



**UNIVERSITETI - UNIVERSITY - UNIVERZITET**  
**"HAXHI ZEKA"**

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Senate

Ref. 1907

Datë: 30.07.2018

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**REGULATION on the Establishment and Functioning of the Advisory  
Body of the Academic Units of "Haxhi Zeka" University in Peja**

Pursuant to Article 48, paragraph 1.8, and Article 49, paragraph 1 of the Statute of Haxhi Zeka University in Peja, the Senate, at its meeting on 01/04/2015, approved:

**REGULATION on the Establishment and Functioning of the Advisory Body of the Academic Units of  
"Haxhi Zeka" University in Peja**

**Purpose**

This regulation defines the character, membership, functioning, the scope, manner of decision making and mandate of the Advisory Panel.

**Article 1**

1. The character of the Advisory Body (hereinafter referred to as AB), established under the Statute of "Haxhi Zeka" University in Peja (hereinafter HZU) and this Regulation, is non-profit and advisory and is based on the goodwill of members and the commitment of Academic Units (hereinafter AU) and UHZ to enhance the quality of Higher Education in the area of AU activity.
2. The Advisory Body is composed of representatives of the labor market, the HZU authorities and the relevant AU field.
3. The composition and activities of the TMP are published on the UHZ-NI official website.

**Article 2**

1. The advisory body is established by the UHZ, for the respective AU on the proposal of the management.
2. The Advisory Body may have at least 11 members.
3. Management in collaboration with the AU Deans nominate the members of the Advisory Body, whose designation is approved by the AU Council and then approved in the Senate.
4. Following the constitution of the Advisory Body and the election of the President, other members of the Advisory Body may be proposed. For their selection, the management of HZU and AU informs the AU Council.

**Article 3**

1. The advisory body consists of labor market representatives who are decision makers in private or public companies as well as representatives of government authorities relevant to the field of activity of the respective AU.
2. Ex-officio members of the Advisory Body may be a member of the management and a member of the HZU AU.
3. The Management of the HZU and the management of AU prepares the constituent meeting of the Advisory Body, compiles the agenda items and undertakes other activities for the smooth running of the Advisory Body's work.

**Article 4**

1. The Advisory Body elects the President from among the representatives of the labor market. The Advisory Body Chairman conducts the meetings and ensures that information about the meetings is disseminated to all its members and other stakeholders.
2. According to this guideline and good and transparent practice, the Advisory Body Chairman ensures the collection of AB work reports and operationalization of its initiatives and informs the

management of reports after meetings.

3. The President of the Advisory Team represents the AB in relation to the third party. In the absence of the mayor, he must appoint a deputy.
4. The President of the Advisory Body presents the work of the AB in various organizations, such as: Council of AU, higher education institutions at home and abroad, thematic workshops, etc.
5. The advisory body may set up working groups focusing on specific areas of the AU scope of the relevant labor market.
6. Depending on the topics for discussion, the Heads of Departments, the relevant Institute Director of the AU and representatives of the relevant bodies acting within the AU, but without the right to vote in cases of voting, may be invited to the Advisory Body meetings.

#### **Article 5**

1. The advisory body may recommend to the University, namely the AU Council, the update of study programs according to labor market requirements.
2. AB members support the realization of the professional practice of AU students, in accordance with the study programs.
3. The Advisory Body supports the AU and the labor market in the field of work in the creation of common working groups.
4. The advisory body and AU cooperate in research, professional services, project collaborations, innovation mediation, as well as in collaborative project proposals with AU and other partners.
5. AB members can provide scholarships for students as well as financial support for student research projects and academic staff.
6. The advisory body may also consider other issues proposed by management at the request of the AU.

#### **Article 6**

1. The advisory body may suggest changing, improving and amending the regulations and other applicable acts.
2. The advisory body may propose to the HZU management and the AU Council programs related to: lifelong learning, adult training and vocational training.
3. The advisory body makes assessments, recommendations and suggestions regarding working conditions, laboratories and facilitating work functionality.
4. The AB's advice and suggestions on the issues addressed will be addressed to management, the AU Council, the HZU Senate, and the HZU Steering Council, in the context of: new program development, application for the process of accreditation, assignment of practical work, planning of research projects, their evaluation, drafting of strategic documents, etc.

#### **Article 7**

1. Proposals shall be approved by a simple majority of the members present.
2. The Advisory Panel's recommendations, in the form of a proposal, shall be submitted to the AU Council for further action in the management of HZU.

#### **Article 8**

1. The term of the members of the AB shall be four (4) years, with the possibility of re-election. The number of seats is not limited.

2. Upon management's invitation, the President of the AB may present the activities of the AB to the AU Council for the specified period.
3. AB membership is open regardless of race, gender, sexual orientation, citizenship, nationality, religion, age or physical ability.

#### **Article 9**

1. The term of members may end or be suspended by the decision of the AB or the management if:
  - They do not respect the decisions of the University.
  - do not actively participate in KT work,
  - do not comply with the provisions of the Regulation,
  - do not comply with the University Code of Ethics,
  - do not respect the decisions of the TC.
2. In case of suspension, the duration of the suspension shall be specified in the decision.
3. Termination or suspension of membership by the Assembly of Members shall be decided by a majority of the members of the AB present or by reasoning-decision of the management.

#### **Article 10**

In exercising their duties and responsibilities under this regulation, AB members must demonstrate an impartial, transparent decision-making in the best interest of the public and its confidence in public institutions, by preventing conflict between public interests and private ones according to the laws and regulations in force.

#### **Article 11**

1. This regulation shall enter into force upon signature by the Rector of UHZ.

Explanation: This regulation translated in English but signed and protocolled in Albanian.