean the Dean shall nominate a new candidate for Vice Dean, who shall be elected for the outstanding period of the mandate of the dismissed Vice Dean.

#### **Article 72**

(1) A Dean shall be responsible to the Council of the Academic Unit, Senate and Rector.

A Dean's duties shall be:

- 1.1 To provide academic leadership in the fields of the Faculty in teaching, research and artistic work;
- 1.2 To secure efficient, economic and effective use of the resources allocated to the Faculty by the Board;
- 1.3 Undertake all necessary measures in executing decisions and duties determined by the Faculty Council;
- 1.4 To provide sufficient information about use of resources and performance in teaching, research and artistic work on a regular basis to the Rector and Board according to the regulations of this Statute;
- 1.5 To represent the Faculty Council in the Senate of the University;
- 1.6 To advise the Rector and the Senate on appointment of members of academic staff in the courses of the Faculty;
- 1.7 To nominate candidates for Vice-Deans;
- 1.8 To carry out the duties of a Dean set out elsewhere in this Statute.

(2) The duties of a Vice-Dean shall be assigned by the Dean.

#### **Article 73**

Each Faculty shall have a council the members of which shall be:

- 1.1 The Dean;
- 1.2 The Vice-Dean(s);
- 1.3 Up to fifteen (15) members elected by and from the professors of the Faculty;
- 1.4 Up to two(2) elected members by the assistants of the Faculty
- 1.5 One member of the non-academic staff of the Faculty elected by the non-academic staff of the Faculty;
- 1.6 One student representative, elected by the student council of the Faculty.

#### **Article 74**

The mandate of the academic and non-academic members of the council shall be four (4) years. The mandate of the student members shall be one (1) year. Their mandate shall commence by 1 October.

### **Article 75**

The Dean shall chair the Faculty Council. In the absence of the Dean a Vice-Dean shall take the chair in the order of precedence established by the Dean.

### **Article 76**

The Faculty Council shall have the following responsibilities and duties:

- 1.1. To nominate a priority list of two (2) candidates for Dean's position to be elected by the Senate;
- 1.2. If one of the two (2) proposed candidates from the final list for the position of the Dean is withdrawing from the cast of the Senate voting, then the Senate has the right to vote for the other candidate for Dean.
- 1.3. Make proposals to the Board and Senate on all matters relating to the Faculty, its staff and its internal structure and organization;
- 1.4. Make recommendations to the Senate for changes in curriculum, teaching methods, fields of research or artistic work and other academic matters;
- 1.5. Monitor the progress of students and of research or artistic work of the Faculty;
- 1.6. Propose the number and determine conditions for enrolment of new students in accordance with the guidelines set up by the Board and the Senate;
- 1.7. Determine and implement appropriate measures for quality assurance and evaluation in accordance with the guidelines prescribed by the Senate;
- 1.8. Preparation of the annual performance report for the Rector;
- 1.9. To deal with other issues that are linked with academic issues;
- 1.10. Deal with all other issues which are determined by this Statute or requested by the Board or Senate.

### **Article 77 Students Council**

- (1) Each Faculty shall have a Student Council. This is the authority that represents all students of the Faculty.
- (2) The number of members and the procedure for their election shall be determined in regulations issued by the Board in accordance with this Statute.
- (3) The mandate of the members of the Student Council is limited to two (2) years without being re-elected.

### **Article 78**

- (1) The Student Council shall discuss and decide all issues connected with rights and obligations of students of the Faculty.

(2) The Student Council is realizing its interests regarding flow of the education process through its representatives at the Faculty Council.

(3) Members of the Student Council participate on proposal of the candidates for Dean.

#### **Article 79**

#### **Organizational units Central University Library**

The Central University Library is the organizational unit in the frame of the University.

#### **Article 80**

1. The Central University Library collects, proceeds and provides in use educational collection, information and library services to developing of educational and scientific activities and the knowledge's of the students of their professors.

2. The Central University Library, provides services for students and educational staff by loaning library material and by offering approach to the electronic information resources. It offers professional services for the respective faculty libraries. The activity of the University Library is based on the international library standards.

3. The Central University Library is the part of the united library Network of Kosova with the aim of enforcing library standards, preparation and distribution of the data base and the enrichment of the co ordering and cooperation between the libraries.

#### **Article 81**

1. The structure of the Central University Library is compounded by the Steering Council and director.
2. The Steering Council of the Central University Library has five (5) members who are nominated and discharged by the rector of the university.
3. The Steering Council has these duties and responsibilities:
  - 3.1. Compiles and approves the development strategies and politics of the Library;
  - 3.2. Approves the annual working plan and annual financial plan of the Library;
  - 3.3. Approves the annual working plan and annual financial plan of the Library;
  - 3.4. Compiles the statute of the Library, which will be approved by the founder;
  - 3.5. Compiles and approves its working regulation;
  - 3.6. Elects and discharges the chairman with absolute majority vote of the members;
  - 3.7. Elects and discharges the director of the library;
  - 3.8. Reports and is under surveillance of the authority by which is appointed;

4. The director of the Central University Library will be elected by the public contest by virtue of the law for libraries. The mandate of the director is four (4) year with a possibility of being re elected for one mandate more. The director manages, organizes and supervises the activity and the functioning of the library. The Director of the Central University Library, according to the law for the Libraries at the Republic of Kosova is the member of the national Board of the Libraries, as the advisory authority of the respective Ministry for culture. Proposes to the steering council the annual plan and financial plan. For its work report and is under supervision of the Steering Council. Participates at the meetings of the steering council without the right on voting. Represents the library inside and outside the country. Exercise the duties and other authorizations in accordance with legislation in force.

#### **Article 82**

1. In the frame of the University can be founded also other organizational units.
2. Other organizational units will be founded by the decision of the steering council; the proposal for founding can be done also by the Rector.
3. The structure of other organizational units is compounded by the Administrative Council and Director.
4. The Administrative Council is compounded by five (5) members, three (3) of them will be elected by the Steering Council of the University and two (2) of them will be elected by the personnel of the organizational unit. All the members will be elected in a period of three (3) years.

#### **Article 83**

##### **Students and study organization Studies and the study programmes**

1. Studies of the University shall be established in the frame of study programmes.
2. The content of study programmes for all kinds of studies outlined in this Statute shall be set out in regulations prepared by the council of the academic units on the suggestion of the study commission and shall be approved by the Senate.
3. The content of study programmes for teacher training shall be set out in regulations prepared by the council of the specific academic unit on the suggestion of the study commission and shall be approved by the Senate in accordance with Article 16.4 of the Higher Education Law in accordance with standards prescribed by the Ministry.

#### **Article 84**

1. The University offers the academic study programmes in these fields:
  - 1.1 Basic studies-bachelor;
  - 1.2 . Master studies- science and professional;
  - 1.3 Doctorate studies.

### **Article 85**

1. The University offers the study academic programmes in these fields;
  - 1.1. In social and human science;
  - 1.2. In Educational Science;
  - 1.3. In Agro business;
  - 1.4. In Arts;
  - 1.5. In Economics;
  - 1.6. In Law;
  - 1.7. In Computer Science.

### **Article 86**

1. The study programmes shall comprise the following;
  - 1.1. Title of study;
  - 1.2. Type of study;
  - 1.3. Academic degree;
  - 1.4. Conditions for enrolment;
  - 1.5. Objectives and outcomes;
  - 1.6. Curriculum details;
  - 1.7. Competence
  - 1.8. Point value according to the ECTS (course, theses);
  - 1.9. Conditions for individual studies.
2. Obligatory contents of the curriculum shall be defined in regulations issued by the Senate.

### **Article 87**

- (1) Undergraduate Bachelor studies shall last three (3) or four (4) years and require 180-240 ECTS points.
- (2) The Senate shall issue special regulations for undergraduate studies in the fields on the proposal of the specific faculty councils if such study programmes shall last up to six 6 years and require up to 360 ECTS points.
- (3) The Senate shall issue special regulations for undergraduate studies in the fields of medicine and veterinary medicine on the proposal of the specific faculty councils. Such study programmes shall last up to 5 years and require up to 300 ECTS points.

### **Article 88**

- (1) Post graduate Master studies shall last one (1) respectively 2 years and require 60-120 ECTS points.
- (2) The successful completion of an undergraduate Bachelor study is the precondition for enrolment of a post graduate Master study.
- (3) The successful completion of a post graduate Master study is awarded with the academic degree Master of Science or Master of Arts.

### **Article 89**

- (1) The Doctorate study is the highest academic study.
- (2) Doctorate studies shall have a usually duration of 3 years, and require a 180 ECTS points and the successful completion of previous studies comprising a minimum of 300 ETCS points.
- (3) Preconditions for awarding the Doctorate degree are the successful completion of a post graduate Master study, the successful passing of Doctorate study exams and the successful defence of a Doctoral thesis.

### **Article 90**

Academic units of the University shall have the right to establish the following special study programmes in the Bologna framework (Bachelor-Master-Doctorate):

- 1.1. Two subject study programmes;
- 1.2. Interdisciplinary study programmes;
- 1.3. Joint study programmes.

### **Article 91**

- (1) Two subject study programmes are offered by academic units under one common study programme and comprise two fields of studies of that unit.
- (2) The obligations of each contributing partner shall be determined in the study programme.
- (3) The study programme is proposed by the council of the academic unit and is approved by the Senate.
- (4) The successful completion of the study shall be certified by a joint diploma and the graduate student shall achieve the professional title of both fields of study.

### **Article 92**

- (1) Interdisciplinary study programmes are determined by the Senate and offered by two or more academic units on both undergraduate and post graduate level.
- (2) The obligations of each partner unit shall be determined in the study programme.
- (3) The Senate shall establish an interdisciplinary study commission, which is responsible for:
  - 1.1. Development of the study programme;
  - 1.2. Organizational and technical details;
  - 1.3. Procedures for realization.

- (4) All proposals of the study commission must be approved by the councils of all academic units which contribute to the study programme.
- (5) The Senate shall have the final decision on all study regulations, being proposed by the study commission and having been accepted by the councils of the contributing academic units.

#### **Article 93**

- (1) Joint study programmes may be developed between the University of “Ukshin Hoti” and other universities on the basis of partnership contracts.
- (2) Joint study programmes are determined by the Senate and offered by academic units on three (3) levels.
- (3) The obligations of each partner institution shall be determined in the study programme on the basis of joint institutional agreements.
- (4) The Senate shall elect members for an inter-university study commission, which is responsible for:
- 4.1. Development of the study programme;
  - 4.2. Organizational and technical details;
  - 4.3. Procedures for realization.
- (5) All proposals of the study commission must be approved by the councils of all academic units of all universities, which contribute to the study.
- (6) The Senate shall have the final decision on all study regulations, being proposed by the study commission.

#### **Article 94**

- (1) Students shall have the right to apply for an individual study programme called “studium irregular” (individual study)’. The general outline of a “studium irregular” must follow one of the regular study programmes (foundation study programme) offered by an academic unit. The total number of individually selected subjects in comparison to the foundation study programme must not exceed 30% (measured in ECTS-point values).
- (2) The individually selected subjects can be chosen from all academic units of the University.
- (3) The proposal for “studium irregular” shall be made to the study commission of the academic unit, where the foundation study programme is based, containing the following elements:
- 3.1. Title of study;
  - 3.2. Regular study programme to be followed;
  - 3.3. Objectives and outcome of study process;
  - 3.4. Curriculum details;
  - 3.5. ECTS point value (subjects, theses).



- (4) The study commission shall decide about:
  - 4.1. Accepting the “studium irregular” in the presented version;
  - 4.2. Rejecting the proposal for “studium irregular”;
  - 4.3. Handing back the proposal for “studium irregular” for replenishment or alteration.
5. In case of a positive decision of the study commission the council of the academic unit shall approve the “studium irregular”.

#### **Article 95**

- (1) Academic units shall have the right to provide university courses for the general public.
- (2) University courses can comprise:
  - 2.1. Basic courses;
  - 2.2. Specialist courses;
  - 2.3. Seminars;
  - 2.4. Summer schools.
- (3) The curriculum, preconditions for attendance, fees and other organizational details shall be approved by the council of the academic unit on the proposal of the professor who is in charge of the course. The final decision shall be made by the Senate.
- (4) The successful completion of a university course is certified through a course certificate which is signed by the Dean of the academic unit, where the course took place and by the professor in charge of the course.

#### **Article 96 Study Commission**

- (1) A study commission shall be installed for each academic unit of the University as an advisory body for the council of this academic unit.
- (2) A study commission shall be installed for each interdisciplinary study programme of the University as an advisory body for the Senate in accordance with the regulations of this Statute.

#### **Article 97**

- (1) A study commission shall be responsible for:
  - 1.1. Elaboration of new study programmes;
  - 1.2. adaptation and alteration of existing study programmes;
  - 1.3. regular review of textbooks;
  - 1.4. application for change of study programme by students;
  - 1.5. application for “studium irregular” by students;
  - 1.6. Preparing the case for student’s objections.

(2) The duties of a study commission shall be to elaborate concepts, assess and comment on applications and prepare reports for decisions by the Senate or the council of the respective units.

#### **Article 98**

(1) The study commission shall consist of the following members, which do not have to be members of the Senate or the council, which it is assigned to:

- 1.1. Vice-Rector or Vice-Dean for teaching (chairman);
- 1.2. Three (3) professors;
- 1.3. One (1) assistant;
- 1.4. One (1) student with a grade of at least eight (8).

(2) The members of academic staff shall be elected by the Senate or the council, which it is assigned to.

(3) The student member shall be elected by the student parliament.

(4) The duration of mandate shall be in accordance with the regulations for members of Senate as stated in this Statute.

#### **Article 99**

##### **Admission to studies**

1. Each candidate who passes successfully the national test has the right to apply for studies at the University according to the legislation in force.
2. The preconditions for admission to undergraduate studies of the University are:
  - 2.1. successful completion of a Kosovo secondary school, certified by a diploma;
  - 2.2. successful completion of primary and secondary education with a minimum of 12 years of education, certified by respective diplomas;
  - 2.3. successful completion of primary and secondary education with a minimum of 12 years of education, certified by respective diplomas gained at the foreign country, if the equivalence of the mature diploma has been done;
  - 2.4. The Decision upon recognition of Diploma will be taken by the respective Ministry.
3. The Senate shall issue regulations, which determine in detail conditions and criteria for enrolment in undergraduate studies- bachelor.
4. For certain field of study, the University organizes the additional admission exam for some courses, at the students' admission procedure, which need to be approved by the Ministry. In this case the student has to pass successfully the admission exam to registering in the first year of the studies.

#### **Article 100**

1. The Students' at the master study will be admitted upon the base of applying, according to the pre study results and its equivalence, as it is determined on the Law upon the Higher Education.
2. Special criteria for the admission to post graduate studies shall be issued by the Senate in accordance with the regulations of this Statute.

#### **Article 101**

1. The number of study places for bachelor and master studies shall be determined by the Senate for every academic unit for each study for the first year of studies as proposed by the specific council. The decision shall be based on the overall figure for students to be educated at public expense given by the Ministry.
2. The part time students, of the bachelor and master studies which are not financed by the public funds but they achieve the excellent results on studying can be accorded one place of studying which is financed by the public funds from the second (2) year of the studies, or in the following year of the studies. The conditions and the criteria's to get this right are determined by the Steering Council by the proposal of the Senate.

#### **Article 102**

Regulations about the announcement for enrolment shall be issued by the Senate.

#### **Article 103**

- (1) Candidates, who were not accepted for enrolment for the first year of master studies can make a claim against the decision within three working days after the results of the election procedure were announced.
- (2) The final decision on the claim is made by a commission of up to 3 members, chaired by the Vice-Rector for teaching and research, with other members nominated by the Rector.

#### **Article 104**

##### **Determination of academic success**

For the determination of academic success shall be applied these methods of the evaluation:

- 1.1. Exam;
- 1.2. Colloquium;
- 1.3. Seminary work;
- 1.4. Professional Internship
- 1.5. Practical test during exercises;
- 1.6. Performance and presentation of artistic and other work.

### **Article 105**

(1) All academic units of the University shall be applied the following marks to describing the level of success in examinations:

- 1.1. Ten (10) and nine (9) (excellent)
- 1.2. Eight (8) (very good)
- 1.3. Seven (7) (good)
- 1.4. Six (6) (satisfactory)
- 1.5. Five (5) (unsatisfactory)

(2) A candidate shall successfully pass an exam with the marks 6-10.

(3) The Senate shall issue regulations which define detailed criteria for marking.

### **Article 106**

(1) Examinations shall serve as the regular way of determining knowledge.

(2) Examinations may be organized separately for each subject or may be combined for more subjects in accordance with the study programme (commission examination).

(3) Examinations are public and shall be held in the following ways:

- 3.1. Written;
- 3.2. Oral;
- 3.3. Written and Oral
- 3.4. Practical.

(4) Combined written and oral examinations shall be completed within a period of up to seven (7) days.

(5) Examinations shall be marked by one examiner or by an examination commission.

(6) Examinations can be held by an examination commission if:

- 6.1. it is the student's claim;
- 6.2. it is prescribed by the study programme.

(7) The procedure of an examination is defined by the study programme.

(8) The method of determining the knowledge and passing the exam will be assigned with the course programme-syllabus.

### **Article 107**

(1) Examinations for bachelor and master studies are performed during examination terms.

(2) Examination terms comprise winter (January), spring (June) and autumn (September) terms. The exact period for each term is determined in a general calendar of studies, which is adopted by the Senate and displayed publicly. Details about the beginning and end date of each period are determined by the council of the academic unit.

(3) Time tables for examination terms shall be published at the beginning of the academic year and shall contain daily schedules.

(4) Examination schedules shall be designed in a way that each student shall not have more than one exam per day.

(5) Examination schedules, once being published, shall be binding on both examiner and student.

#### **Article 108**

Doctorate examinations can take place throughout the study year, based on individual agreements between examiner and student.

#### **Article 109**

(1) The period for registration for an examination shall start not more than 6 weeks before and end no later than 8 days before the beginning of the examination term.

(2) The examination timetable has to be published no later than three (3) days prior to the date of examination.

(3) In all other cases where a student misses the examination or withdraws from it, the examination is considered to be failed (marked 5).

(4) Upon claim a student may be allowed by the Dean of an academic unit to sit an early examination, if the student is taking part in an international study exchange programme or is performing practical study abroad during the prescribed period of examination.

#### **Article 110**

(1) A student shall have the right to appeal against a received mark to the Dean of an academic unit with a written claim. The appeal has to be submitted within two working days after the results have been published.

(2) The appeal can be made in three ways:

2.1. written examination - appeal against the marking of the written examination;

2.2. oral examination - appeal against the marking of the oral examination;

2.3. combined written and oral examination;

2.3.1. Appeal against the marking of the written examination before entering the oral examination;

2.3.2. Appeal against the marking of the oral examination, which implies that the marking of the written examination has been accepted.

(3) Upon receiving an appeal in due time the Dean of an academic unit shall install a examination commission within one working day after the appeal has been submitted, nominating three members but without the examiner, against whose marks the student was appealing.

(4) In the case of an oral examination to be repeated, the re-examination by the commission shall take place the next working day after the commission has been installed.

(5) In case of an appeal against the marking of a written examination, the written examination shall be reassessed by the commission the next working day after the commission has been installed.

(6) There is no appeal against the commission marks.

(7) The tests from the exams regarding the evaluation of the students will be filed at least for one (10 year).

#### **Article 111**

(1) A student shall have the right to retake an examination which has been failed.

(2) A failed examination may be retaken as a rule a maximum of three times.

(3) Upon a claim a student may be permitted by the Dean of an academic unit for good reasons to retake an examination for the fourth time. The examination is then to be held by a commission of three, the members of which are nominated by the Dean of the academic unit.

(4) In case of re-enrolment of the same study year the number of previously failed examinations of a student is disallowed.

(5) In case a student has failed an examination again for the fourth times during the year of re-enrolment, he shall loose the status of a regular student for this type of study.

(6) The student can regain the students' status in case of applying to a new programme of studies. The decision upon the regaining of the students' status will be determined the examinations and others which will be recognized to the student and the student obligations at the new study programme.

#### **Article 112**

(1) After the end of the last regular semester of undergraduate study the student shall be given a period of 12 months for concluding examinations (graduating period).

(2) The student may apply once to the Dean of an academic unit for extension of the graduating period for another 12 months. In the case of a positive decision the student has to pay three times the student fee for that period.

### **Article 113**

#### **Bachelor and Master Theses**

(1) All undergraduate study programmes of the University shall be concluded with a Bachelor thesis or a commission examination in accordance with their study programmes.

(2) The Bachelor thesis shall be elaborated individually by the student, proving that the theoretical skills achieved during the course of study can be used successfully for solving a practical problem in the specific scientific field.

(3) Bachelor theses can be jointly elaborated by two (2) or three (3) students, where the contribution of each candidate has to be indicated clearly.

(4) An application for elaboration of a Bachelor thesis by two (2) or three (3) students has to be decided by the council of the academic unit.

(5) The procedure for application, elaboration, defence and grading of a Bachelor thesis shall be determined by the council of the academic unit.

### **Article 114**

(1) Master study programmes shall be concluded with a Master thesis in accordance with the study programmes.

(2) The Master thesis shall be elaborated individually by the student, proving that the theoretical skills achieved during the course of study can be applied successfully in solving a complex research problem in the specific scientific field.

(3) Master theses can be jointly elaborated by a two (2) or three (3) students (research group), where the contribution of each candidate has to be indicated clearly.

(4) An application for elaboration of a Master thesis by two (2) or three (3) students has to be decided by the council of the academic unit.

(5) The procedure for application, elaboration, defence and grading of a Master thesis shall be determined by the council of the academic unit.

## **Article 115**

### **Doctoral Studies**

1. The doctoral studies are proposed by the academic unit in their respective fields and will be approved by the Senate.
2. The doctoral studies can be founded and realized only in those scientific fields in which authorized institution has the signed contract for permanently labour relationship at least half number of the employed teachers and if those scientific fields can be matching to the research, teachers and those of the mentors' work in about two third (2/3) of the requirements.
3. The institution in charge who organizes the doctoral studies must have recognized achievements internationally in research or artistic, respectively in the artistic creation.
4. With the aim of providing quality and the encouragement of the mobility of the PhD students and the professors', the doctoral studies are opened for any form of cooperation with similar institutions inside and outside the country.

## **Article 116**

1. In the frame of the doctoral studies will be formed the Council of the Doctoral Studies as the permanent Council of the Senate of the University.
2. In the frame of the academic unit-faculty who is organizing the doctoral studies will be formed the Council for Doctoral Studies as the permanent council of the Faculty Council.
3. The compounding of the doctoral study councils' will be set with the regulation for doctoral studies at the University.

## **Article 117**

The doctoral thesis is a written scientific paper by the candidate, who treats in genuine and unique manner one or more respective scientific topics and will be subject to the public scientific and artistic evaluation.

## **Article 118**

1. The admission of the students at the doctoral studies will be done through the public contest which will be announced by the University.
2. The right on applying to admission at the doctoral studies have;
  - 2.1. Graduated with a academic title of the respective Master of Science;
  - 2.2. Graduated with a academic title of Master of Science and Master of Arts



3. The terms for admission and the criteria's for evaluation of the candidates at the doctoral studies more precisely will be assigned by the Senate of the University in accordance with this statute and the regulation for doctoral studies.

#### **Article 119**

1. The doctoral studies are organized in six (6) semesters'.
2. For students' who completed scientific master, the studies lasts two (2) years, and is equivalent with the ECTS up to one-third (1/3) of the total number of the foreseen ECTS.

#### **Article 120**

1. During the first year of doctoral studies, the doctorate proposes the mentor and the topic.
  2. The Mentor will be elected by the full professors and associate professors of the same scientific field, who needs to be employed on the permanently labour basis at the University. Excluding by the request of the academic unit council for mentor can be engaged also the professor with the title of Professor Assistant if he is in a possession of three (3) published papers in reviews with international evaluation in the area of which is supervising the doctorate candidate. Can be proposed also another co-operator by another University.
3. The PhD candidate begins with the procedure of presenting the project proposal of the topic of the doctorate paper by delivering the registering list which contains the personal data of the PhD candidate, biography and the list of papers of the PhD candidate, the title of proposed topic, data for the proposed Mentor and its competences, the justification of the topic and the genuine expectation of the scientific contribution of the proposed research, evaluation of the research expenses as well as the statement that he didn't submit any other doctoral paper with the same topic in other university studies, respectively at any other University. The topic of the PhD paper will be presented in the form of the University.
4. The council of the academic unit, by the proposal of the Council for Doctoral Studies, will appoint regarding the evaluation of the topic and the proposal of the mentor in term of one (1) month from the date of recorded submitted request. This commission is consisting from three (3) members, by whom at least one (1) member doesn't have to be the professor of the studies aforementioned, neither employed at the academic unit which is institution in charge for studies. The proposed Mentor cannot be appointed for the chairman of the Commission.
5. The commission for evaluation of the topic gives evaluation of the genuine scientific contribution or for the genuine artistic contribution and for the enforcement of the research in financial and organizational aspect, also does the proposal of the mentor, latest one (1) after the submission of the request.
6. The Council of the doctoral studies of the academic unit must by all means to review the proposal of the commission regarding evaluation of the topic and the proposal of the mentor at the third semester of the doctoral studies.

7. The project proposal of the PhD paper will be defended to the Council of the Doctoral Studies of the academic unit, the commission for evaluation and the proposed mentor, fifteen (15) days after submission of the commission report for evaluation.
8. The Council of the Academic Unit by the proposal of the Council of the Doctoral Studies will propose the topic and mentor for approval to the Senate of the University. The Senate has to decide about the proposal for dissertation within two (2) months after submission of the request. The decision can:
  - 8.1. To accept the original proposal
  - 8.2. To require by the candidate to expand or change the topic;
  - 8.3. To ask by the council of the academic unit to propose another mentor;

#### **Article 121**

(1) The candidate for dissertation has to submit a completed doctoral thesis to the council of the academic unit within three (3) years from the day the topic was accepted by the Senate of the University. Candidate in advance needs to assure the approval and the opinion of the mentor, written and signed about conducted research and the achieved genuine research contribution.

(2) The candidate can apply to the council of the academic unit for extension of the dissertation period of one (1) year.

(3) In case the candidate does not submit a completed doctoral thesis within the regular or extended dissertation period, the given dissertation topic shall be regarded as being renounced by the candidate from the assigned topic of doctorate.

#### **Article 122**

(1) After the completed dissertation has been submitted by the candidate, the council of the academic unit in a period of one (1) month) from the day of submission of the paper for evaluation, has to establish on its following session a three (3) member commission for evaluation of the PhD paper. The members of the Commission for evaluation of the PhD paper must have at least the academic title professor assistant.

(2) At least one member should not be professor at the doctoral studies, neither employed at the Faculty who is the in charge institution of the studies, while based on the possibilities is employed at any other University of Kosova or any other University outside Kosova. The Mentor can be the member of the commission for evaluation of the paper.

(3) The commission is obliged to make a full assessment of the dissertation, including a written report and a suggestion for grading, within two(2) months. The report of the commission shall be addressed to the council of the academic unit.

(4) The council of the academic unit shall decide upon the report of the commission about:

- 4.1. accepting the dissertation in the presented version;
- 4.2. rejecting the dissertation because of failure;
- 4.3. Handing back the dissertation for replenishment or alteration.

(5) In the case of handing back the dissertation for replenishment or alteration, the council of the academic unit will decide on the appropriate period to impose; it should be at least of two (2) months and a maximum of six (6) months.

(6) The replenished or altered dissertation has to be submitted to the council of the academic unit together with an opinion by the mentor(s).

(7) On occasion of the report approval by the evaluation commission, the council of the academic unit establishes the commission for the PhD defence. The commission for the defence of the PhD paper will be compounded by the three (3) members. The commission for defence of the PhD paper can be in the same compound as the commission for the evaluation of the PhD paper.

(8) The decision on the approval of dissertation of the council of the academic unit has to be ratified by the Senate.

### **Article 123**

(1) After the confirmation of the approval of dissertation by the Senate the defence of the dissertation shall be held within two (2) months. The exact date shall be fixed by the Dean of the academic unit in accordance with the commission for the dissertation.

(2) During the defence of the dissertation, which shall be held publicly, minutes shall be taken by the secretary of the commission, who shall be assigned by the Dean of the academic unit.

### **Article 124**

(1) After successful completion of the defence of dissertation, the candidate shall achieve the academic title Doctor of Science (Dr.sc.) or equal, as being defined in special regulations issued by the Senate.

(2) On the proposal of the Dean of the academic unit, where the candidate successfully defended the dissertation, the Rector ceremonially bestows the doctorate degree.

(3) The ceremony shall be public and formal. The procedure of the ceremony shall be determined by special regulations, issued by the Senate.

### **Article 125**

(1) The diploma document of doctorate of science shall contain:

- 1.1. name of the University;
- 1.2. name of the academic unit where the dissertation was defended;
- 1.3. name, surname, date and place of birth of the candidate;
- 1.4. title of dissertation;
- 1.5. date of defence of dissertation.

(2) The diploma document is signed by the Rector and the Dean of the academic unit where the dissertation has been successfully defended.

(3) The diploma document is certified with the seal of the University.

(4) The shape and other elements of the diploma document shall be prescribed in special regulations issued by the Ministry.

#### **Article 126**

(1) The academic title Doctor of Science can be revoked in the case of proven evidence that:

1.1. The dissertation was not the candidate's own work;

1.2. The dissertation was not the result of candidate's personal achievement;

1.3. The dissertation is based in relevant parts on previously published scientific results of other individuals or institutions;

1.4. Plagiarism or breach of copyright;

1.5. Other unethical practice occurred.

(2) The appeal for revocation can be submitted to the council of the academic unit by any individual or institution, but has to be supported by detailed written evidence.

(3) Upon appeal, the council of the academic unit shall establish a 3 member commission from among Professors from the scientific field of the dissertation.

(4) Members of the original defence commission of the dissertation shall be excluded from election.

(5) The commission shall submit an assessment report on the justifiability of the appeal together with a proposal for further procedures within 2 months after the procedure started.

(6) The council of the academic unit decides to reject or accept the appeal for revocation during the session following the report and proposal of the commission.

(7) In the case of acceptance of the appeal by the council of the academic unit the Senate shall vote on this decision in the following session. The affected Doctor of Science has to be invited to a hearing before the Senate.

#### **Article 127**

The University is responsible for keeping records about awarded and revoked doctorate degrees.

#### **Article 128**

The Senate will issue the regulation regarding organizing and realizing the doctoral studies.

#### **Article 129**

##### **Academic Awards**

Academic awards will be granted by virtue of the provisions of this Statute and in accordance with the Law upon Higher Education.

### **Article 130**

- (1) The Senate may for good cause deprive a holder of his award on the recommendation of the Rector.
- (2) Justification and strong argument shall comprise:
  1. Fraud or deception during assessment or examination;
  2. Plagiarism and breach of copyright in the preparation of a diploma or other written work;
  3. Other unethical practice.

### **Article 131**

- (1) The successful completion of a study in accordance with the study programme is certified by the University through a diploma, which is an official document.
- (2) Shape and content of the diploma and of the diploma supplement as well as its issuing procedure shall be prescribed in special regulations issued by the Ministry.
- (3) The diploma is signed by the Rector and the Dean of the academic unit, where the study was completed.

### **Article 132** **Recognition of studies**

- (1) In accordance with the regulations of the Lisbon Recognition Convention and based on specific regulations issued by the Ministry. The University accepts academic degrees, diploma, examinations) of recognized domestic or foreign post-secondary education institutions of the higher education
- (2) In accordance with the administrative guidance of MEST upon the principles and procedures of the diploma recognition of the higher professional schools and the academic degrees gained outside the Kosova, it is the competence of the University to do the recognition of the diploma of the higher professional schools and academic degrees and the certificates of the certain period of studies, with the aim of continuation of the studies.
- (3) In the case of recognition of qualifications the student achieves the right for continuation of study at the University.

### **Article 133**

- (1) The recognition procedure shall be administrated by a professional officer within the central administration of the University.

(2) The decision on the recognition of study qualification shall be based on information retrieved from corresponding European database and shall be coordinated with the National Recognition Centre or equivalent, which is responsible for the application of the Lisbon Recognition Convention.

(3) The Rector shall be authorized by the Senate to issue the recognition in all unambiguous cases.

(4) Records about recognition of study qualifications shall be kept permanently by the central administration of the University.

#### **Article 134**

(1) In questionable cases, where the available data is not sufficient for decision, the application for recognition shall be forwarded to the relevant study commission with the following information to hand:

- 1.1. complete application file with supplements;
- 1.2. available data and comment of the national recognition centre or equivalent on the specific case.

(2) The study commission shall submit a report with a proposal for decision to the Senate within 2 months after the claim has been submitted.

(3) The decision of the commission may read as following:

- 3.1. full recognition of the external diploma;
- 3.2. list of additionally required examinations in order to receive full recognition;
- 3.3. rejection of the claim because of major discrepancies in the study programmes

#### **Article 135 Academic Year**

(1) The University shall organize and perform studies in accordance with the existing study programmes during an academic year, which lasts 12 months. The academic year starts on 1 October and ends on 30 September.

(2) The active study period lectures, exercises, seminars, colloquia are separated in two terms. The winter term starts on 1 October and ends on 15 January. The summer term starts on 16 February and ends on 31 May.

(3) A subject can be lectured on weekly (15 weeks per term) for one (1) or two (2) terms or can be held as a block lecture once per term.

(4) The calendar of studies shall be issued by the Senate by 31 May at the latest, and shall contain a schedule of lectures (lessons, exercises, seminars, and colloquia), terms of examination and examination periods.

#### **Article 136**

Regulations on the overall commitment of students shall be issued by the Senate.

**Article 137**  
**Language of Studies**

- (1) The University shall organize and perform its studies in Albanian language or other official languages of Kosova.
- (2) On the decision of the council of an academic unit lectures can be held in additional languages.
- (3) On the proposal of a council of an academic unit the Senate can decide that study programmes shall be offered exclusively in a foreign language, if special arguments (promotion of academic exchange, labour market situation, student's interest, academic orientation of teachers) support that measure and favour the academic development of the University.

**Article 138**

- (1) A student can carry out a change of study programme by terminating education during the course of one study programme and start education during the course of another study programme in the same or in a different academic unit of the University.
- (2) A change of study programme is possible between study programmes achieving the same level of education according to the regulations of this Statute.
- (3) In the course of change of study programme the student is legally allowed to enter the new study programme at that point, up to which at least 50% of the required exams have been successfully completed during the old study programme and are recognized in the course of the new study programme.
- (4) According to regulation (3), a student is allowed to enrol in the new study programme
  - 4.1. At a minimum the second year of studies;
  - 4.2. Or at best the following year of studies after his old study programme.
- (4) A change of study programme is not regarded as such, if the student has to enrol again for the first year of study in the new study programme in accordance with the paragraph 3 and 4 of this article.

**Article 139**

- (1) The application for change of study programme has to be submitted by the student to the study commission of the academic unit, where the student wishes to continue studies. An attachment to the claim shall give evidence of successfully completed requirements according to the previous study programme.
- (2) The study commission shall define individual obligations for the change of study programmes in accordance with the regulations of the study programme intended.
- (3) The decision on a change of study programme has to be made by the council of the academic unit upon proposal of the study commission.

(4) Objection against rejection of claim for change of study programme must be submitted by the student to the council of the academic unit within 8 working days after publication of the decision.

#### **Article 140**

(1) In the case of a change of study programme from one university to another University, the same rules are applied as in the case of change of study programme within the University.

#### **Article 141**

##### **Students - status, rights and obligations**

1. The status of student is obtained by a person who is enrolled at the University.
2. The student status is proven by the student book (Index or ID card).
3. Content and shape of a student book are defined by special regulations issued by the Senate.

#### **Article 142**

1. The University provides two (2) kinds of studies:
  - 1.1. Regular studies
  - 1.2. Part time studies
2. The student may have the status of;
  - 2.1. Full-time student;
  - 2.2. Part-time student.
  - 2.3. Guest student.

#### **Article 143**

1. Students, who are admitted to the University, shall have the right to:
  - 1.1. Attend all lectures, seminars and other teaching organized in subjects of their selected study programme and according to their study progress:
  - 1.2. Use the facilities of the University libraries and other service units for students:
  - 1.3. Participate in elections for student representations in University bodies and participate regularly in meetings of such bodies and commissions where they have been assigned to as member, and fulfil such duties in a committed and sincere way. In case of conflict of interest as to the contents a student delegate shall not participate in meetings of governing bodies of the University.
  - 1.4. Students have the right to present their debatable ideas and opinions without endangering losing of their students' status or privileges that they have by the University.
  - 1.5. Students have the right to complain regarding the quality of the teaching process or for infrastructure of the University.
  - 1.6. Student have the right to make objection to a decision or action of the University against them to the Ministry of authorised court.



#### **Article 144**

1. Students, who are admitted to the University, shall have the obligation to:
  - 1.1. Respect the regulations issued by the University;
  - 1.2. Have due regard to the rights of staff and other students;
  - 1.3. Give due and full attention to their studies and participate in the academic activities;
  - 1.4. Attend lectures in accordance with the regulations of the specific study program;
  - 1.5. Conduct themselves, both on and off University premises, in such a manner as to bring no discredit to the University.
  - 1.6. To respect the regulations of the ethic code;
  - 1.7. To conduct the payments and tariffs that are set to;

#### **Article 145**

- (1) The successful completion of a study year in accordance with the study programme is the precondition for a student to enrol for the following study year.
- (2) A student, who has failed to successfully complete a study year, has to re-enrol for the same study year again.
- (3) The maximum number of re-enrolments shall be equal to the number of regular study years of the specific study.

#### **Article 146**

- (1) A regular student can lose his status for the following reasons:
  - 1.1. When he decides to leave his studies;
  - 1.2. When he has completed his study;
  - 1.3. When he fails to enrol for the academic year;
  - 1.4. When he has not completed his studies within twice the prescribed duration of study;
  - 1.5. When he has reached the maximum number of re-enrolments without successfully completing the study.
  - 1.6. In case of being expelled by virtue of the decision issued after the disciplinary procedure.
- (2) A student can apply once for an extension of the maximum duration of study for one (1) or two (2) years. The decision shall be made by the council of the academic unit. In case of a positive decision the student is again awarded the status of a regular student.
- (3) The council of an academic unit can apply special regulations for maintaining the status of a regular student in the following cases:
  - 3.1. Special qualification in the field of sports, certified by amateur or professional status on a regional level or higher;
  - 3.2. Special qualification as a recognized artist, certified by relevant media response and affirmed by the council of the Faculty of Arts;
  - 3.3. Being physically or mentally handicapped, proven by a medical certification.The decision on enrolment for every study year is made by the council of the academic unit.

(4) A student can apply for temporary suspension of the status as a regular student in the proven cases of:

- 4.1. severe illness;
- 4.2. care of children under three years of age;
- 4.3. pregnancy and maternity;
- 4.4. Other justified cases the final decision is made by the Dean of the academic unit.

#### **Article 147**

(1) The status of a regular student is maintained for a maximum of two (2) years after having finished all examinations. During that period the student has to pass the diploma examination in order to successfully complete the study.

(2) A student, who has exceeded this period of time without successfully passing the diploma, can apply to the Dean of the academic unit for extension of that period for one (1) year.

#### **Article 148**

(1) A student can enrol again as a regular student without any restriction to the period of temporary interruption of the regular student's status by virtue of this Statute. The period of the temporary suspension of the student's status according to this Statute, is not calculated the period of studies.

(2) In the case if the valid plan and programme of a student first enrolling is not active in the following year of the student's enrol according to this Statute, a study commission of the academic unit decides on differential exams or other additional obligations as condition for the continuation of studies.

#### **Article 149**

(1) The council of the academic unit excludes students' from the University permanently or temporarily who heavily infringes regulations. Students accused of misconduct have the right to be heard by a disciplinary commission which shall advise the council of the academic unit. Students thus excluded shall have the right to appeal to the complain commission in the level of the academic unit as the second degree.

(2) Regulations elaborating these procedures shall be issued by the Senate having consulted with the student parliament.

### **Article 150**

1. Students shall have the right to object against decisions, made by bodies of the University, of academic units and of organizational units about their rights, obligations and responsibilities.
2. Such objections have to be submitted to the study commission of the academic unit within 15 working days after the relevant decision has been published.
3. The study commission is obliged to submit a report for decision to the council of the academic unit within 30 working days after having received the objection.
4. An objection to the decision in the first instance has to be decided by the Senate.
5. Students shall have the right to make objection to the decision of the Senate at the authorised court.

### **Article 151 Students Mobility**

1. In accordance with the study programme, the student may choose and register certain courses at other academic units of the University if the elective courses are not taught at the faculty where the student was enrolled.
2. The registration of the course can be done with permission of the academic unit where the student is enrolled and in accordance with the academic unit where the student register's the course.
3. If allowed, to the student will be provided the certification upon allowance of the registration of certain courses and the amount of ECTS that will be accumulated by the completion of the course. The gained ECTS will be calculated at the students study programme.
4. In the official student paper work will be listed data about the registered courses, the fulfilment of the student's obligation and the achieved success. For accumulated ECTS to the student will be issued a certification by the academic unit where the student has gained those.
5. The international students' mobility and between the University of Kosova will be set up with special act of the University. With this act and agreement with the University where visitor student is coming will be regulated also the right duties and obligations of the visitor students, payments for studies and other issues regarding visitor student.

**Article 152**  
**Student Organization**

- (1) Students shall have the right to establish student organizations, to which all regular students may belong.
- (2) Each student organization shall have its own statute, approved by its members, which has to be in accordance with general regulations issued by the Steering Council. The Statute shall embody principles of equal opportunities and non-discrimination.

**Article 153**

1. Student interest shall be represented within the University by the following bodies:
  - 1.1. Student parliament on the level of the University;
  - 1.2. Student councils on the level of academic unit.

**Article 154**

- (1) Members of the Student parliament and of the student councils shall be elected in accordance with the procedures of parliamentary elections.
- (2) Student organizations shall have the right to nominate the members of the student parliament and of student councils of academic units on the basis of results of elections in every two (2) years.
- (3) Details of the election procedure shall be determined in special regulations, issued by the Board.
- (4) The threshold for the nomination of members by student organizations shall be:
  - 4.1. For the student councils of academic units 3% of the total number of votes casted on the level of the respective academic unit;
  - 4.2. For the student parliament 5% of the total number of all votes.
- (5) The mandate of the members of the student parliament and of the student councils of academic units shall be two (2) years without the right of being re-elected.
- (6) Student parliament and student councils of academic units shall conduct its business on the principle of majority voting.

**Article 155**

- (1) The student parliament shall be the supreme body of student representation.
- (2) The total number of members of the student parliament shall be equal to the number of academic units of the University.
- (3) The members shall be nominated by the student organizations based on the total percentage of votes achieved during the student elections and according to prioritized lists of candidates, published by each student organization at the beginning of the election campaign.

- (4) The members of the student parliament shall elect a chairman and one vice-chairman.
- (5) The Steering Council shall issue working regulation of the student parliament.
- (6) The student parliament shall elect the student members of the Senate from among a list of nominees, prepared by the student councils of each academic unit. The chairman of the student parliament shall be ex officio member from the total number of the student members of the Senate.

#### **Article 156**

- (1) The student councils shall be the body of student representation of each academic unit.
- (2) The total number of members of each student council shall be equal to (1%) of the total number of registered full students of this academic unit, with a minimum of (5) and maximum of (21) members.
- (3) The members shall be nominated by the student organizations based on the total percentage of votes achieved during the student elections of each academic unit and according to prioritized lists of candidates, published by each student organization at the beginning of the election campaign.
- (4) The members of each student council shall elect a (1) chairman and one (1) vice-chairman.
- (5) The Board shall issue a working regulation of student councils.
- (6) Each student council shall prepare a list of up to three nominees for student members of the Senate for election by the student parliament.
- (7) The student council of each academic unit shall elect the student members of the council of this academic unit. The chairman of the student council shall be ex officio one of the student members of the faculty council.

#### **Article 157**

The Steering Council shall allocate an appropriate annual budget for the operation of the student parliament and the student councils, proposed by the students Parliament.

#### **Article 158**

Students shall have the right of peaceful assembly.

#### **Article 159**

Students shall have the right to form professional associations or societies for any purpose permitted by the Kosovo Higher Education Law.

#### **Article 160**

**1.** The University shall conduct scientific research and artistic work with the following objectives:

- 1.1. Further development of the educational process;
- 1.2. Introduction of students into scientific research and artistic work;
- 1.3. Continuing development of scientific and artistic young professionals;

- 1.4. Establishment of an international network of researchers and artists;
  - 1.5. Preparation and performance of interdisciplinary oriented competitive research and arts projects.
2. Scientific research shall be conducted by the academic units of the University in two ways:
    - 2.1. Basic research without immediate practical use;
    - 2.2. Applied research in close connection with public interest and needs.
  3. Scientific research and artistic work shall be conducted under the following basic conditions:
    - 3.1. Through public funds provided by the University;
    - 3.2. Through private funds from individual contracts with third party.

#### **Article 161**

- (1) The University shall be obliged to provide appropriate conditions for scientific research and artistic work in order enable the academic staff to achieve competitive results on the international level.
- (2) The academic staff of the University shall be obliged to perform scientific research and artistic work in accordance with their professional skills and obligations under the strategic guidelines of the Senate and of the council of the specific academic unit.
- (3) The individual performance regarding scientific research and artistic work shall be taken into account for professional assessment and career development.

#### **Article 162**

- (1) Scientific research and artistic work shall be performed within the facilities of the University.
- (2) On the proposal of the council of an academic unit the Rector may give permission to academic staff to perform research and artistic work in defined locations outside the University and participate in cooperative projects with other institutions.

#### **Article 163**

- (1) Extent and outcome of all activities of scientific research and artistic work shall be reported by the individual academic staff on an annual basis to the council of the academic unit.
- (2) Each academic unit has to present a performance profile regarding its scientific research and artistic work on an annual basis to the Rector and the Senate.
- (3) All performance data regarding scientific research and artistic work, as stated in this Statute, shall be collected as standardized statistical data and shall be stored in a central database made available by the Rectorate.

#### **Article 164**

- (1) Professors of the university shall have the right to apply to the Senate for a year of focussed research (sabbatical) in a foreign university.
- (2) A positive decision for a sabbatical demands:
  - 2.1. An application for a research project;
  - 2.2. Minimum of five (5) years of full engagement in teaching and research;
  - 2.3. Proven scientific competence and recognition within the international scientific community;
  - 2.4. Invitation for a research by an institute of any foreign university.
- (3) During the sabbatical year the employee shall receive a reduced salary according to regulations issued by the Board.
- (4) After the sabbatical year the employee shall have the right to return into the same position under the same conditions as before.

#### **Article 165**

##### **University members Academic and non-academic staff**

- (1) All staff positions shall be held on the basis of full-time or part-time contracts.
- (2) The Steering Council shall issue special regulations about collective contracts for the academic and non-academic staff in accordance with applicable laws.

#### **Article 166**

1. Staff members with full-time contracts shall not hold any other part-time or full-time employment contracts inside or outside the University.
2. Employed Staff on regular full time contract, who may be engaged, elected or appointed at any other public institution has no right to be elected on the leading authorities, but has the right to elect.

#### **Article 167**

- (1) The academic staff of the University shall be persons, engaged in:
  - 1.1. Academic education;
  - 1.2. Scientific research;
  - 1.3. Artistic work.

(2) The academic staff shall consist of:

- 2.1. Full Professor;
- 2.2. Associate Professor;
- 2.3. Assistant Professor;
- 2.4. University Assistant;
- 2.5. Lectors' and Korepetitors (Faculty of Arts)

3. Official abbreviations for academic staff are:

- 3.1. Full professor-Prod dr;
- 3.2. Associate Professor-Prof.Assoc.dr;
- 3.3. Assistant Professor- Prof.ass.dr;
- 3.4. University Assistant-Ass

#### **Article 168**

(1) The non-academic staff of the University shall be persons, engaged in:

- 1.1. Professional and management tasks;
- 1.2. Administration;
- 1.3. Technical tasks.

(2) The special qualifications and obligations for each position shall be defined in its job description in accordance with legislation in force.

#### **Article 169**

(1) All academic staff shall be appointed by the Rector on the decision of the Senate based on a proposal of the council of the academic unit.

(2) If the proposal will be rejected, will be taken back for review to the council of the academic unit.

(3) If the council of the academic unit even after the review brings the same proposal, the Senate issues final decision.

(4) Appointment procedures shall be carried out in a transparent way with public advertisement of the position.

(5) Appointments shall be made after consideration of applications by an assessment commission installed by the council of the academic unit. The assessment commission shall interview all candidates whose qualifications meet the requirements of the position.

(6) The assessment commission shall report to the council in charge in due time.

(7) No person may be a member of the assessment commission who is a spouse, partner or member of the close family of any candidate for appointment.

(8) Further details of the assessment procedure shall be defined in regulations issued by the Senate in accordance with this Statute.



### **Article 170**

The requirement for appointment and promotion to any grade of academic staff shall be the possession of appropriate qualifications and experience relevant to the position.

### **Article 171**

(1) For promotion to Full Professor of an academic unit the applicant must fulfil the following qualifications:

- 1.1. hold a Doctorate or equivalent;
- 1.2. demonstrate a high level of academic competence and scientific experience in the subject, proven by:
  - 1.2.1. a significant number of key monographs, textbooks and publications with at least five being published and reviewed in international scientific or artistic journals;
  - 1.2.2. active participation in international conferences;
  - 1.2.3. in case of the Faculty of Arts having produced renowned artistic works or public presentations and having notably contributed to the development of culture and arts;
  - 1.2.4. long-standing experience in basic and applied project research;
  - 1.2.5. have established proof of high educational and pedagogic skills through reasonable practice;
  - 1.2.6. Show convincing evidence of academic leadership;
  - 1.2.7. Proven mentorship for postgraduate and doctoral studies.

(2) The acquisition of title and the duration of employment is for indefinite period of time.

### **Article 172**

(1) For promotion to Associate Professor the applicant must fulfil the following qualifications:

- 1.1. hold a Doctorate (equivalent with that one of the Faculty of Arts);
- 1.2. a selected number of monographs and publications being published in scientific or artistic journals with at least three (3) key publications published and reviewed in international journals as the first author or correspondent;
- 1.3. in case of the Faculty of Arts having produced genuine artistic works or public presentations when in question is the case of the Faculty of Arst;
- 1.4. have demonstrated good performance in teaching;
- 1.5. Produced evidence of scholarly work and mastery of the subject in the respective field.

2. The acquisition of title and the duration of employment is for a period of four 4 years

### **Article 173**

- (1) For promotion to Assistant Professor the applicant must fulfil the following qualifications:
  - 1.1. Hold a Doctorate or equivalent;
  - 1.2. Have a number of publications being published in scientific or artistic journals with at least one key publications being published or reviewed in an international journal;
  - 1.3. Having produced artistic works or public presentations, in case of the Faculty of Arts;
  - 1.4. Have demonstrated good performance in teaching.
  - 1.5. To have at least three (3) years experience at the process of teaching at the University.
- (2) The acquisition of title and the duration of employment is for a period of four (4) years.

### **Article 174**

1. For promotion to Assistant candidate the applicant must fulfil the following qualifications
  - 1.1. Successful completion of Master studies at the respective branch;
  - 1.2. Not to be older than twenty eight (28) years, at the time of first appointment;
  - 1.3. Being enrolled on the a Doctorate study of the University during the re selection;
  - 1.4. Having average grade at the bachelor and master studies at least of eight (8) in each of those studies.
2. The acquisition of title and the duration of employment is for a period of 3 years.
3. Assistant hold the classes of the exercises at the Bachelor and Master Studies.
4. Excluded the assistant that is re appointed, in absence of the course professor, can be authorized to hold limited lectures at the bachelor studies by the authorization of the council of the academic unit and be under surveillance of another professor by the department or cathedra.

### **Article 175**

- (1) For promotion to Lector of foreign language the applicant must fulfil the following qualifications:
  - 1.1. successful completion of an undergraduate study in the language preferred;
  - 1.2. excellent capability of the language preferred;
  - 1.3. to have a average mark at the Bachelor and Master studies at least eight (8) in each of those studies..
2. Lectors at other faculties except for at the home faculty shall have full rights and obligations to hold lectures.
3. For title of the Korepetitor the candidate must fulfil these conditions;

- 3.1. To be in a possession of completed Master studies, branch of Piano or other instrument;
- 3.2. To have a average mark of eight (8) in each of those studies;
4. The acquisition of title and the duration of employment is for a period of 3 years.

#### **Article 176**

Additional regulations about the special qualification of the academic staff at the respective faculties will be issued, by the Senate, with the proposal of the respective council of the academic unit and in accordance with the provisions of this Statute.

#### **Article 177**

1. Retired Full Professors of academic units may be assigned the title “Professor Emeritus” by the Senate upon proposal of the relating council of the academic unit, and with support of sat least (2) councils of the academic unit.
2. A candidate for “Professor Emeritus” shall stand out due to exceptional academic and scientific achievements during his active period. His qualifications shall be regarded as indispensable in the medium-term within the academic unit he is assigned to. This need shall be detailed by the study commission of the academic unit.
3. A “Professor Emeritus” shall maintain his right to teach and perform scientific research in accordance with his qualifications and the requirements of the specific academic unit.
4. Details about rights and obligations of a “Professor Emeritus” shall be set out in an individual contract issued by the Rector on the proposal of the Dean of the specific academic unit.
5. If needed, by the very good justified request, by the academic unit, Rector of the University, can engage academic staff in teaching and research process up to the age of seventy (70) years.

#### **Article 178**

The Steering Council with the proposal of the Senate issues the regulation of the ethic codex for staff of the University.

#### **Article 179**

- (1) The disciplinary responsibility of employees of the University and measures to be taken shall be determined by regulations issued by the Steering Council.
- (2) Procedures and conditions for revocation of titles, suspension and termination of employment and retirement of staff shall be determined by special regulations issued by the Board having consulted with the Senate.

**Article 180**  
**Rights and obligations of the staff**

(1) The academic staff shall have freedom of speech. They shall have freedom to question and test received wisdom and to put forward new ideas and controversial or unpopular opinions, without placing themselves in jeopardy of losing their job or any privileges they may have with the University.

(2) The academic staff shall have the freedom to publish the results of their research and artistic work, subject to the rules made by this Statute relating to the utilisation of intellectual property rights for the benefit of the University.

**Article 181**

1. Academic staff of the University are obliged to respect:
  - 1.1. The spirit of humanism;
  - 1.2. the autonomy of the University;
  - 1.3. the freedom of scientific and artistic creativity;
  - 1.4. the university acts and decisions based on them;
  - 1.5. principles of professional and scientific honesty;
  - 1.6. the ethic codex;
  - 1.7. The reputation of the University and to strengthen it.

**Article 182**

1. Academic staff of the University are obligated to fulfil the following duties during the educational process:
  - 1.1. prepare and perform lessons, seminars, exercises and other kinds of lectures;
  - 1.2. prepare textbooks and suitable study literature within the framework of the subject;
  - 1.3. perform mentorship for seminary work, diploma and doctoral theses and other student research work;
  - 1.4. secure undisturbed performance of examinations during the prescribed examination terms.

**Article 183**

1. Staff has to participate regularly in meetings of bodies and commissions where they have been assigned to as member, and fulfil such duties in a committed and sincere way.
2. In case of conflict of interest as to the contents a delegated member of staff shall not participate in meetings of governing bodies of the University.

#### **Article 184**

Staff shall have the right of peaceful assembly and the right to form trade unions, staff associations or professional associations to represent their collective interests to the authorities of the University and for other purposes within the Kosovo Law of Higher Education.

#### **Article 185**

1. Academic and non-academic staff shall have the right to object to decisions, made by bodies of the University, of academic units and of organizational units about their rights, obligations and responsibilities.
2. Such objections have to be submitted within 15 working days after the relevant decision has been published.
3. An objection to the decision in the first instance, if not otherwise stated in this Statute, has to be decided by:
  - 3.1. The council of the academic unit, if the decision in first instance has been made by the Dean;
  - 3.2. the administrative board of the organizational unit, if the decision in first instance has been made by the Director;
  - 3.3. the Rector, if the decision in first instance has been made by a Vice-Rector or the Secretary General;
  - 3.4. the Senate, if the decision in first instance has been made by the council of the academic unit or administrative board of the organizational unit;
  - 3.5. the Steering Council , if the decision in first instance has been made by the Rector or the Senate;
  - 3.6. The Ministry, if the decision in first instance has been made by the Board.

#### **Article 186** **University Title honours**

1. The University shall have the right to award honorary titles to well-deserved persons.
2. The Senate shall issue special regulations about the procedure of the decision making process for awarding honorary titles.

#### **Article 187**

The title of honorary Doctorate (“Dr. honoris causa”) shall be awarded for:

- 1.1. Great achievement in the fields of science and arts;
- 1.2. Important contributions regarding the development of human relations and furthering the consolidation of peace.

#### **Article 188**

The title of “honorary member of the University” shall be awarded for:

1. Sustainable political and intrinsic support of the University;
2. Relevant financial contributions for the development of the University.

### **Article 189**

#### **Management procedures, quality control and administration Financial management and control**

The Ministry of finance shall have the obligation to provide appropriate financing for the University in order to fulfil its responsibilities in accordance with the regulations of this Statute.

### **Article 190**

The University according to the provisions of this Statute shall have the right to receive funding from the following sources:

- 1.1. allocations made by the Ministry of Finance, for teaching, scientific research and artistic work in the public interest;
- 1.2. tuition and other fees paid by students;
- 1.3. charges from commercial and other services;
- 1.4. donations, gifts and endowments;
- 1.5. contracts with national, international, public and private bodies for teaching, scientific research, artistic work and consultancy.

### **Article 191**

The University shall have the freedom to enter into contracts for any purpose related to higher education, scientific research and artistic work. The University may invest funds other than public funds in any enterprise with educational, scientific research or artistic purposes provided that:

1. contracts imposing any charge over publicly owned assets are in accordance with the applicable laws and have the consent of the Ministry;
2. public funds are not put at risk.

### **Article 192**

If the University fails re-accreditation pursuant to the Law on Higher Education, the Ministry may by administrative instruction make temporary provision for continued finding and receipt of tuition fees and other income pending the re-acquisition of accreditation, closure or merger as provided by the Law of Higher Education of the Republic of Kosova.

### **Article 193**

1. Funds shall be allocated by the Ministry of Finance in accordance with the Law of Public Finance and obligations, the Law for budget during the financial year, according to the budget request by the Kosova Assembly.
2. Funds allocated by the Ministry to the University shall be transferred exclusively to the University bank account, which shall be administered by the Rector in accordance with the regulations of this Statute. Sub-accounts shall be established for every academic and organizational unit at the disposal and responsibility of its Dean or Director.

#### **Article 194**

Within the limits of licence and any conditions attached to the funds by the Ministry, the Board shall have the right within the global budget to carry out limited transfer of budgets between budget lines with a maximum of 10% per year and budget line.

#### **Article 195**

1. The allocation of budget by the Ministry shall take into account evaluation results and performance reports provided by the University as well as observations and recommendations provided by the Kosovo Accreditation Agency.
2. The allocation of budget by the Ministry of Finance shall not take into account any of the private funds reported by the University or its academic and organizational units.

#### **Article 196**

1. All academic units shall provide an annual budget report and submit within lawful term at the central administration of the University.
2. All budget data shall be reported at the latest 31 March of the following year.
3. Budget reports shall be prepared in a standardized way as specified by the Ministry of Finance-Treasure.
4. Department of budget and finance of the University shall provide a annual report upon budget expenses according to the lawful provision in force.

#### **Article 197**

##### **Budgeting procedures**

The Rector is responsible for the preparation of annual estimates of income and expenditure to reviewing by the Steering Council, also the report of the budget managing and resources approved by the Ministry of Finance by virtue of the lawful provisions in use.

#### **Article 198**

The Steering Council shall issue an annual financial plan based on the budgeting procedure in accordance with this statute and laws in use.

### **Article 199**

1. The budgeting procedure shall consist of the following steps:
  - 1.1. Elaboration of an annual input/output-development report will be done by the Department of the Budget and Finance in cooperation with Deans, Directors of the institute and academic unit for Rector ,the Steering Council and the Ministry of Finance.
  - 1.2. Preparation for initial budget request will be done by the Department of the Budget and Finance in cooperation with Deans and the organizational units.
  - 1.3. Budget hearing about requests by the organizational academic units will be organized by the Rector and the director for Budget and Finance of the University.
2. The annual report shall outline and compare in a comprehensive way relevant to the approved budget and performance data, based on economic categories.
3. The performance figures shall be based on the regulations for performance report of this Statute.

### **Article 200**

1. The budget estimates of each academic and organizational unit shall outline the current state of finances for the present budget year and is consisted by the economic categories that are determined with the laws in use and the provisions of this Statute.
2. Additional demands for special investments or other projects shall be outlined separately and be justified with strategic arguments of the University development.

### **Article 201**

All relevant figures for the budgeting process shall be recorded in a central database, and academic and organizational units.

### **Article 202** **Student fees**

1. Student fees shall be paid by students for specific services provided by the University in the course of a study programme.
2. Annual student fees shall be all inclusive in accordance with specific regulations of the Ministry and thus comprise all services provided during the regular course of studies in accordance with the regulations of this Statute.
3. Student fees shall be charged for undergraduate, post graduate and doctorate studies.



4. The Steering Council shall issue detailed regulations about types and amount of student fees in accordance with related regulations issued by the Ministry.

#### **Article 203**

- (1) Student fees shall be collected on the account of the University
- (2) In the course of the annual budgeting procedure a relevant percentage of student fees shall be assigned to the academic unit where it has been collected for the development of educational services in accordance with this Statute.
- (3) The Steering Council shall decide the specific percentage to be assigned well-founded and in a transparent way.
- (4) The remaining share of student fees shall be kept as “educational pool-budget” at the disposal of the Steering Council. This money shall be assigned exclusively for the development of special study programmes and shall be distributed by the Steering Council.

#### **Article 204 Financial audit**

1. In accordance to laws in use the University is subject, in annual basis, of a external auditing of regularity and financial control by the authority assigned by law.
2. The Authority assigned by law delivers to the University a report upon auditing of the regularity. The provided answers by the University, if there is any, regarding report will be attached to the report and will be addendum of it.
3. After publication of the report, the governing and managing authorities of the University submit to the lawful authorised assignee a report which determines the measures that have in mind to take for enforcement of the recommendations done on the auditing report by the General Auditor of Kosova.

#### **Article 205**

1. With the aim of establishing a bigger operational efficiency, a huge budget and fiscal discipline, as well as obeying of rules regarding the proper use of the means, the University in accordance with the laws in use creates the functioning of the internal auditing.
2. The Internal Auditor is the advisory independent activity that helps the University to fulfil its objectives, by providing systematic approach, disciplined to evaluate and improve the outcome of the managing process of the risk, control and governance.
3. The University Authorities will take all necessary measures to provide the independence of the internal Auditor.

4. The Internal Auditor will exercise its activities in accordance with laws and sub legal's acts in use.
5. The Steering Council, Rector, the Secretary General and the Auditor, in accordance with the provisions of this Statute, have unlimited rights for approach on all data and official paper work of the University and its staff.

**Article 206**  
**Quality control and evaluation**

The University shall develop its own quality assurance system in order to maintain quality and to achieve its performance objectives.

**Article 207**  
**Quality assurance and Evaluation**

1. The subject of an evaluation shall cover the entire spectrum of the University and of its services.
2. Evaluations shall analyze the effectiveness and efficiency of University operations in all fields of activity. It shall provide for evaluated units as well as for the responsible governing bodies indications for measures regarding quality assurance and improvement of quality as well as for organizational and staff related decisions.

**Article 208**

Evaluations shall be conducted in accordance with subject based international evaluation standards.

**Article 209**

1. Evaluations shall have the following consequences :
  - 1.1. motivation and public appreciation in the case of positive results;
  - 1.2. the implementation of suitable measures in order to improve performance in the case of negative results.

**Article 210**

The results and consequences of evaluations shall be taken into account by the governing bodies of the University and its units and shall have an effect on budget allocations.

**Article 211**

1. The following evaluations shall be conducted:
  - 1.1. evaluation of management measures on all organizational levels regarding:
    - 1.1.1. establishment and conveyance of study programmes;
    - 1.1.2. change of study programmes;
    - 1.1.3. organizational measures like establishment, conveyance and merging of institutional units;

- 1.1.4. achievement of social goals;
  - 1.2. evaluation of study programmes and organization of studies;
  - 1.3. evaluation of teaching performance;
  - 1.4. evaluation of research activities;
  - 1.5. evaluation of artistic work.
2. Evaluations shall refer to the extent of achieving the objectives, the suitability of performance and the economy of the measures taken.

#### **Article 212**

1. Evaluations of teaching, scientific research and artistic work shall be carried out in the following ways:
  - 1.1. internal evaluations through self evaluation;
    - 1.1.1. questionnaires and self description by academic staff;
    - 1.1.2. anonymous evaluation questionnaires by students;
    - 1.1.3. parameter analysis on the basis of performance reports;
  - 1.2. external evaluations with international peers;
    - 1.2.1. peer reviews on site;
    - 1.2.2. expert reports.
2. The University shall carry out external evaluations on a regular basis and in accordance with this Statute and the standards assigned by the Kosova Accreditation Agency.
3. The Senate shall issue regulations about schedules, procedures and measures of all kinds of evaluations in accordance with this Statute and having consulted with Steering Council.

#### **Article 213**

1. Evaluation of teaching by students shall take place on an annual basis through anonymous questionnaires and shall be coordinated by the specific study commission.
2. Questionnaires shall be detailed by the study commission of each academic unit, based on a standardized questionnaire structure prescribed by the Senate, and shall be stored and utilized in a computerized way.
3. The 10% best annual results of student's teaching evaluation shall be published by the head of each study commission.
4. The head of each study commission shall be obliged to discuss the results of the student's teaching evaluation with the teachers ranked within the lowest 10% of the annual results and decide jointly about measures for improvement of teaching performance.

#### **Article 214**

1. All kinds of internal and external evaluations shall be executed in a standardized procedure, including the following steps:
  - 1.1. The managing authority, being in charge of the evaluation, informs the University units that are affected of the evaluation prior to the evaluation about these:
    - 1.1.1. fields;
    - 1.1.2. objectives;
    - 1.1.3. procedures and time schedule;
    - 1.1.4. instruments.
  - 1.2. Preparation of a written draft report after the end of the evaluation about the:
    - 1.2.1. procedure of evaluation;
    - 1.2.2. results;
    - 1.2.3. proposed measures.
  - 1.3. The evaluated units shall be given a reasonable period of time for responding to the draft report. These comments will become an integral part of the evaluation report.
  - 1.4. The final evaluation report shall be handed to:
    - 1.4.1. all persons in charge of the evaluated units;
    - 1.4.2. managing authorities in charge for the implementation of measures.
2. The Rector shall demand an implementation report from the managing authorities in charge after a reasonable implementation period, at the latest after two (2) years.

#### **Article 215**

1. External evaluations shall take place:
  - 1.1. at the instigation of the Board, Senate or Rector;
  - 1.2. at the instigation of the councils of academic units after having consulted with the Dean;
  - 1.3. at the instigation of the Ministry after having consulted with the Steering Council and the Rector of the University.
2. The costs of evaluations instigated by the Ministry shall be covered by government funds.

#### **Article 216**

The university units concerned and their governing bodies shall be obliged to provide necessary data and information for evaluation, and to cooperate.

### **Article 217**

The performance of all academic staff shall be evaluated regularly on an institutional base, at least every five (5) years.

### **Article 218 Performance report**

1. All holders of Chairs and Heads of Institutes or other organizational sub-units of the University shall provide an annual performance report for the Dean of their academic unit.
2. The annual performance report shall cover:
  - 2.1. the latest academic year regarding teaching data;
  - 2.2. the latest calendar year regarding research data and data about artistic work.

### **Article 219**

Every Dean of an academic unit shall provide a comprehensive annual performance report of his academic unit to the Rector.

### **Article 220**

1. A performance report shall comprise quantitative data regarding:
  - 1.1. Student figures (new enrolled, total number, graduates);
  - 1.2. academic teaching:
    - 1.2.1. study programmes and subjects;
    - 1.2.2. teachers, teaching obligations and performed lectures;
    - 1.2.3. examinations and seminary works;
    - 1.2.4. diploma and doctorate theses;
    - 1.2.5. results of student evaluation.
  - 1.3. Scientific Research:
    - 1.3.1. published scientific articles, monographs and other scientific publications;
    - 1.3.2. scientific project reports;
    - 1.3.3. congress visits and papers;
    - 1.3.4. public and private funded research projects;
    - 1.3.5. private funded academic staff;
    - 1.3.6. other relevant research parameters;
  - 1.4. Artistic Work.
2. A detailed and standardized form shall be issued by the Senate for each academic unit on the proposal of the Rector after having consulted with the Dean and the council of the specific academic unit.

3. The Senate shall issue a procedure for the annual collection of the performance report on the proposal of the Secretary General.
4. All performance data shall be reported by 31 March of the following year at the latest.

#### **Article 221**

1. Performance reports shall be filled in, collected and stored in a computerized and standardized way.
2. The central administration of the University shall provide appropriate instruments for the collection of performance data and shall be responsible for data storage and data analysis.
3. The managing authority of each academic unit shall decide about the access rights of its data. The Secretary General, being the administrative representative of the Rectorate, is the highest authority in this respect and shall have unlimited access to all data.

#### **Article 222**

##### **Administration and records Administrative offices**

1. The University shall provide efficient and effective administrative services in order to enable its academic staff to fulfil its objectives and obligations in the fields of academic education, scientific research and artistic work, as outlined in this Statute, in the best possible way.
2. The University shall establish administrative offices at the level of University and for each academic and organizational unit.

#### **Article 223**

1. The central administration of the University shall be responsible for professional, administrative and technical issues regarding:
  - 1.1. education, scientific research and artistic work;
  - 1.2. administration of recognition of studies;
  - 1.3. administration of staff;
  - 1.4. legal aspects;
  - 1.5. University development plan;
  - 1.6. financing and accounting,
  - 1.7. maintenance and documentation of property;
  - 1.8. records;
  - 1.9. movement of goods;
  - 1.10. management information system;
  - 1.11. central database;

- 1.12. other general aspects of the University administration.
2. All these duties shall be coordinated by the Secretary General.

#### **Article 224**

1. The administrative offices of academic and organizational units shall be responsible for professional, administrative and technical issues, the framework being determined by the fields of activity of its unit in accordance with the provisions of this Statute.
2. All these duties shall be coordinated by the Secretary of the academic or organizational unit.
3. The number and the officials duties for legal issues staff will be assigned according to the proposal of the Secretary General and will be approved by the Steering Council.

#### **Article 225**

1. The official for legal issues of the academic unit is the holder of the office for academic unit. Is responsible that the certain functions of the administrative office to fulfil in prompt and efficient way.
2. Candidates for Secretary must fulfil the following qualification profile:
  1. Have university diploma at least four (4) years of studies or master;
  2. Has to be from the professional field of Justice;
  3. Have three (3) years of relevant working experience
  4. Sufficient knowledge of the educational and research process;
  5. Have proven organizational and managing capabilities.
3. The selection of the legal issue officer of the academic unit will be done based on the public contest.

#### **Article 226**

1. The Steering Council shall issue regulations on the suggestion of the Rector about the internal organization of services of the University.
2. The Rector shall issue regulations on the suggestion of the Secretary General about the systematization of job positions within the central administration of the University.
3. On the suggestions of the Secretary, Dean or Director shall issue regulations about the systematization of job positions within the administrative office of the academic or organizational unit.

### **Article 227 Records**

1. The Secretary General of the University shall be responsible for the maintenance of accurate records of the administrative offices.
2. The following data shall be kept in consistent records:
  - 2.1. applicants for study admission;
  - 2.2. students enrolled for all programmes of study and research;
  - 2.3. graduates;
  - 2.4. staff under contract;
  - 2.5. property;
  - 2.6. financial accounts
  - 2.7. research, artistic and consultancy projects;
  - 2.8. commercial contracts;
  - 2.9. academic performance reports;
  - 2.10. evaluations:
    - 2.10.1. self reports;
    - 2.10.2. internal and external evaluations;
  - 2.11. other matters as required by the Steering Council , Rector or Senate.

### **Article 228**

All staff and students of the University shall cooperate with the Secretary General of the University in providing information required to be kept under the preceding article.

### **Article 229**

1. All data shall be stored in standardized electronic ways. The following data shall be stored in a central database servicing every academic and organizational unit and being maintained by the University Information Centre; as follows:
  - 1.1. student figures and student book;
  - 1.2. budget figures;
  - 1.3. infrastructural data;
  - 1.4. performance reports and evaluations.
2. The Secretary General shall be responsible for the distribution of access rights for specific databases. Regulations shall be made by the Rector on the proposal of the Secretary General after having consulted with the Deans and Directors of academic and organisational units.

### **Article 230**

All records relating to persons shall be maintained with due regard to their privacy and only disclosed for purposes required by the applicable law and by the provisions of this Statute.



**Article 231**  
**University publishing activity**

1. The University shall perform as a publisher, editing textbooks, monographs and other scientific and professional magazines in accordance with regulations for publishing being issued by the Senate and having consulted with the Steering Council.
2. Regarding the publications at the University, the Senate will form a Publishing Council who will be compounded by five (5) members. The Vice Rector for teaching issues is the member of the Publishing Council as per ex officio with the right on voting.
3. The members of the Publishing Council will be elected due to the respective fields of science and arts. for the sciences that are not included in the Publishing Council, the Senate will appoint a professional editor in chief.
4. The publishing council elects the chairman. The mandate of the members of the publishing council is four (4) years.
5. The elected members of the publishing council at the same time are Editors in chief of the scientific publishing from the science, artistic, professional field.

**Article 232**

1. Annual priorities for publishing shall be determined by the Senate based on numbers and types of applications made by academic staff.
2. The Senate of the University issues the regulation regarding terms and procedures of publishing, republishing and translation of the publications'.

**Article 233**

1. A Bulletin of the University shall be published on a regular basis, serving as the official Gazette of the University.
2. The Secretary General of the University is the responsible publisher of the Bulletin of the University.
3. University publishes the professional scientific-artistic review.

#### **Article 234**

1. A student newspaper of the University shall be published on a regular basis.
2. The Rector shall nominate a responsible publisher for the student newspaper having consulted with the editorial board of the student newspaper.
3. An editorial board shall be established, consisting of four (4) members being elected by the student parliament.
4. Students can be engaged as journalists in the student newspaper on an honorary basis for a maximum period of six (6) months.
5. Details of job descriptions and procedures for employment shall be described in regulations issued by the specific editorial board.

#### **Article 235**

##### **Transitional regulations**

1. This Statute at issue shall be adopted by the Senate upon the proposal of the steering council.
2. Due to the date of this Statute coming into force, was the procedure of founding, all decisions, regulations and other acts issued by the temporary Steering Council are in force to the adoption and harmonization in accordance with the provisions of this Statute, but not more than three (3) months from the day of adoption of the statute at the Assemble of the Republic of Kosova.
3. The elected Senate of the University by virtue of this statute has the mandate of reviewing all decisions that have academic influence and if it considers reasonable there's a possibility to change and annul.
4. From the date of coming in force of this Statute, the procedures of the elections for Senate and the Steering Council are compulsory.
5. The Election will happen based on the set order of the continuation procedures in accordance with provisions of this Statute.

#### **Article 236**

1. All contracts of academic staff shall continue under the same conditions until the agreed date of termination. Renewal of such contracts shall be made in accordance with the regulations of this Statute.
2. The staff entitled lecturer shall continue to hold this title based on the assigned time of the decision by which is appointed-selected in this title.
3. All contracts of non-academic staff shall continue under the same conditions in accordance with the legislation in force.

**Article 237**  
**Final provisions**

1. The University "Ukshin Hoti" and organizational and academic units have to harmonize acts and existing regulations in accordance with this Statute, not later than three (3) months after coming into force of this Statute.
2. Up to the issuing of the acts as in paragraph 1. of this article, will be applying the provisions of the interim Statute and other acts in use, except in cases, where those are in contradiction with this Statute and the Law on Higher Education.

**Article 238**  
**Annulations provisions**

By entering into force of this Statute, are annulled the provisions of the interim Statute of the University of Prizren of the date 04 August 2010 and the AG. No. 01B/169 date of 01.07.2011.

**Article 239**  
**Entering into force**

This Statute enters into force on day of the approval at the Assembly.

NO. 04-V-621  
30 May 2013

The President of the Assembly of the Republic of Kosova  
Unreadable signature  
Jakup Krasniqi

Prizren,

On: 01 September 2016

Translated by:

P. Avdullahu

