

The Republic of Kosovo  
Republika Kosovo- Republic of Kosovo  
Parliament - 6 N X S å V A s s e m b l e y

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Assembly of Republic of Kosovo, on the basis of Article 65 (1) of the Constitution of the Republic of Kosovo and Article 17, paragraph 1 of the Law on Higher Education in the Republic of Kosovo no. 04 /-037,

Approves

## STATUTE OF THE UNIVERSITY " HAXHI ZEKA 'PEJË

### GENERAL PROVISIONS

#### Article 1 Establishment

University "Haxhi Zeka" Peje (hereinafter: 'the University') is established based on the decision of the Minister of Education, Science and Technology no. B 434/01 dated 14.11.2011.

#### Article 2 Name, location, structure and symbols

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#### Article 3

The University is located in Peje.

#### Article 4

University consists of academic units and organizational units, as provided in this Statute.

#### Article 5

1. It has the following symbols:

1.1. Emblem;

1.2. Stamp and dry seal;

1.3. Flag;

1.4. Rector's chain;

1.5. Gown of Rector, Vice Rectors and deans of the academic units.

2. University Symbols are appointed by the Board upon the Senate proposal by public competition.

3. Academic units are entitled to use the name, emblem and flag of the university.

4. University's anniversary date of its establishment is November 14, 2011.

## Article 6 Mission

1. The university is an autonomous institution of higher education that develops academic education, scientific research, artistic creativity, professional counseling and other areas of academic activities. It has the following objectives:

1.1. To act as an institution for the advancement of knowledge, ideas and science in Kosovo's higher education system

1.2. To act as an institution in the development of education, science, culture, society and economy of Kosovo;

1.3. To help in the process of promoting democratic citizenship;

1.4. To aim in establishing and maintaining the highest standards of teaching and learning, scientific research and artistic creativity;

1.5. To utilize its resources in the most efficient manner;

1.6. To maximally cooperate and participate in all activities of higher education at the national, regional and international levels;

1.7. To adapt to European standards;

1.8. To be fully integrated into the European area of higher education in European Scientific Research Area and to take appropriate reform steps necessary to achieve this mission.

## Article 7

University is obligated to create equal opportunities for everyone without discrimination on the basis of gender, race, sexual orientation, marital status, language, religion, political or other belief, nationality, ethnic or social origin, association with a national community, property, birth status or any other status.

## Article 8

The University provides and supports gender equality. In cases where the sex male and female candidates have equal qualifications and professional achievements, priority will be given to the female candidate.

## Article 9

Academic and administrative staff of the University and students should behave in accordance with the highest standards of commitment, integrity, objectivity, accountability, openness, honesty and leadership.

## Article 10

University enjoys autonomy and academic freedom of teaching, research and artistic creativity within its remit. The university campus enjoy the right of immunity, unless otherwise provided by special laws.

## Article 11

The academic staff, administrative and university students enjoy freedom of association and expression within the structures provided by this Statute.

## Article 12

### The rights and duties

1. The University has the following rights and duties:

1.1. To elect governing and management authorities and fix their terms of office;

1.2. To adjust its structures and activities through university regulations based on the provisions of this Statute, in accordance with the Law on Higher Education and other legal acts issued by it and in accordance with other applicable laws;

1.3. To choose teaching and other staff, to set additional conditions for the admission of students and the teaching methods of student assessment, approved by AKA ;

1.4. To develop and implement in an independent way the curriculum, scientific research and artistic projects.

1.5. To make the selection of subjects for studying.

1.6. To grant titles to professors and other staff, in accordance with the Law on Higher Education, the Labor Law and approved by AKA scheme.

### Article 13

1. The University is a legal entity and has full legal subjectivity associated with all rights and duties relating to the matters dealt with in applicable laws including:

1.1. The right to sue and be sued;

1.2. The regulation of its internal organization;

1.3. The restriction of the right to use the university title solely to persons or organizations who have authorization from the University Board;

1.4. The ownership and management of land and buildings and capital assets;

1.5. Receiving and managing funds from any legal source;

1.6. The tax proposal, fees and fines of Ministry of Education for approval;

1.7. The appointment and termination of employment of academic and academic staff, as well as to perform all the duties of an employer, as provided for by the legislation in force;

1.8. Signing contracts for goods and services and capital projects;

1.9. Approving the content and the structure of its academic scientific, artistic and professional programs;

1:10. Establishing relationships law students and description of conditions for their acceptance;

1:11. Establishing methodologies applied to teaching and learning;

1:12. Applying an appropriate measure of evaluation and quality assurance;

1:13. Issuance and cancellation of titles, diplomas, degrees and scientific titles, honorary titles;

1:14. The establishment of commercial enterprises and commercial institutions for teaching purposes, scientific research, professional and artistic services;

1:15. Signing agreements with national and international providers.

1:16. Approving the content, form of the flag, seals and other emblems also

1:17. Other competencies needed to perform its duties according to law.

#### Article 14

7KH XQLYHUVLW\ DFDGHPLF XQLWV DQG RUJDQLJDWLRQ  
DFDGHPLF DQG RUJDQLJDWLRQDO XQLWV KDYH DXWKRUL  
academic units and organizational units are special programs within the university, namely  
the University is a budgetary organization within the Law composed of academic programs  
budget units.

2. University develops procurement activity for all academic units, academic units have the budget within the university and have the option of setting priorities through requests for expenses.

3. Managing Authority, whose authorization is granted, is obliged to submit an annual report to the rector detailed about all relevant aspects of leadership including:

3.1. Contracts and agreements;

3.2. The overall use of resources;

3.3. Budget account and flow;

3.4. Hiring special staff;

3.5. The use of facilities;

3.6. Meeting project objectives.

4. The managing authority shall submit such a report for a brief period as the rector decides.

5. In the event of misuse of authority, the rector has the right to suspend the authorization until a final decision made by the University Board.

#### Article 15

The Ministry of Education, Science and Technology (hereinafter the Ministry) if the conditions are stipulated by the Law on Higher Education in Kosovo, the university is entitled to use the social and public land, buildings and equipment.

## Article 16 University Governance

1. The main university governing authorities are the Board of Rectors and the Senate.
2. All university governing authorities exercise their activity on the principle of majority voting, unless otherwise specified in this Statute.
3. The mandate of all government authorities and officials of its members starts on October 1, unless otherwise specified in this Statute.

## Article 17 University Board

1. The University Board (hereinafter the 'Board') is the principal governing authority of the university.
2. The Management Board has overall strategic responsibility for effective institutional functioning of the university.
3. The Governing Council is responsible for all decisions regarding financial matters (budget, personnel, infrastructure), in order to provide appropriate conditions for sustainable operation of the University in accordance with its obligations.
4. The Governing Board, collectively reports and is accountable to the Ministry of Finance, for the proper use of the funds that the Ministry or any other public source has shared to the university.
5. The Management Board may establish temporary committees to advise it on specific aspects of his work.
6. The Governing Board shall establish a statutory Affairs Committee as an advisory committee. The Commission shall inform the university authorities concerning all cases of non-compliance with the Statute and other acts in certain cases by the competent authorities and participate in the preparation or give an opinion in the process of preparing acts and regulations issued by the university. The Governing Board by a special act regulates the issues related to statutory Affairs Committee.

## Article 18

1. The Board shall consist of seven (7) members with voting rights.
2. Ministry of Education, Science and Technology shall appoint three (3) members with voting rights and those appointed under the provisions of the Law on Higher Education. They should be persons of high public reputation, with relevant professional skills, business and other practical skills. None of the appointed members should not have current connection to the institution which is being appointed.

3. The Senate elects four (4) members of the Governing Council with the right to vote by the academic staff of the university.
4. All members of the Board shall serve in their ~~personal~~ capacity by the Council, not as delegates or representatives of a particular interest group.
5. Can not be elected members of the Governing Council persons holding the following positions:
  - 5.1. Rector, ProRector, Dean, Pr~~o~~Dean;
  - 5.2. Members of the Senate;
  - 5.3. General Secretary qnd secretary of the faculty.
6. A member of the Faculty Council, which is elected member of the Governing Council, should resign from the faculty council.
7. The Rector and General Secretary are ~~ex officio~~ members of the Board without the right to vote.
8. With the invitation of the Governing Board meetings may be attended by rectors.
9. The President of the Student Parliament can participate in Board meetings without the right to vote only in cases where students ~~issues~~ are being addressed.

#### Article 19

1. The Governing Board annually elects the director and vice director of its members, who are not employees of the institution.
2. The mandate of the members of the Board ~~lasts~~ (3) years with the possibility of reappointment for a second term. Elections for the Board are held in June and the Governing Council's mandate starts on October 1.

#### Article 20

1. The Rules of the Governing Board shall be prepared and approved ~~by~~ the Governing Council.
2. For the meetings of the Governing Board the quorum is required to have five (5) members, at least four (4) of them eligible to vote.
3. Decisions of the Board are taken by a majority vote of the members present. If the number of votes is equal, the vote of the director is decisive.
4. The following decisions of the Governing Council of the qualified majority required two thirds (2/3) vote of the members:

- 4.1. For the annual financial plan;
  - 4.2. To dismiss the Rector and Vice-Rector
5. The Governing Board should approve specific rules for analyzing the annual financial plan.
6. Governing Board meetings are called by the director. In cases of emergency meetings are called by two-thirds (2/3) of the Board members. The agenda for meetings of the Board, are decided by the director respectively vice director in cooperation with the rector.

#### Article 21

- 1. Rector provides the necessary technical support and infrastructure for the Governing Board.
- 2. With the request of the Council, the General Secretary is responsible for providing additional information about the decisions taken by the Governing Board.

#### Article 22

1. In accordance with the provisions of this Statute, the Governing Board has the following responsibilities:
- 1.1. To develop a three-year strategic plan which will be reviewed annually.
  - 1.2. To prepare the strategic plan and its annual revisions, the Board shall consult with the Ministry regarding compliance objectives and its plans with the state strategy for higher education and the resources that will be available by the Ministry. The scope of such consultations shall be determined by a legal act issued by the Ministry;
  - 1.3. To monitor the effective and efficient use of resources, liquidity and security of university assets on behalf of the public;
  - 1.4. To develop strategies for adequate security resources from both public and private sources, taking into account the feasibility in the creation of subsidiary companies and institutions to use the university's academic work results;
  - 1.5. To discuss and approve the annual budget plan prepared by the Rector and submit this plan to the relevant state authorities;
  - 1.6. To define principles on the appointment, assignment, grading, appraisal, suspension, dismissal and determination of the level of wages and working conditions for staff;
  - 1.7. To decide on the establishment, termination and change of the internal structure of academic and organizational units after having been approved by the Senate.

## Article 23

### 1. Duties of the Governing Board are:

- 1.1. To provide preconditions for administration and management resources at university level and its subordinate units;
- 1.2. To issue regulations for the delegation of authority over resources and other administrative matters to the university academic units in accordance with the provisions of this Statute;
- 1.3. To issue regulations for governance, direction and university management, as required by this Statute;
- 1.4. To decide on the overall organizational structure of academic units, according to the Senate's proposal and after consulting universities;
- 1.5. To organize financial control in accordance with the Law and this Statute.
- 1.6. To issue regulations, in accordance with this Statute, relating to:
  - 1.6.1. Measures and disciplinary procedure for academic staff and students;
  - 1.6.2. Payments and service conditions for the staff;
  - 1.6.3. With procedures of personnel compensation, based on complaints about their employment;
  - 1.6.4. The suspension or dismissal of staff;
  - 1.6.5. Appeals against such suspension or discharge.
- 1.7. To propose to the Ministry the tuition fees and charges that accepted students should pay and in some cases, to determine fees for reviewing applications for registration, for repeated exams and for graduation. Therefore, these fees will be confirmed by the Ministry;
- 1.8. To set rules for calculating costs for university services provided to third parties;
- 1.9. To elect the Rector from a list of names proposed by the professional committee of five (5) members appointed by the Senate;
- 1:10. To elect professors as proposed from the Rector;
- 1:11. To ensure that the general provisions of this statute apply in practice within the university;
- 1:12. To operate under the general provisions laid down in this Statute;

1:13. To decide on the form and content of emblem, seal, dry seal, flag and other institutional symbols and propose the Ministry the form and content of the Senate proposal.

#### Article 24

1. The Governing Board should publish an annual report on the fulfillment of the university's duties in accordance with the requirements of the Ministry and the Kosovo Accreditation Agency. The report should provide information on the following aspects:

1.1. The overall strategic goals that have been achieved;

1.2. Statistical data for the whole university and its academic and organizational units regarding resources:

1.2.1. The budget (public and private funds);

1.2.2. The personnel (development figures);

1.2.3. The infrastructure;

1.2.4. The academic profile (changes in academic staff, study areas etc.).

1.2.5. The study programmes;

1.2.6. The number of students (students enrolled for the first time, the total number of students, and graduates);

1.2.7. Scientific research (projects, publications, participation in conferences, papers).

1.2.8. International cooperation;

2. The annual report of the auditor for the proper use of resources.

3. In accordance with the Law on Higher Education, Governing Board reports Ministry for the implementation of the strategic development plan with latest by March 31 of next year.

4. Reports should be published on the University website.

#### Article 25

##### Rector

1. The Rector is the managing authority of the university.

2. Rector is responsible for the efficient and orderly operation of the University and its management in accordance with the policy set forth by the Governing Council and has all the necessary authority to carry out those tasks.

3. Duties of the Rector are specified in the employment contract.

#### Article 26

1. The Rector should be elected by the Board from a list of candidates proposed by the professional committee of five (5) members which is formed by the Senate. The Professional Commission has a duty to H U L I \ Z K H W K H U D S S O L F D Q W V I R U W K H conditions laid down by competition.

2. The Governing Board should have the right to reject the list of candidates proposed by the Professional Commission arguing that.

3. Rector is elected by a two-thirds (2/3) votes of all the members of the Governing board in accordance with the provisions of this Statute. If no candidate wins thirds (2/3) of the votes in the first ballot, then two candidates with the most votes advance to the second v If none of the two candidates wins thirds (2/3) of the votes in the second row of voting then the competition gets repeated.

4. The election of the Rector shall be for a period of four years, with the possibility of reelection for a second term.

5. The mandate of the Rector starts on October the first.

6. The Governing Board in consultation with the Senate shall issue regulations on the procedure for the selection and mandate of the Rector.

#### Article 27

1. To lead the procedure of selecting the governing management and authorities of the university and deans, the Senate shall elect a temporary director, a member of the Senate from among the academic staff.

2. The position of the rector is announced by the Governing Board with a public advertisement for a term of fifteen (15) days after having consulted with the rector.

3. The competition for the post of rector is open to both internal and external candidates. The candidate must meet the following conditions:

3.1. Have proven experience in academic teaching, research and have at least the rank of associate professor.

3.2. Have proven management university experience .

4. The professional Committee elected by the Senate proposes a list of candidates selected by majority vote, to be elected by the Board.

5. The Governing Committee interviews candidates who have met the conditions for competing in this post. In these interviews each candidate presents a comprehensive vision for the future development of the university's strategy and management approach.

## Article 28

1. The Rector has the following responsibilities:

1.1. To act on behalf of the university and to represent it before the general public;

1.2. To organize, direct and manage the university;

1.3. To lead the academic staff;

1.4. To decide on the work regulation for the academic staff of the university within the framework established by the Board;

1.5. To appoint, assign, grade, appraise, suspend and determine the working conditions of staff in accordance with regulations issued by the Governing Board and Senate;

1.6. To preside over the Senate;

1.7. To submit proposals to the Board concerning the educational character and mission of the university taking into account the recommendations and opinions of the Senate;

1.8. To implement the decisions of the Board;

1.9. To manage budgets and resources within the estimates approved by the Board;

1:10. To introduce annual budget of revenue and expenses from the Board;

1:11. To sign contracts on behalf of the university with third parties;

1:12. To sign diplomas and other official university certificates;

1:13. To propose candidates for the post of pro Rectors, to be elected by the Board;

1:14. To propose candidates for the post of General Secretary;

1:15. To declare all academic titles;

1:16. The Rector has the right to form advisory committees.

1:17. To perform all other duties on behalf of the university, as defined by this Statute or other regulations.

#### Article 29

Rector should notify the Board of any act or omission of the Governing Board, which, according to the Rector's opinion, constitutes a misuse of public funds that are provided. If the Management Board fails to correct such proper action or omission, the Rector shall report directly to the Ministry act or omission. In such cases, the Management Board may not take any action against the rector, except when the Ministry itself allows such a thing.

#### Article 30

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

#### Article 31

1. 7KH 5HFWRU¶V PDQGDWH PD\ FHDVH SUHPDWXUHO\ LQ

1.1. Resignation

1.2. Dismissal

1.3. Health reasons;

1.4. Convicted of a criminal offense;

1.5. Retirement

1.6. Death

2. 3URFHGXUHV IRU WKH 5HFWRU¶V GLVPLVVDO PD\ EH LQ

2.1. Governing Board;

2.2. Senate.

7KH SURFHGXUH IRU WKH 5HFWRU¶V GLVPLVVDO LV GH  
The Board's decision for dismissal becomes valid with a qualified majority of two thirds (2/3) vote of the members.

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5. In the event of dismissal, the newly elected Rector and Vice Rector shall be elected for the remaining period of the mandate of dismissed Rector.

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Rector, the Board shall elect the Acting Rector until they complete procedure of the election of the rector for the remaining term. The acting Rector's office will hold the post of rector until the end of the term, if until the announcement of elections at the university have remained no more than six (6) months. As Acting Rector is elected any person who fulfills the conditions for the election of the rector, Article 27, paragraph 3 of the Statute.

#### Article 32

1. The Rector has the right to appeal to the Minister against his dismissal.
2. The decision of the Ministry is the final decision in the administrative procedure.

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#### Article 33 Pro-Rectors

The University has three (3) Vice Rectors.

#### Article 34

1. The tasks of Vice Rectors are assigned by the the Rector in accordance with the provisions of this Statute. The Rector has the right to delegate full legal responsibility for a certain time. Shared responsibility may be assigned to Vice Rectors in the areas of:

- 1.1. Teaching student issues and scientific research;
- 1.2. Budget and Finance and infrastructure;
- 1.3. International cooperation and increase quality.

#### Article 35

The Rector appoints one Vice Rector to temporarily discharge the duties of the Rector in case of his temporary inability or incapacity.

#### Article 36

1. The Rector shall prepare a list of names for vice-rectors from the ranks of university professors, after being consulted with the Senate. Vice Rectors are elected by the Board by two thirds (2/3) vote in a single ballot. If the proposed candidate is not elected, then the Rector has the right to nominate a new candidate.

2. The mandate of Vice Rectors is connected with the rector, with the possibility of reelection for a second term.

## Article 37

1. The mandate of the Vice Rectors may cease prematurely in case of:
  - 1.1. Resignation
  - 1.2. Discharge
  - 1.3. Health reasons;
  - 1.4. Convicted of a criminal offense;
  - 1.5. Retirement
  - 1.6. Death
2. The procedure for dismissal of the Vice Rector may be initiated by an absolute majority of votes by:
  - 2.1. Governing Board;
  - 2.2. Senate and
  - 2.3. Rector.
3. The procedure for dismissal of the Vice Rector is defined in regulations issued by the Board. The Board's decision for dismissal becomes valid with a qualified majority of two thirds (2/3) vote of the members.
4. In the event of dismissal of a Vice Rector, the Rector proposes a new candidate for vice rector, who is elected by the Board for the remaining period of the mandate.

## Article 38

### General Secretary of the university

1. Secretary is the chief executive and administrative officer of the university, with special rights and responsibilities stipulated in his contract, which is signed by the Rector.
2. The Secretary responds to the Rector for effective administration, financial and economic at all university levels. In this position, the general secretary is responsible for all matters that are not competent of other authorities or leaders.
3. The Secretary of the university is the leader of the university administration. He is the leader of the Central University Administration.

## Article 39

1. The General Secretary is elected by the Board on the proposal of the Rector, based on the report of the professional commission chosen by the Rector, on the basis of a public competition.

#### Article 40

1. Candidates running for the post of General Secretary must fulfill the following conditions:

- 1.1. Have a university master's degree or equivalent with at least four (4) years of study;
- 1.2. Must be from the professional fields of justice;
- 1.3. Have five (5) years of professional experience;
- 1.4. Have proven organizational and management skills;
- 1.5. Have sufficient knowledge of educational, artistic and research.

#### Article 41

1. The General Secretary has the following duties and responsibilities:

- 1.1. Is the most senior officer of the administration;
- 1.2. Is the leader of the Central Administration;
- 1.3. Is Head of Legal Affairs for faculty officials;
- 1.4. Is the responsible officer for the efficient, economical and effective university;
- 1.5. Is head of the departments within the central administration;
- 1.6. Is the responsible officer for the technical preparation of the budget process;
- 1.7. is responsible for other issues as requested by the Governing Board and the Rector, which are not covered by this statute.

#### Article 42 Senate

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#### Article 43

1. The Senate consists of the following members with voting rights:

1.1. Rector;

1.2. Vice Rectors;

1.3. Deans of all academic units under this Statute;

1.4. From a member elected by the academic staff in each academic unit (so the total number of persons is the same as the number of persons listed in subparagraph 1.3 of this paragraph;

1.5. Two (2) members elected by the student parliament from the ranks of university students. Students members of the Senate must be distinguished students with a GPA of at least eight (8), and should not be repetitive of the academic year

1.6. One (1) member elected by non-academic staff.

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#### Article 44

The mandate of academic members of the Senate is four years. The mandate of the student members shall be one year, with no right to reelection. Their mandate starts on October 1.

#### Article 45

The Rector directs the Senate. In the absence of the Rector, the Senate is directed by a Vice Rector who was appointed by the Rector.

#### Article 46

1. The Senate shall issue rules of procedure and rules for selecting the procedure of its members.

2. The Rector shall establish procedures for meetings of the Senate and its committees.

#### Article 47

1. Depending on the overall responsibility of the Board and the responsibilities of the Rector and Vice Rectors, the Senate is responsible for:

1.1. The general academic issues related to research, scholarship, teaching and courses at the University, including:

- 1.2. The criteria for admission of students;
  - 1.3. Selecting teachers (academic staff);
  - 1.4. The policies and procedures for evaluation and examination in order to determine the academic performance of students;
  - 1.5. The content of the curriculum;
  - 1.6. To provide a lifelong learning;
  - 1.7. The academic standards, validation and review of courses;
  - 1.8. The quality assurance and assessment;
  - 1.9. The procedure for the award of qualifications and honorary academic titles;
  - 1:10. Procedure for exclusion of students due to violation of legal provisions.
2. Developing a strategy for academic activities at the university and tools needed to support them and providing advice to the Rector and the Board.
  3. Developing an intellectual property protection university policy and its commercial exploitation.
  4. Securing advices on other matters as the Board or the Rector may require from the Senate.

#### Article 48

1. The duties of the Senate are:
  - 1.1. To approve the Statute, proposed by the Board;
  - 1.2. To elect the members of the Board that are proposed by the university;
  - 1.3. To elect deans and vice deans proposed by the Councils of the respective academic units;
  - 1.4. To dismiss deans and vice deans according to the procedure described in this Statute;
  - 1.5. To issue decisions on acceptance and termination of academic units and other changes in status for approval by the Board;
  - 1.6. To approve the study programs of academic units;
  - 1.7. To develop strategies for the academic development of the university;
  - 1.8. To issue general regulations for the areas of educational, scientific and artistic;

- 1.9. To establish procedures and criteria for evaluation of teaching, research and artistic work;
- 1:10. To propose criteria for enrollment of students in accordance with this Statute and the Law on Higher Education;
- 1:11. To determine the criteria for dismissal of students;
- 1:12. To define academic standards for teaching and quality assurance of lectures in accordance with this Statute;
- 1:13. To establish the criteria of examination;
- 1:14. To determine the content of all academic records and documentation under this Statute;
- 1:15. To establish procedures for assessment of academic staff in accordance with this Statute;
- 1:16. To elect members to all committees and commissions established by the Senate;
- 1:17. To take the final decisions, taking into account the objections made by councils of academic units;
- 1:18. To decide to grant the title Dr. Honoris causa;
- 1:19. To decide to award the title of Professor Emeritus by the provisions of this Statute;
- 1:20. To decide to award the title of Honorary Member of the University;
- 1:21. To examine issues at the request of the Governing Board or Rector;
- 1:22. To consider issues on the request of students' parliament;
- 1:23. To issue the work regulation of the Senate;
- 1:24. To examine other issues as determined by this Statute or the Board's request, the rector, Faculty Councils or the Student Parliament.

#### Article 49

1. The Senate may establish temporary committees or commissions to advise it on specific aspects of his work.
2. The Senate has a permanent committee, called the Commission study, according to the provisions of this Statute.

Article 50  
The organizational structure of the university

1. The University is consisted by:

1.1. Academic units;

1.2. Organizational units.

Article 51

Academic units and organizational units have no legal personality.

Article 52  
Academic units

1. Academic units are:

1.1. The faculty;

1.2. Faculty of Applied Sciences.

Article 53

Academic units have equal status under the organizational provisions in this statute.

Article 54

Academic units are operated within the institutional framework of the University offering programs of higher education, scientific research or artistic work.

Article 55

Academic units are created by the integration or disintegration of other units by a decision of the Governing Board and after the consultation with the Senate.

Article 56

1. Preconditions to gain the status of an academic unit are:

1.1. The activity in one or more specific areas of academic education, scientific or artistic work within the institutional framework of the University;

1.2. The sufficient infrastructure;

1.3. The appropriate number of academic staff enabling the fulfillment of academic requirements for the long term.

2. The Governing Board takes the final decision.

#### Article 57

1. The academic unit loses its status if:

1.1. Is evaluated negatively by the Kosovo Accreditation Agency twice in a row;

1.2. Is subjected to integration or disintegration;

1.3. The council of the academic unit requires institutional separation from the University;

2. The Management Board takes the final decision.

#### Article 58

The Board shall decide on the annual academic unit budget as proposed by the rector, the budget hearing and with the academic unit. Through, the allocation it should be taken into account the special needs of teaching duties, research and artistic, as well as the results of previous reports and evaluations of academic units.

#### Article 59

Academic Unit has available an appropriate percentage of annual student fees to improve education quality and to cover extraordinary services of educational personnel. The Board shall issue the relevant regulations.

#### Article 60

1. For educational obligations, which are financed by public funds, university appoints the academic unit a certain number of academic and non-academic staff and ensures proper infrastructure in accordance with the educational obligations defined by the Board with the Senate proposal.

2. The academic unit as a member of the university is responsible for the implementation of accredited study programs in the framework of its educational profile and in accordance with the provisions of higher education. The Senate appoints study programs.

3. The academic unit is responsible for the development of scientific and artistic work within its scope.

4. Interdisciplinary study programs involving several academic units will be established by decision of the Senate and by participating academic units proposals.

#### Article 61

1. The academic unit has its own name and seal.

2. The academic unit bears the emblem and name of the university within its own emblem and name.

#### Article 62 The faculty

1. The faculty is engaged in academic disciplines of:

- 1.1. Academic education;
- 1.2. Scientific research;
- 1.3. Artistic creativity;
- 1.4. Other activities defined by this Statute.

#### Article 63

1. Faculty offers these types of studies:

- 1.1. Basic bachelor studies;
- 1.2. Master studies;
- 1.3. Doctoral studies.

#### Article 64

1. In its composition the University has the following faculties:

- 1.1. Faculty of Business ;

- 1.2. Faculty of Management in Tourism, Hospitality and Environment;
- 1.3. Faculty of Law ;
- 1.4. Agribusiness Faculty;
- 1.5. Faculty of Arts.

#### Article 65

1. Depending on the size (the total number of academic staff, a sufficient number of professors according to the needs of different academic fields and the percentage of permanent staff), Faculty should meet international standards in order to ensure sustainable development and professional activities in all scientific fields for a long period.
2. The faculty focuses its educational and research profile for the country's needs, retraining and for lifelong learning professionals, as well as practical services for local partners.
3. The faculty has the right to establish institutions for practical research in certain fields, under cooperation agreements with public or private donors, with the approval of the Board.
4. The Board shall issue regulations on the internal organization of academic units on proposal of the relevant academic council.
5. The academic units have the right to create these two levels of academic organization:
  - 5.1. Department
  - 5.2. Chair,
  - 5.3. Institute.

#### Article 66

1. The faculty is responsible for:
  - 1.1. To propose to the Senate study programmes;
  - 1.2. To organise teaching, examination and assessment of students;
  - 1.3. For the academic progress of students, including student academic services;
  - 1.4. To conduct scientific research or artistic work according to international standards;
  - 1.5. To provide quality, evaluation and reporting issues as provided in this Statute;

1.6. To use properly and efficiently equipments, as provided in this Statute;

1.7. The personnel issues under the provisions of this Statute;

1.8. And to use efficiently the funds allocated by the Governing Board.

#### Article 67

1. Faculty is headed by the Dean which, can be helped by one or two ~~Vice~~ ~~Deans~~.
2. Faculties operating in more than one location, are also entitled to a dean for each location.

#### Article 68

1. Deans and ~~Vice~~ ~~Deans~~ are elected to ~~two~~ ~~thirds~~ (2/3) vote of the Senate members, the proposal of the Faculty Council for a period of four years, from among the professors of the Faculty concerned, with ~~eligible~~ right for reappointment for a second term .
2. Candidates for the post of Dean and ~~Vice~~ ~~Dean~~ should be individuals with relevant academic qualifications and possess the skills and experience in leadership, at least have the title of the ~~associate~~ professor.
3. The elected Dean proposes to the Council of academic units, ~~potential~~ ~~deans~~ for the joint mandate who will be elected in the Council and be forwarded to the Senate for approval.
4. For the election of the new Dean, the faculty ~~will~~ ~~elects~~ a delegate from the faculty professors, who temporarily holds the mandate of the dean in Senate until the procedure of the electing a new dean is finished. Then, the new dean takes the mandate as provided in this Statute.
5. The regular term ~~of~~ the Dean and ~~Vice~~ ~~Deans~~ begins on 1 October.

#### Article 69

Dean's authority is symbolized by the chain of Dean.

#### Article 70

1. The mandate of the Dean may cease prematurely in case of:

1.1. Resignation

- 1.2. Discharge
- 1.3. Health reason;
- 1.4. Convicted of a criminal offense;
- 1.5. Retirement
- 1.6. Death

2. The Procedure for Dean may be initiated by:

- 2.1. Governing Board;
- 2.2. Senate;
- 2.3. Rector;
- 2.4. Council of the relevant faculty.

3. The procedure and grounds for dismissal of Dean defined in regulations are issued by the Senate.

4. The decision to dismiss the dean is made by the Senate after consulting it with the Faculty Council. The Senate decision is taken by a qualified majority of two thirds (2/3) of the members.

5. In the event of termination of the mandate, newly elected dean and associate deans will be elected for the remaining period of the mandate.

6. In the event of termination of the mandate, newly elected dean and associate deans will be elected for the remaining period of the mandate.

#### Article 71

1. The mandate of the Vice Dean may cease prematurely in case of:

- 1.1. Resignation
- 1.2. Discharge
- 1.3. Health reason;
- 1.4. Convicted of a criminal offense;
- 1.5. Retirement
- 1.6. Death

2. The procedure of the Vice Dean may be initiated by:

2.1. Governing Board;

2.2. Senate;

2.3. Rektor;

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2.5. Dean.

3. The decision for dismissal is made by the Senate after having consulted with the Dean and the Faculty Council. The Senate's decision for dismissal from position is taken by a qualified majority of two thirds (2/3) of the members.

4. In the event of termination of the mandate of the ~~Vice~~ Dean, Dean proposes a new candidate to the office of the ~~Vice~~ Dean, who is elected for the remaining period of the mandate of the dismissed ~~Vice~~ Dean.

#### Article 72

1. The dean for his work responds to Council of academic units, Senate and Rektor. Dean's duties are:

1.1. To provide academic leadership in the fields of teaching, research and artistic work in college;

1.2. To provide efficient, economic and effective use of resources allocated to the Faculty by the Board;

1.3. To take all necessary measures to implement the decisions and tasks set by the Faculty Council;

1.4. To provide sufficient information regarding the use of learning resources and performance in scientific research and artistic work for the Rektor and Board according to the provisions of this Statute;

1.5. To represent the Faculty Council at the University Senate;

1.6. To give the Rektor and the Senate advices, on the appointment of academic staff at the faculty subjects;

1.7. To propose candidates for ~~Vice~~ Deans;

1.8. To perform other duties of a Dean set out in this Statute.

2. Duties of the ~~Vice~~ Dean are set by the Dean.

### Article 73

1. Each faculty has the council, whose members are:

1.1. Dean;

1.2. ViceDean (s);

1.3. Up to fifteen (15) members selected from among the faculty professors;

1.4. Up to thirty-two (32) members selected from among the faculty assistants;

1.5. One (1) member from the nonacademic staff of the Faculty elected by non academic staff of the Faculty;

1.6. One (1) representative from among the students, elected by the students of the faculty council.

### Article 74

The mandate of academics and nonacademic members of the Council is four years. The mandate of the members of the student should be one year. Their mandate starts on October 1.

### Article 75

Dean leads the Faculty Council. In the absence of Dean, one of the deans leads the council in the order specified by the Dean.

### Article 76

1. The Faculty Council has the following responsibilities and duties:

1.1. To propose the final list of two (2) candidates for the post of the dean to be elected by the Senate;

1.2. If one of the two (2) candidates from the final list proposed for the post of dean withdraws the election race in the Senate, the Senate has the right to vote for another candidate Dean.

1.3. To give advice and proposals to the Senate and Council on all matters relating with the faculty, its staff, structure and internal organization.

1.4. To propose to the Senate, the curriculum and changes in curriculum, provide recommendations on teaching methods in the field of research or artistic work and other academic matters.

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faculty.

1.6. To propose the number and specify the conditions for the enrollment of new students, in accordance with instructions issued by the Governing Council and Senate.

1.7. To define and implement appropriate measures for quality assurance and assessment in accordance with guidelines established by the Senate.

1.8. To draft annual work reports to the rector.

1.9. To deal with other issues related to academic issues.

1:10. To deal with other matters which are determined by this Statute or requested by the Board or Senate.

#### Article 77 The Student Council

1. Each university has a Student Council. This is an authority that represents all students of the faculty.
2. The number of members and the procedure for their election shall be determined by regulations issued by the Governing Council in accordance with this statute and in F R Q V X O W D W L R Q Z L W K W K H V W X G H Q W ¶ V S D U O L D P H Q W
3. The term of the student council members is limited to two (2) years without the possibility of re-election.

#### Article 78

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responsibilities of students in university.

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in their interests regarding the progress of the learning process, through their representatives in the Faculty Council.

3. Student members of the faculty council participate in nominating candidates for the dean.

#### Article 79 Organizational units Central University Library

Central University Library is an organizational unit within the university.

## Article 80

1. Central University Library collects, processes and provides study collections, materials, information and library services for the development of educational, scientific and developing students' skills and knowledge of their teachers.
2. Central University Library, provides services for students and teaching staff by giving the borrowing library materials and by providing access to electronic information sources. It offers professional services for libraries of the respective faculties. The university library activity is based on international library standards.
3. Central University Library is an integral part of the unified library network of Kosovo in order to implement the standard library, preparation and distribution of database and prosperity of interlibrary cooperation.

## Article 81

1. The structure of the Central University Library consists of the Governing Council and Director.
2. The Governing Council of the Central University Library has five members who are appointed and dismissed by the rector.
3. The Board shall have the following duties and responsibilities:
  - 3.1. Designs and approves strategies and development policies of the library;
  - 3.2. Approves the annual work plan and annual financial plan of the library;
  - 3.3. Approves the annual report and financial report of the library;
  - 3.4. Compiles library statute, which is approved by the founder;
  - 3.5. Drafts and approves the work regulations;
  - 3.6. Elects and dismisses the president by an absolute majority of votes of the members;
  - 3.7. Elects and dismisses the director of the library;
  - 3.8. Reports and responds for its work to the organ from which was appointed.
4. The Director of the Central University Library elected by public competition under the Law of Libraries of the Republic of Kosovo is a member of the National Library Council, an advisory body of the respective

Ministry of Culture. It proposes to the Board, the annual plan and financial plan. For his work reports he responds to the Board. Participates in Board meetings without voting rights. It represents library at in or outside the country.. Performs duties and other permits in accordance with applicable legislation.

#### Article 82

1. Within the university can be established other organizational units.
2. Other R U J D Q L ] D W L R Q D O X Q L W V D U H H V W D E O L V K H G E \ W proposal for the establishment can be decided by the Rector.
3. Structure of other organizational units is consist by administrative council and director.
4. The administrative council is composed of five members, three (3) of them elected by the university's governing council and two (2) selected from among the organizational unit personnel. All members are elected for three (3) years.

#### Article 83

##### Students and study organization Studies and study programs

1. Studies at the university are defined within the study programs.
2. The content of the programs for arts of studies included in this Statute, done according to regulations prepared by the councils of academic units on the basis of the study commission and approved by the Senate.
3. The content of the programs for teaching studies are defined by the regulations prepared by the academic council of the relevant faculty, with the suggestion of the study commission and approved by the Senate in accordance with Article 16.4 of the Law on Higher Education of the Republic of Kosovo and in line with the standards set by the Ministry.

#### Article 84

1. The University offers the following levels of study:
  - 1.1. Basic bachelor studies;
  - 1.2. Master studies; scientific and professional;
  - 1.3. Doctoral studies.

#### Article 85

1. The University offers academic study programs in the following areas:

1.1. In agriculture, veterinary medicine and agribusiness;

1.2. In arts;

1.3. In economy;

1.4. In justice.

#### Article 86

1. Programs of study include:

1.1. The title of the study;

1.2. Type of study;

1.3. Academic appeal (academic title)

1.4. Requirements for registration;

1.5. Objectives and results;

1.6. Details of the curriculum;

1.7. Competance

1.8. ECTS credit value (subjects, thesis);

1.9. Conditions for individual studies.

2. The mandatory contents of the curriculum will be determined by regulations issued by the Senate.

#### Article 87

1. Bachelor studies last three (3) or (4) years and require one hundred and eighty (180) two hundred and forty respectively (240) ECTS credit.

2. The Senate shall issue specific regulations for basic studies in certain areas proposed by the faculty council if these programs is expected to last up to six (6) years and require up to three hundred and sixty (360) ECTS credit.

3. Upon the successful completion of bachelor studies, therefore it is gained the academic degree; Bachelor of Science or Bachelor of Arts.

#### Article 88

1. Master studies last one (1) respectively, two (2) years and require sixty (60) respectively hundred twenty (120) ECTS credit.
2. Successful completion of basic bachelor studies is conditional on the registration of master studies.
3. Upon successful completion of master studies, it is gained the academic degree Master of Science, Master of Arts or professional master.

#### Article 89

1. Doctoral studies are the highest academic studies.
2. Doctoral studies normally take three (3) years, and require one hundred and eighty (180) to ECTS credits and successful completion of previous studies with at least three hundred (300) ECTS.
3. The condition for granting the title is the successful completion of doctoral studies and the successful defense of the doctoral thesis before the defense committee.

#### Article 90

1. The university academic units have the right to establish special programs for study in the Bologna framework (bachelor-master- doctorate):
  - 1.1. For two subject study programs;
  - 1.2. For interdisciplinary programs of study;
  - 1.3. For joint study programs.

#### Article 91

1. Two subject study programs are offered by academic units in a joint program of study and contain two areas of studies of that unit.
2. The responsibilities of each partner contributing are determined in the study program.
3. The study program is proposed by the academic unit council and approved by the Senate.
4. Upon successful completion of the study is awarded a joint diploma and the graduate student acquires the professional title in two fields of study.

#### Article 92

1. Interdisciplinary study programs are determined by the Senate, ~~as per~~ by two or more academic units on three levels of study.
2. The responsibilities of each partner are defined in the study program.
3. The Senate shall establish an interdisciplinary study commission, which is responsible for:
4. Development of the study programs.
5. The organizational and technical issues.
6. Procedures for implementation.
7. All of the study commission proposals must be approved by the councils of all academic units which contribute to the study program.
8. The Senate takes ~~an~~ final decision on all study regulations proposed by the study commission and approved by the council of academic units.

#### Article 93

1. Joint study programs can be developed between the University 'Haxhi Zeka' and other universities on the basis of ~~particip~~ contracts.
2. Joint study programs are determined by the Senate and offered by academic units to three (3) levels.
3. The obligations of each partner institution are defined in the study program on the basis of a common institutional agreement.
4. The Senate shall elect members to the committee of the ~~joint university~~ study, which is responsible for:
  - 4.1. Development of the study program;
  - 4.2. Organizational and technical issues;
  - 4.3. Procedures for implementation.
5. All of the study commission proposals must be approved by the boards of all academic units to all universities, which contribute to the study.
6. The Senate takes a final decision on all study regulations proposed by the study commission.

#### Article 94

1. Students are eligible to appear on an individual program of study called 'Studium irregulare (individual studies).' The main studium irregulare schemes' includes one of the regular study programs (based on program of study) offered by an academic unit. The total number of selected cases individually compared to basic study program must not exceed thirty percent (30%) (measured in the value of loans ECTS).

2. Individual elective subjects can be chosen from all of the university's academic units.

3. Proposals for "Studium irregulare" should be addressed to the Commission of academic studies unit, is based from basic educational program including the following elements:

3.1. Title of study;

3.2. Following the regular study program;

3.3. Objectives and results of the study process;

3.4. Details of the curriculum;

3.5. Value in ECTS credits (subjects, theses);

4. The study commission decides:

4.1. The acceptance of 'Studium irregulare in the presented version;

4.2. Rejection of proposals for Studium irregulare;

4.3. The return of the 'Studium irregulare proposals for amendment or supplementation.

5. If the study commission responds positively, the Commission of academic units approves the Studium irregulare.

## Article 95

1. Academic units have the right to offer academic courses for the general public.

2. University courses include:

2.1. Basic courses;

2.2. Specialized courses;

2.3. Seminars

2.4. Summerschool.

3. The curriculum for the following prerequisites and other organizational matters are approved by the council of the academic unit on the proposal of the professor who is responsible for the case. The final decision is taken by the Senate.

4. With the successful completion of the university course is obtained the certificate signed by the Dean of the academic unit in which is developed the course and the professor responsible for the course.

#### Article 96 The study commission

1. A study commission is established in each academic unit of the university as an advisory body to the council of the academic unit.

2. A study commission is established for each interdisciplinary program and the joint program of university studies, as an advisory body to the Senate in accordance with the provisions of this Statute.

#### Article 97

1. A study commission is responsible for:

1.1. Drafting proposals for new programs of study;

1.2. Adapting and changing existing study programs;

1.3. Continuous review of textbooks;

1.4. Requests for change of study program by students;

1.5. Requirements

1.6. Preparing

2. Duties of the study Committee are: concept development, evaluation and interpretation of requirements in order to prepare reports for which decided in the Senate or the council,.

#### Article 98

1. The study commission is composed of the following members who need, not necessarily to be members of the Senate or council whose answer:

1.1. Vice Dean or Vice-Dean for teaching;

1.2. Three(3) professors;

1.3. One(1) assistant;

- 1.4. One(1) student with a GPA of at least eight (8).
2. Members of the academic staff shall be elected by the Senate or council who they answer.
3. The student member elected by the student parliament, namely the Student Council.
4. The term of the mandate is in accordance with the Senate Regulations for members, as it is stipulated in the Statute.

#### Article 99 Admission to studies

1. Each candidate who passes the graduation test, has the right to apply for university studies in accordance with the legislation in force.
2. Conditions for admission to undergraduate studies bachelor university are:
  - 2.1. The successful completion of high school in Kosovo certified by a diploma;
  - 2.2. The successful completion of primary and secondary school with at least twelve (12) years of education, certified with a relevant degree;
  - 2.3. The successful completion of primary and secondary school with at least twelve (12) years of education, certified by a relevant degree earned abroad, if it is done with the equivalence diploma;
  - 2.4. Decision for diploma recognition and equivalence taken by the relevant ministry.
3. The Senate shall issue regulations that define in detail the conditions and criteria for enrollment in undergraduate bachelor studies.
4. For specific fields of study, the university organizes additional and admission exams, for some subjects in the process of admission, which must be approved by the Ministry. In this case, the student must successfully pass the entrance examination for enrollment in the first year of studies.

#### Article 100

1. Students in the Master studies are accepted on the basis of competition, according to the results of preliminary studies and their equivalent as defined in the Law on Higher Education.
2. Special requirements for admission to a master's degree will be appointed by the Senate in accordance with the provisions of this Statute.

#### Article 101

1. Number of countries for bachelor and master is determined by the Senate for any first year of study in each academic unit, on the proposal of the relevant council. The decision is based on the total number of students that are being educated at public expense provided by the Ministry.

2. Students with tuition in bachelor and master studies, which are not financed by the public funds, but that achieve excellent results in teaching can be guaranteed to study that is financed by public funds from the second year of study, or the following year of study. Terms and conditions for obtaining this right determines the Governing Board on the proposal of the Senate.

#### Article 102

Rules for the contest announcement and registration criteria is issued by the Senate.

#### Article 103

1. Applicants who are not accepted to the first year of master studies may appeal against the decision within three working days after the announcement of election results.

2. The final decision on the claim is made by a commission of three (3) members, and led by the vicerector for teaching and student affairs and other members appointed by the rector.

#### Article 104

##### Determination of academic success

1. In determining academic success shall apply these ways of evaluation:

1.1. Examination;

1.2. Mid term exam;

1.3. Research paper;

1.4. Professional practice;

1.5. Practical test during exercise;

1.6. Interpretation and presentation of artistic and other works.

## Article 105

1. All university academic units shall apply these grades to describe the level of success in exams:

1.1. Ten (10) and nine (9) (excellent);

1.2. Eight (8) (very good);

1.3. Seven(7) (good);

1.4. Six (6) (sufficient);

1.5. (5)(insufficient).

2. A candidate successfully passes the exam with grades six to ~~10~~ (6)

3. The Senate shall issue regulations to establish detailed criteria for grading.

## Article 106

1. Examinations serve as a regular way of evaluating knowledge.

2. The exams can be organized separately for each subject or combine more subjects in accordance with the study program (commission exam).

3. Examinations are public and are held in the following ways:

3.1. Writing;

2.2. Oral;

3.3. Written and oral;

3.4. Practice

4. Examinations of combined oral and in writing within seven (7) days.

5. Examinations are evaluated by an examiner or by an examination commission.

6. Examinations can be held by an examination commission if:

6.1. Student's written appeal;

6.2. It is prescribed by the study program.

7. Proceedings of the exam is determined by the study program.

8. The method of determining the knowledge and the exam will be determined by the study curriculum- syllabus.

#### Article 107

1. Exams for bachelor and master are held during the exam period.
2. The examination schedule include the winter (January), spring (June) and autumn (September). The exact period for each period is determined by the overall timetable of the study, which is accepted by the Senate and open to the public. Details about the date of each term exams start and end are determined by the councils of academic units.
3. Schedules of examination terms, where are included daily schedules are published at the beginning of the academic year.
4. Examination schedules will be determined in such a way that the student should not have more than one exam per day.
5. The exam schedules, after being announced are binding on both examiner and student.

#### Article 108

Exams in doctoral studies can be held throughout the academic year by an individual agreement between examiner and student.

#### Article 109

1. Time of submission of the exam will begin no earlier than six (6) weeks prior to the end and not later than eight (8) days before the beginning of the exam period.
2. The exam schedule must be announced no later than three (3) days prior to the exam period.
3. In all cases where a student is absent or withdraw from the exam, the exam is considered to have failed (marked with five (5)).
4. Upon request, the student may be allowed by the Dean of the academic unit, to enter early in exam, if he takes part in an international exchange program for study or doing practical training abroad during the period assigned to the exam.

#### Article 110

1. The student has the right to appeal in writing to the Dean of the academic unit against the receiving grade. The appeal must be filed within two (2) business days after the results have been published.

2. Complaints may be made for the following reasons:

2.1. For the written exam is appealed a complaint against the grade of the written exam;

2.2. For oral exam is appealed a complaint against the grade of the oral examination;

2.3. For the combined written and oral exam:

2.3.1. Is appealed a complaint against the grade in written prior to the oral exam;

2.3.2. Is appealed a complaint against the grade in the oral examination, which means that the grade of the written examination is accepted.

3. Upon accepting in time a complaint, the Dean of the academic unit forms the examination commission within one working day after having received complaints and appoints three members, but without the examiner against whom the student is complained.

4. If the oral examination is repeated, the evaluation by the commission takes place the next working day after the appointed commission.

5. In the event of an appeal against a grade on the written exam, written exam will be reviewed by the committee at the next working day after the appointed commission.

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7. Tests from examinations connected with students assessing are saved for one year.

#### Article 111

1. The student has the right to retake an examination which he has not given.

2. As a rule, the student has the right to enter a maximum of three times in the examination of which he has not been given.

3. Student after his complaint, with a strong justification may be permitted by the Dean of the academic unit to enter the exam for the fourth time. The exam can then be held by a commission of three members who are appointed by the Dean of the academic unit.

4. In case of a recorded the same year, is not taken into consideration previous number of failed exams student.

5. If the student fails for the fourth time in the exam during the repeated year, he loses the regular student status for this type of study.

6. The student can regain the status of student if presented in a new program of studies. The decision on reinstatement of student status determines exams and others that are accepted to the student and his other obligations in the new study program.

#### Article 112

1. After completion of the last regular semester of bachelor and master studies, the student will be given a period of twelve (12) months to complete exams (period of graduation).
2. Students may apply once to the Dean of the academic unit for a period of graduation for twelve (12) months.

#### Article 113

##### Theses for bachelor and master

1. Bachelor study programs end with working a Bachelor thesis or a commission examination in accordance with their study programs.
2. Working in a bachelor's degree, the student works individually by proving that the theoretical skills acquired during the study can be successfully used to solve practical problems in certain scientific fields.
3. The bachelor thesis can be jointly elaborated by two or three students (research group) and it should be clearly marked contribution of each candidate.
4. The request for the elaboration of the Bachelor thesis by two (2) or three (3) students is decided by the council of the academic unit.
5. The procedure for application, elaboration, defense and assessment of Bachelor thesis is determined by the council of the academic unit.

#### Article 114

1. Master's programs end with working in the master's thesis in accordance with the study programs.
2. The master thesis should be finished individually by the student, confirming that the theoretical skills acquired during the study can be successfully applied to solve complex research problems in certain scientific fields.
3. Master thesis is elaborated by two (2) or three (3) students (research group), and it must be clearly marked contribution of each candidate.
4. The application for elaborating a Master thesis by two (2) or three (3) students is decided by the council of the academic unit.

5. The procedure for filing, elaborating, defending and assessing the Master thesis is determined by the academic council.

#### Article 115 Doctoral Studies

1. Doctoral studies are proposed by academic units in their respective areas and approved in the Senate.
2. Doctoral studies can be established and carried out only in the scientific fields in which the responsible institution has signed a contract to permanent employment with at least half of the number of teachers and if those scientific fields can meet requirements research, teaching and those of mass mentors over thirds (2/3) of needs.
3. Responsible institution that organizes the doctoral studies must have internationally recognized achievements in scientific or artistic research, or artistic creation.
4. For the purpose of quality assurance and promotion of mobility of students and teachers, doctoral studies are open to any form of cooperation with similar institutions at home and abroad.

#### Article 116

1. In the framework of doctoral studies is formed the doctoral studies council as a permanent council of the University Senate.
2. Within the academic unit the faculty that organizes doctoral studies, is formed the council of doctoral studies as a permanent council of the Faculty Council.
3. The composition of the councils of doctoral studies is regulated by the Regulation on university doctoral studies.

#### Article 117

Doctoral dissertation is a scientific paper written by the candidate, which elaborates on the original and uniquely way one or more specific scientific themes and subject to scientific assessment or public figure.

#### Article 118

1. Admission of students in doctoral studies is done through public announcement which the university declares .
2. The right to compete for enrollment in doctoral studies have:
  - 2.1. Graduates with the academic title of Master of relevant science;

2.2. Graduates with the academic title of master of science and master of arts.

3. Conditions for admission and criteria for evaluation of candidates for doctoral studies more closely are determined by the University Senate in accordance with this Statute and the Rules for doctoral studies.

#### Article 119

1. The doctoral studies are organized into six (6) semesters.

2. For students who have completed master scientific studies lasting two (2) years and MA was equivalent to the credits system up to one third (1/3) of the total number of provided credits.

#### Article 120

1. During the first year of doctoral studies, the student proposes mentor and the topic.

2. Mentor is chosen from the ranks of professors and associate professors of the same scientific field, which should be a regular employee of the University. Exceptionally, at the request of the council for the academic unit of the teaching mentor may engage an academic title of assistant professor if there are at least three papers published in peer review journals in the field of which leads doctorate. It can propose a mentor from another university.

3. Phd initiates the procedure of submission of doctoral thesis project proposal with the submission of the application, which contains personal data of the dissertation, biography and list of works of the dissertation, the proposed topic title, information on the proposed mentor and his powers, the theme of justification and original scientific contribution expectations of the proposed research, assessment of research expenditure and a statement that did not present doctoral work on the same subject in other university studies, or any other university. The theme of the doctoral thesis is presented at the University form.

4. The academic unit upon the proposal of doctoral studies council, appoints committee to evaluate the proposed topic and mentor within one month from the date of the protocol of an application. This committee consists of three members, of which at least one member should not be teaching the studies in question, nor an employee of the academic unit which is responsible institution of studies. The proposed mentor should not be appointed the committee leader.

5. The Commission for evaluating the topic gives appreciation for original scientific contribution or original artistic contribution to the research and implementation of financial and organizational point of view, and proposes a mentor, not later than one (1) month after the submission of the request.

6. Doctoral studies council of the academic unit must review the commission's proposal for the topic evaluation and mentor proposal in the third semester of doctoral studies.

7. The project proposal of the doctoral thesis is defended before the Council of Doctoral studies of the academic unit committee for evaluation and proposed mentor, fifteen (15) days after submitting the report of the evaluation commission.

8. The academic unit with the proposal of doctoral studies Council, it proposes the topic and mentor for approval of the university senate. The Senate must decide about the proposal for the dissertation within two (2) months after the request. The decision may:

8.1. Accept the original proposal;

8.2. Require the candidate to expand or change the subject;

8.3. Require from the academic unit to propose another mentor.

#### Article 121

1. The candidate for dissertation must submit to the academic unit council completed doctoral thesis for evaluation within three (3) years from the day when the topic was accepted by the University Senate. The candidate must provide advance approval and the opinion of the mentor, written and signed on the research done and verified original scientific contribution.

2. A candidate may request from the council of the academic unit to continue the period of dissertation for one (1) year.

3. If the candidate does not submit the doctoral thesis completed within the regular period or extended dissertation, it is considered that the applicant waives the certain topic of the dissertation.

#### Article 122

1. Once the candidate to have submitted completed dissertation, the council of the academic unit with proposition of doctoral studies council, within one month from the date of submission of evaluating the paper, should form a commission consisting of three (3) members for assessment of the doctoral thesis. Members of the committee for evaluation of doctoral thesis must have at least academic title of assistant professor.

2. At least one member should not be teaching in doctoral studies, nor employed in college who is responsible of institution studies, and if possible is employed in any other university in Kosovo or in any university abroad. The mentor can not be a member of the committee for evaluating the paper.

3. The Commission is obliged to make a full assessment of the dissertation within two (2) months, including a written report and suggestion for evaluation. The commission report addresses the academic council.

4. The academic Council unit, after the commission report, decides:

- 4.1. Acceptance of the dissertation in the version;
  - 4.2. Rejection of the dissertation because of failure;
  - 4.3. The return of the dissertation for replenishment or alteration.
5. In case dissertation is returned for completion or alteration of the academic unit council determines the proper period, that should be a period of at least two (2) months and not more than six (6) months.
  6. The completed or changed dissertation must be submitted to the council of the academic unit with the opinion of the mentor or mentors.
  7. Upon the approval of the report of the evaluation committee, the academic unit shall establish a commission for doctoral defense. Commission for doctoral thesis defense consists of three (3) members. Commission for doctoral thesis defense may be the same as the commission for the evaluation of the doctoral thesis.
  8. The decision of the academic unit council for approval of dissertation must be ratified by the Senate.

#### Article 123

1. Once the approval of the dissertation is confirmed by the Senate, within two (2) months will be held a presentation of the dissertation. The exact date is determined by the Dean of the academic unit in accordance with the commission for the dissertation.
2. The public defense of the dissertation, will be held the record from the secretary of the commission, which is appointed by the Dean of the academic unit.

#### Article 124

1. After successful completion of the dissertation defense, the candidate earns the academic title of Doctor of Science (DrSc) or equivalent, as defined in the specific 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 gives scientific degree (scientific call) ceremoniously.
3. The ceremony will be public and formal. The ceremony procedures will be determined by specific regulations issued by the Senate.

## Article 125

1. The document of the degree of doctor of science contains:
  - 1.1. The name of the university;
  - 1.2. The name of the unit where it is protected dissertation;
  - 1.3. Name, surname, date and place of birth of the candidate;
  - 1.4. The title of the dissertation;
  - 1.5. Date of the defended dissertation.
2. The diploma document is signed by the rector and dean of academic unit, where the dissertation is successfully defended .
3. The diploma document is verified with the university seal.
4. The form and other elements of the diploma document shall be determined in a special regulation issued by the Ministry.

## Article 126

1. The academic title Doctor of Science may be revoked in the event of evidence that:
  - 1.1. Dissertation was not the candidate's own work;
  - 1.2. Dissertation was not as a result of the candidate's personal achievement;
  - 1.3. Dissertation is based on the relevant parts of previous published scientific results from other individuals or institutions;
  - 1.4. Is plagiarism or infringement of copyright;
  - 1.5. Is another unethical practice .
2. The appeal for revocation may be submitted to the council of the academic unit by any individual or institution, supported with detailed information in writing.
3. Upon appeal, the academic unit shall establish a committee three (3) members of the same scientific discipline professors of dissertation.
4. Members of the committee appealed to the dissertation will not be elected to the commission.
5. The Commission shall submit an assessment report on the reasonableness of the complaint and proposes for further procedures within two (2) months after the procedure began.

6. After the report and the commission proposal, the academic unit council decides to reject or accept the appeal for revocation at the next meeting.

7. In the case if the academic unit council accepts the appeal, the Senate will vote on this decision at the next meeting. Doctor of science in question should be invited to testify before the Senate.

#### Article 127

The University is responsible for keeping records on titles issued and revoked of the doctorate.

#### Article 128

Regarding the organization and implementation of doctoral studies, regulations are issued by the Senate.

#### Article 129 Academic titles

Academic awards will be granted in accordance with the provisions of this statute and in accordance with the Law on Higher Education.

#### Article 130

1. The senate with reasonable and strong arguments and recommendation of the Rector may waive the title holders.

2. The reason and strong argument comprises:

2.1. Forgery or deception during assessment or examination;

2.2. Plagiarism and breach of copyright in the preparation of a diploma or other written work;

2.3. Another unethical practice.

#### Article 131

1. Successful completion of studies in accordance with study program is certified by the university, with a diploma which is an official document.

2. The form and content of diploma and diploma supplement, as an issuance procedure shall be prescribed by a special regulation of the Ministry.

3. Diploma is signed by the rector and dean of academic unit where the study was completed.

#### Article 132 Recognition of studies

1. In accordance with the Lisbon Convention on the Recognition and regulations in accordance with the specific regulations of the Ministry, University admits qualifications (academic degrees, diplomas, exams) of recognized institutions either domestic or foreign higher education.

2. In accordance with the Administrative Instruction of MEST on the principles and procedures for the recognition of diplomas of higher professional schools and university degrees earned outside the Republic of Kosovo, the responsibility of the university to make the recognition of diplomas of higher professional schools and university degrees and certificates to certain periods of study in order to continue their studies.

3. In case of recognition of qualifications, the student has the right to continue their studies at university.

#### Article 133

1. The recognition procedure will be conducted by a professional officer of the Central University Administration.

2. The decision on the recognition of studies based on information extracted from the relevant European data and coordinated with the State Council for Women, which is responsible for the implementation of the Lisbon Recognition Convention.

3. The Senate authorizes the Rector to make recognition of studies clear.

4. Notes on the acceptance of qualifications will be kept permanently by the Central University Administration.

#### Article 134

1. In controversial cases, when the data are not sufficient to make a decision, the relevant committee of the study should direct the request for recognition and should be given the following information:

1.1. Complete file with all the data;

1.2. Available data and comments on the specific case of the State Council for recognition from the equivalent institution.

2. The study commission shall submit the draft report to the Senate decision within two (2) months after the request was submitted.

3. The decision of the commission may be as follows:

3.1. Full recognition of diplomas from abroad;

3.2. Submission of a list of additional tests required in order to receive full recognition;

3.3. Rejection of the application due to major discrepancies in study programs.

#### Article 135 Academic year

1. University organizes studies in accordance with the existing programs during the academic year, which lasts twelve (12) months. The academic year begins on October 1 and ends on September 30.

2. The active study period (lectures, exercises, seminars, colloquies) is divided into two semesters. The winter term begins on October 1 and ends on January 15. The summer term starts on February 16 and ends on May 31.

3. The subject can be taught in weeks (fifteen (15) weeks per term) for one (1) or two (2) semesters or can be held as a block lecture in one semester.

4. The studies calendar was drawn from the Senate latest on May 31 and includes a schedule of lectures (lectures, exercises, seminars, midterms), the terms and conditions of the exam.

#### Article 136

The Senate shall issue regulations about commitment and duties of students.

#### Article 137 Study Language

1. University organizes studies in Albanian language and other official languages of Kosovo.

2. With the decision of the Senate, at the proposal of the academic council unit lectures can be held in other languages.

3. On the proposal of the academic council unit, the Senate can decide whether the study programs will be offered exclusively in a foreign language if he has relevant arguments (promotion of academic exchange, the situation in the labor market, interests of students,

academic orientation teachers) who support these measures and favor the academic development of the University.

#### Article 138 Change of leadership studies

1. The student can make a change of study program ending learning in a study program and start learning in another study program in the same unit or another academic unit of the university.
2. Replacement of the study program is possible between study programs with the aim of achieving the same level of education in accordance with the provisions of this Statute.
3. The change of study program, the student is legally allowed to start a new program of study if at least fifty percent (50%) examinations were successfully completed during the old program of studies and are accepted in the new study program .
4. According to paragraph 3 of this Article, the student is allowed to enroll in the new study program:
  - 4.1. At least in the second year of studies;
  - 4.2. Best in the studies following the old program of studies.
5. Changing the program of study can not be done if the student should be in the first year of study in the new study program in accordance with paragraph 3 and 4 of this Article

#### Article 139

1. The student must submit a request for change of study program committee for the academic unit where the student wishes to continue his studies. Attached to the application must be evidence for the successful fulfillment of the requirements based on the previous study program.
2. The study commission determines individual obligations for change of a study program in accordance with the regulations of the study program.
3. The decision to change the study program must be obtained from the academic unit council on the proposal of the study commission.
4. An appeal against the refusal of the change of the study program must be submitted by the student council of the academic unit within eight (8) working days after the publication of the decision.

#### Article 140

During the change of the study program from another university in the University will apply the same rules as they change during the study program within the University.

Article 141  
Student status, rights and responsibilities

1. A person who is enrolled in the university has the student status
2. The student status is verified by the student book (index or student card).
3. Content and form of the index are defined by special regulation issued by the Senate.

Article 142

1. The University offers two (2) to study ways:

- 1.1. Regular studies;
- 1.2. Part-time studies;

2. Students may have the status of:

- 2.1. Regular student;
- 2.2. Part-time student;
- 2.3. Guest student.

Article 143

1. Students that are accepted to the university have the right to:

1.1. To attend all lectures, seminars and other teaching organized in subjects of their chosen program of study according to the study progress;

1.2. To use university libraries and other services for students;

1.3. To participate in elections for student representatives to university bodies, regularly participate in meetings of bodies and commissions that are appointed as members and perform such tasks in a committed and sincere way. In case of interest conflict connected with the contents of a student delegate do not participate in university governing bodies meetings;

1.4. Students are entitled to put forward new ideas and controversial opinions without risking the loss of student status or privileges that can be enjoyed by the university;

1.5. Students have the right to complain about the quality of teaching or university infrastructure;

1.6. Students have the right to contest a decision or a university action against them in the Ministry and the competent court.

#### Article 144

1. Students who are admitted to university have obligations:

1.1. To comply with the regulations issued by the university;

1.2. To respect the rights of staff and other students;

1.3. To pay proper attention to their studies and participate in academic activities;

1.4. Attend lectures in accordance with the rules of the specific study program;

1.5. to behave well in the university premises as well as outside, not to discredit the university;

1.6. to respect the rules of the ethical code;

1.7. To pay the certain fees and charges.

#### Article 145

1. Successful completion of the year in accordance with the program of study is a prerequisite for a student to enroll next year.

2. A student who has failed to successfully complete a year, is not enrolled in the same year of study.

3. The maximum number of years registered again is equal to the number of regular years of relevant study.

#### Article 146

1. A regular student loses status for the following reasons:

1.1. Decides to leave his studies;

1.2. When he has completed his studies;

1.3. When it fails to enroll in the academic year;

1.4. When he has not completed his studies at double the period of duration of study;

1.5. When it reaches the maximum number of enrollments without successfully completed studies;

1.6. In the case of exclusion on the basis of the disciplinary proceedings brought after the decision.

2. The student may require a time to extend the duration of studies for one (1) or two (2) years. The decision is taken by the academic council. In case of a positive decision, the student will have a regular student status again.

3. The academic unit shall apply special rules for maintaining the status of a regular student in the following cases:

3.1. For special achievements in the field of sports, certified by amateur or professional status at regional level or above;

3.2. For special achievements as a recognized artist, certified by relevant media response and confirmed by the Faculty of Arts Council;

3.3. For persons with special needs, as defined by the consultant medical team. The certificate of registration is taken annually by the academic council.

4. The student can apply for temporary suspension of the status of a regular student in proven cases of:

4.1. Serious illness;

4.2. Care for children under the age of three (3) years;

4.3. Pregnancy and postpartum;

4.4. Other justified. The final decision is taken by the Dean of the academic unit.

#### Article 147

1. The regular student status is held within two years after they have completed all the exams. During this time the student must provide the graduation exam to successfully complete the study.

2. A student who has exceeded the prescribed time to successfully complete the diploma may submit a request to the Dean of the academic unit for extension of time for one (1) year.

#### Article 148

1. Students may enroll again as a regular student without any restriction regarding the period of temporary suspension of regular student status under this Statute. The period of temporary

suspension of the status of regular student under this statute, is not included in the duration of studies.

2. If the valid curriculum at the time of first registration of the student does not develop in the next year of student enrollment after the temporary suspension of regular student status under this Statute, the commission studies of the academic unit decides differential exams or other additional obligations as a condition for the continuation of studies.

#### Article 149

1. The academic unit council excludes from the University permanently or temporarily students who commit misconduct. Students accused of misconduct have the right to be heard by the disciplinary committee which advises the council of the academic unit. Expelled students have the right to complain to the complaints committee on academic unit level as the second degree.

2. Regulations elaborating these procedures shall be issued by the Governing Council after consulting with the student parliament.

#### Article 150

1. Students have the right to appeal against the decision taken by the university authorities, academic and organizational units dealing with their rights and obligations.

2. Such complaints are submitted to the committee of academic studies unit within fifteen (15) working days after the decision is pronounced.

3. The study commission is obliged to submit a report on the decision of the academic council unit within thirty (30) working days after receiving the complaint.

4. Complaints about the second instance decision is decided by the Senate.

5. Students have the right to oppose to the Senate's decision at the competent court.

#### Article 151

##### Mobility of students

1. In accordance with the study program, the student can choose and register certain courses in other academic units of the university if the chosen course is not held in the faculty where the student is enrolled.

2. Registration of the subject can be done with the permission of the academic unit where the student is enrolled and with the consent of the academic unit where the student's subject.

3. Upon admission, the student is given a certificate on the admission to the specific case registration and the amount of ECTS credits that will be earned upon completion of the course. The ECTS credits earned will count in the student study program.
4. In the student official document are marked the data and recorded material, fulfillment of student obligations and the success. ECTS credits earned student will be issued a proof of academic unit where the student has earned them.
5. International mobility of students and between universities in Kosovo is regulated by a special act of the university. By this act and by agreement with the university from where the visiting student comes will regulate the rights and obligations of visiting students, tuition and other issues related to student visitor.

#### Article 152 Organize students

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

#### Article 153

1. Student interests will be represented within the university via the organs:
  - 1.1. Student Parliament at the university level;
  - 1.2. The Student Council at the level of academic unit.

#### Article 154

1. Members of student Parliament and student councils will be elected in accordance with the procedures of parliamentary elections.
2. Student organizations have the right to nominate members of the student parliament and student councils of academic units on the basis of election results in every two (2) years.
3. Details of the election procedure shall be determined by special regulations issued by the Governing Council in consultation with the student parliament.
4. The limit for nomination of members of student organizations is:
  - 4.1. Three percent (3%) of the total number of votes in the respective academic unit for student councils of academic units;
  - 4.2. Five percent (5%) of the total number of votes for the student parliament.

5. The mandate of the members of the student parliament and student councils of academic units will be two (2) years, without the right to reelection.

6. Student parliament and student councils of academic units shall conduct based on the principle of majority voting.

#### Article 155

1. Student Parliament is the supreme body of student representation.

2. The total number of student parliament members is nine (9).

3. Members are nominated by the student organizations on the basis of the total number of votes obtained in the student elections and the priority lists of candidates published by each student organization at the beginning of the election campaign.

4. Members of the student parliament elect the president and vice president.

5. The Board shall issue rules of procedure for student parliament.

6. Student Parliament elects members of the Senate from a list of nominees prepared by the student council of the academic unit. President of the Student Parliament is a member ex officio of the total number of student members of the Senate.

#### Article 156

1. The student councils are the student representation of each academic unit.

2. The total number of members in each student council is one (1%) of the total number of students enrolled in regular academic unit, with at least five (5) and a maximum of twenty one (21 ) members.

3. Members shall be nominated by student organizations on the basis of the total number of votes obtained during student elections for each academic unit according to priority lists of candidates published by student organizations at the beginning of the election campaign.

4. The members of each student council shall elect a president and vice president.

5. The Board shall issue rules of procedure for student councils.

6. Each student council propose a list of three candidates for the Senate student members to be elected by the student parliament.

7. Students council of each academic unit elects the student members of the academic council. President of the student council is a member ex officio of the total number of student members of the faculty council.

#### Article 157

The Governing Board shall allocate an appropriate annual budget for the operation of the student parliament and the students council proposed by the Student Parliament.

#### Article 158

Students have the right to peaceful assembly.

#### Article 159

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

#### Article 160

##### Scientific research and scholarship

1. University can conduct scientific research and artistic work purposes:

- 1.1. Continuous development of the educational process;
- 1.2. Recognition of students with scientific research and artistic work;
- 1.3. Continuation of scientific development professional and artistic youth;
- 1.4. Establishment of an international network of researchers and artists;
- 1.5. Preparation and submission of competitive research and arts interdisciplinary projects.

2. Scientific research are done by the university academic units in two ways:

- 2.1. From basic research without immediate practical use;
- 2.2. Of applied research in close contact with the public interest and needs.

3. Scientific research and artistic work are made by these basic conditions:

- 3.1. Through public funds provided by the university;
- 3.2. Through private funds from individual contracts with third parties.

#### Article 161

1. The University is obliged to provide appropriate conditions for scientific research and artistic creation and to enable academic staff to achieve competitive results at international level.
2. The academic staff of the university is obliged to do scientific research and creative work in accordance with their professional skills and obligations arising from the strategic guidelines of the Senate and the councils of the respective academic units.
3. Individual assessment of scientific research and artistic work will be taken into account for professional evaluation and professional development.

#### Article 162

1. Scientific and artistic research shall be conducted within the university premises.
2. On the proposal of the academic unit council the Rector may give permission to academic staff to perform research and creative work in certain locations outside the university and to participate in joint projects with other institutions.

#### Article 163

1. The scope and results of research activities and creative work will be reported individually for each year by an academic staff of the academic council.
2. Each academic unit must submit annually the profile of scientific research and artistic work to the Rector and the Senate.
3. All data regarding scientific research and artistic work, as specified in this Statute, should be collected as standardized statistical data and should be stored in a central database, powered by the Rector.

#### Article 164

1. University professors have the right to ask the Senate for (1) year of free research focused on a foreign university.
2. A positive decision research focused for a year requires:
  - 2.1. Presentation for the research project;
  - 2.2. At least five (5) years of full engagement in teaching and research;
  - 2.3. Proven scientific competence and recognition within the international scientific community;
  - 2.4. Call for scientific research from an institution of a foreign university.

3. During the year released, the employee shall receive his full salary.
4. After year of focused research, the employee is entitled to return to the same position with the same conditions as before.

Article 165  
University employees  
And non-academic staff

1. All workplaces will be held on the basis of fulltime and parttime contracts.
2. The Board shall issue specific regulations for collective contracts for academic staff and non-teaching staff in accordance with applicable laws.

Article 166

1. The staff in regular employment relationship can not have another employment contract with fulltime another university.
2. The staff in a regular working relationship, which can be engaged, elected or appointed to another public institution has no right to be elected in the governing bodies, but has the right to choose.

Article 167

1. The academic staff of the University shall be people engaged in:
  - 1.1. Academic teaching;
  - 1.2. Scientific research;
  - 1.3. Artistic creativity.
2. The academic staff consists of:
  - 2.1. Regular professors;
  - 2.2. Associate Professor;
  - 2.3. Assistant Professor;
  - 2.4. Assistant of University;
  - 2.5. Lecturer and tutor (Faculty of Arts).
3. Official academic staff Abbreviations are:



8. Other issues for assessment procedures are defined in regulations issued by the Senate in accordance with this Statute.

#### Article 170

Conditions for appointment and promotion to any grade of academic staff have relevant qualifications and relevant experience for the job.

#### Article 171

1. The title of Professor of an academic unit, the candidate must have the following qualifications:

1.1. Have the degree of doctor of science (equivalent at the Faculty of Arts);

1.2. Show high level of academic competence and scientific experience in the subject, proven by:

1.2.1. A significant number of monographs, textbooks, publications in scientific or artistic journals with at least five major papers published in international scientific or artistic journals as first author or correspondent;

1.2.2. active participation in national and international conferences;

1.2.3. Creation or recognized artistic works or public presentations and have contributed as is the case Faculty of Arts in particular way must have contributed to the development of culture and art;

1.2.4. Long-term experience research projects in basic and applied;

1.2.5. High educational and pedagogic skills through reasonable practice;

1.2.6. academic leadership skills;

1.2.7. Leading thesis in master and doctoral studies.

2. The acquisition of title and the duration of employment are made for an indefinite period.

#### Article 172

1. For the associate Professor title the applicant must fulfill the following conditions:

1.1. To have the title of the science doctor (equivalent at the Faculty of Arts);

1.2. Have a selected number of monographs, publications in scientific or artistic journals with at least three (3) main papers published in international journals as first author or correspondent;

- 1.3. Have produced genuine artistic works or public presentations, when needed for the Faculty of Arts;
  - 1.4. Demonstrate the ability to teach;
  - 1.5. Witness work, knowledge and mastery of the subject in the relevant field.
2. The acquisition of title and duration of employment is four (4) years.

#### Article 173

1. The title of assistant professor candidate must fulfill the following conditions:
  - 1.1. Have the degree of doctor of science (the equivalent of the Faculty of Arts);
  - 1.2. To have a number of monographs and reviewed publications in scientific or artistic journals with at least one (1) major work published and reviewed in international journals as first author or correspondent;
  - 1.3. Produced artistic works or public presentations when it comes to the Faculty of Arts;
  - 1.4. Demonstrate the ability to teach.
  - 1.5. Have at least three (3) years of experience in the learning process at the university.
2. The acquisition of title and duration of employment is four (4) years.

#### Article 174

1. For the title of assistant candidate must fulfill the following conditions:
  - 1.1. To have successfully completed a master's degree in the corresponding direction;
  - 1.2. To be no older than twenty-eight (28) years when appointed for the first time;
  - 1.3. To be enrolled in doctoral studies at the university on his reelection;
  - 1.4. To have a GPA in bachelor and master no less than eight (8), in each of these studies.
2. All appointments and duration of employment lasts three (3) years.
3. Assistants hold exercise classes at the bachelor and master studies.

4. Exceptionally the assistant who was selected in the absence of the professor for the course, may be authorized to maintain limited lectures at the bachelor studies with the authorization of the council and the academic unit under the supervision of a teacher from the department's pulpit.

#### Article 175

1. For the title of foreign language lecturer, the candidate must fulfill the following conditions:

1.1. To have successfully completed a master's degree in the chosen language;

1.2. Have excellent skills of the language;

1.3. Have a GPA of bachelor and master courses less than eight (8), in each of these studies.

2. Lecturers at other universities than their home faculty, have all rights and obligations to hold lectures.

3. The title of coach, the candidate must fulfill the following conditions:

3.1. to have successfully completed a master's degree, the direction of the piano or any other instrument;

3.2. To have a GPA of not less than eight (8), in each of these studies;

4. The acquisition of title and duration of employment are three (3) years.

#### Article 176

1. Additional regulations about special qualification of the academic staff of the respective faculty will be drawn from the Senate on the proposal of the respective council of the academic unit in accordance with the provisions of this Statute.

#### Article 177

1. Retired professor of an academic unit may be assigned the title 'emeritus' Professor by the Senate on the proposal of the faculty council and with the support of at least two (2) boards of academic units.

2. A candidate for the title "Professor Emeritus" is distinguished by exceptional academic and scientific achievements during the period of his activity. His qualifications are considered indispensable for the medium term by the academic unit. This need must be detailed by the academic unit of the study commission.

3. "Emeritus Professor" will have the right to teach and deal with scientific work in accordance with his qualifications and requirements of the specific academic unit until the age of seventy (70) years.
4. Other issues about the rights and responsibilities of "Professor Emeritus" set by individual contract signed by the Rector on the proposal of the special academic dean unit.
5. If needed, with a good reason request from the academic unit of the university president can commit academic staff in teaching and research process up to the age of seventy (70) years.

#### Article 178

The governing board proposal of the Senate shall issue regulations about the ethical code of university employees.

#### Article 179

1. Disciplinary responsibility of employees of the university and the measures to be taken, are determined by regulations issued by the Board.
2. The procedures and conditions for the revocation of securities, suspension or termination of employment of staff shall be determined by special regulations issued by the Governing Board after having consulted with the Senate.

#### Article 180

##### The rights and responsibilities of personnel

1. The academic staff have the freedom of speech. They have the freedom to question and test received wisdom and to put forward new ideas and controversial opinions without putting themselves at risk of losing their job or any privileges they may have with the University.
2. The academic staff have the freedom to publish the results of research and creative work, subject to the rules of this statute refers to the use of intellectual property rights for the benefit of the university.

#### Article 181

1. The academic staff of the university is obliged to observe:
  - 1.1. The spirit of humanism;
  - 1.2. University autonomy;
  - 1.3. Freedom of scientific and artistic creativity;

- 1.4. University acts and decisions based on them;
- 1.5. Principles of professional and scientific integrity;
- 1.6. Code of ethics;
- 1.7. The university's reputation and improve it.

#### Article 182

1. The academic staff of the university in the educational process is obliged to fulfill the following tasks:

- 1.1. And prepare lessons, seminars, exercises and other forms of speech;
- 1.2. Prepare textbooks and appropriate literature for studies within the subject;
- 1.3. Supervise seminar work, diploma work for bachelor's and master's, doctoral dissertation works and other student research work;
- 1.4. Provide maintenance without examinations during the prescribed examinations.

#### Article 183

1. The staff should regularly participate in meetings of bodies and commissions that are appointed as members and carry out such duties with dedication and sincerity.

2. In case of conflict of interest relating to the content, the delegated member of staff does not participate in meetings of governing bodies of the university.

#### Article 184

The staff has the right to peaceful assembly and the right to form trade unions, the professional staff associations to represent the collective interests before the university authorities and for other purposes envisaged by the Law on Higher Education in Kosovo .

#### Article 185

1. Academic and non-academic staff have the right to oppose decisions taken by the university authorities, academic or organizational units about their rights, obligations and responsibilities.

2. Such objections must be submitted within fifteen (15) business days after the relevant decision be published.

3. Appeal against the decision, unless otherwise specified in the Statute, should be decided primarily by:

3.1. The council of the academic unit, if the decision at first instance is made by the Dean;

3.2. The administrative council of the organizational unit, if the decision at first instance has been made by the Director;

3.3. The rector, if the decision at first instance has been made by the Rector or the General Secretary ;

3.4. The senate, if the decision at first instance has been made by the council of the academic unit or administrative board of the organizational unit;

3.5. The board of directors, if the decision at first instance has been made by the rector or the Senate;

3.6. The ministry, if the decision at first instance has been made by the Board.

#### Article 186 The University honors

1. The university awards honorary titles to deserving persons.

2. The senate shall issue a special regulation on the procedure for deciding on awarding honorary titles.

#### Article 187

1. The title of Honorary Doctor ( "D<sup>Honoriscausa</sup>") is given to:

1.1. Great achievements in science and art;

1.2. Important contributions to the development of human relations and consolidating peace.

#### Article 188

1. The title "honorary member of the University" given to:

1.1. Uninterrupted internal and political support for the university;

1.2. Relevant financial contribution to the development of the university.

#### Article 189

Management procedures, quality control and management  
Financial management and control

The Ministry of Finance is obliged to provide appropriate funding for the university to fulfill its obligations and responsibilities in accordance with the provisions of this Statute.

Article 190

1. University in accordance with the provisions of this statute is entitled to receive funds from these sources:

- 1.1. Allocations from the Ministry of Finance, for teaching, research and artistic work with general interest on the basis of the approved budget;
- 1.2. Tuition fees and other fees paid by students;
- 1.3. Payments for commercial and other services;
- 1.4. Donations, gifts and grants;
- 1.5. Contracts with national, international, public and private bodies for teaching scientific research, artistic work and consultations.

Article 191

1. The university is free to bind contracts for any purpose related to the education, scientific research and artistic work. The University may invest funds other than public in any enterprise with educational, scientific research or artistic purposes if:

- 1.1. Contracts that impose obligations to publicly owned assets in accordance with applicable law and the consent of MEST and MF;
- 1.2. They do not not jeopardize public funds.

Article 192

If the university does not win accreditation in accordance with the Law on Higher Education, the Ministry may take by law interim measures for its financing and receipt of tuition fees and other income pending the recovery of accreditation, closure or merger as stipulated by the Law on Higher Education of the Republic of Kosovo.

Article 193

1. The funds allocated by the Ministry of Finance in accordance with the Law on Public Financial Management and Accountability, the budget law during the financial year, according to the budget request approved by the Assembly.

2. Funds allocated by the Ministry of Finance for the university, deposited in the university budget code, to be administered by the Rector in accordance with the provisions of this Statute. Subaccounts shall be established for each academic and organizational units available and the responsibility of the dean/director.

#### Article 194

Within the budget limits approved by the Kosovo Budget, the Board shall have the right to make the limited budget transfer between budget lines maximum of ten percent (10%) per annum, as well as amend the funds allocated by certain categories.

#### Article 195

1. The allocation budget from the Ministry of Finance will take into account the results of the evaluation and performance reports provided by the university and the observations and recommendations provided by the Kosovo Accreditation Agency.
2. The allocation budget from the Ministry of Finance does not take into account any of the private funds provided by the university or its academic and organizational units.

#### Article 196

1. All academic units are required to prepare an annual budget report and submit within the legal limit in the central administration of the university.
2. The spent budget will be reported at the latest by January 31 of the following year.
3. Budget reports will be prepared based on the standards specified by the Ministry of Finances the Treasury.
4. Department of Budget and Finance of the University shall prepare an annual report on the budget execution under the legal provisions in force.

#### Article 197 Budgetary procedures

The Rector is obliged to prepare annual estimates of income and expenditure for consideration by the Board, as well as the management report and budget resources approved by the Ministry of Finance in accordance with the legal provisions in force.

#### Article 198

The Board shall issue an annual financial plan based on budgetary procedures in accordance with this statute and laws.

## Article 199

1. Budgetary procedure shall consist of the following actions:

1.1. The elaboration of revenue development report and annual costs will be made by the Department of Budget and Finance in collaboration with the deans, directors of institutes and organizational units: the Rector, the Board and the Ministry of Finance.

1.2. The preparation for initial budget requests will be made by the budget and finance department in collaboration with the deans and organizational units.

1.3. Budget hearings about the requirements of academic and organizational units will be organized by the Rector and the director of budget and finance of the university.

2. The annual report of the budget expenditures will be presented in a comprehensive manner with details of the approved budget and spent by economic categories.

3. The data to fulfilling the tasks and activities are based on the provisions for the reporting of activity and performance with this Statute.

## Article 200

1. The budget approved for each academic and organizational unit represents the current state of finances for the current budget year and is consisted by economic categories defined by applicable laws and the provisions of this Statute.

2. Requests for capital investments or other projects are appeared in the order specified and justified based on the strategic plan of university development.

## Article 201

The data on the budget process are stored in the database in the central administration and academic and organizational units.

## Article 202 Student fees

1. Students payments are made for specific services offered by the university at the time of the study program.

2. Annual student fees are inclusive in accordance with the specific regulations of the Ministry and comprise all services provided during the regular course of studies in accordance with the provisions of this statute.

3. Student fees apply for basic bachelor, master's and doctoral studies.

4. The board shall issue detailed regulations about the type and amount of student fees will be in accordance with relevant regulations issued by the Ministry.

#### Article 203

1. StudHQW IHHV ZLOO EH WUDQVIHUUHG WR WKH XQLYHUVLV

2. During the annual budgetary procedure a relevant percentage of student fees is returned to the academic unit from where it is taken for the development of educational services in accordance with this Statute.

3. The board shall decide the specific percentage to be shared fairly and transparently.

4. The remainder of student fees is kept as "reserve educational budget" and will be available to the board. This amount shall be assigned exclusively to the development of specific programs of study and divided by the Governing Council.

#### Article 204 Financial control

1. In accordance with the laws in force the university subjects, on an annual basis, an external regularity audit and financial control by the authority established by law.

2. The determined authority by law submits a report on the regularity audit. The answers provided by the university, if any, are associated with the report attached to the report and are part of it.

3. Following the publication of the report, the university's governing and management authorities shall submit to the authority designated by law a report which sets out measures which intends to take to implement the recommendations made in the audit report of the General Auditor of Kosovo.

#### Article 205

1. In order to establish greater operational efficiency, greater budgetary and fiscal discipline and observance of the rules concerning the proper use of resources, the university in accordance with the laws in force creates the internal audit function.

2. Internal audit is an independent advisory activity that helps the university fulfill its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance.

3. The university authorities will take all necessary measures to ensure the independence of the internal auditor.

4. The internal auditor will exercise its activities in accordance with laws and regulations in force.

5. The governing board, the rector, the general secretary and the auditors, in accordance with the provisions of this Statute shall have the unrestricted right of access to all records and official documents of the university and its staff.

#### Article 206 Quality control and evaluation

University develops its own quality assurance system in order to maintain quality and achieve its performance objectives.

#### Article 207 Quality assurance and assessment

1. Assessment is subjected to everyone, and this assessment includes the entire spectrum of the university and its services.

2. Estimates analyze the effectiveness and efficiency of the functioning of the university in all areas of action. It provides estimated units and bodies responsible governance indicators for security measures and quality improvement, as well as decisions relating to personnel and organization.

#### Article 208

Evaluations are conducted in accordance with international valuation standards.

#### Article 209

1. Estimates have the following effects:

1.1. Motivation and public appreciation in case of positive results;

1.2. Implementation of appropriate measures in order to improve performance in the case of negative results.

#### Article 210

The results and consequences of evaluations will be considered by the governing bodies of the University and its units and will have an impact on the budget allocation.

## Article 211

### 1. The provided estimates:

#### 1.1. Evaluation of management measures at all organizational levels regarding with:

1.1.1. Establishment and adjustment of study programs;

1.1.2. Changing the study programs;

1.1.3. Organizational measures such as the establishment, adaptation and integration of institutional units;

1.1.4. The achievement of social goals;

#### 1.2. Evaluation of study programs and organization of studies;

1.3. The quality of teaching evaluation;

1.4. Evaluation of research activities;

1.5. Evaluation of artistic work.

2. Evaluations are carried out to achieve the objectives, work adjustment and economy of the measures taken.

## Article 212

### 1. Assessment of teaching, scientific research and artistic work are done in this way:

#### 1.1. Internal evaluations through self evaluation:

1.1.1. Self-assessment questionnaires by academic staff;

1.1.2. Anonymous evaluation questionnaires from students;

1.1.3. Analysis of the parameters on the basis of the employment relationship and performance;

#### 1.2. External assessments by international colleagues:

1.2.1. being present in the class;

1.2.2. The expert reports.

2. The University shall conduct regular external evaluations in accordance with this Statute and the standards set by the Kosovo 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 the Board.

#### Article 213

1. Assessment of the quality of teaching by the students is done once a year through anonymous questionnaires coordinated by a special study commission.
2. Questionnaires are detailed compiled by the commission of each academic unit studies, based on a standardized questionnaire structure given by the Senate and will be saved and will be used in computer mode.
3. Ten percent (10%) of the best annual results of the teaching evaluation will be published by the head of each study commission.
4. The head of each study commission is obliged to discuss with the teachers lined up to ten percent (10%) lower annual results by the students and to jointly decide on the measures taken to improve the quality of learning.

#### Article 214

1. All external and internal evaluations will be conducted by standard procedures, including the following actions:
  - 1.1. Managing authorities are Responsible for estimating before the evaluation, informing the university unit that is affected by this assessment:
    - 1.1.1. Areas
    - 1.1.2. Objectives
    - 1.1.3. Procedure and schedules;
    - 1.1.4. Instruments
  - 1.2. Preparation of the draft report written after the completion of the evaluation:
    - 1.2.1. The assessment procedure;
    - 1.2.2. Results
    - 1.2.3. Proposed measures.
  - 1.3. Estimated units are given a reasonable period of time to respond to the draft report. These comments will become an integral part of the evaluation report.
  - 1.4. The final evaluation report will be given to:

1.4.1. All responsible people of the units evaluated;

1.4.2. Management authorities that are responsible for implementing these measures.

2. The rector requires the implementation of the report by responsible governing enforcement authorities after a reasonable period of implementation of a maximum of two (2) years.

#### Article 215

1. External evaluation is done:

1.1. On the initiative of the Governing Council, Senate or Rector;

1.2. The initiative of the academic council units and having consulted with the Dean;

1.3. Ministry's initiative and after having consulted with the Board and the rector.

2. The estimate price initiated by the Ministry will be covered by university funds.

#### Article 216

The university units and their governing bodies are obliged to provide the necessary data and information for assessment and they should cooperate.

#### Article 217

Completing their work for all academic personnel is evaluated regularly on an institutional basis, at least every five years.

#### Article 218

##### Work Report and the performance of their duties

1. All heads of institutions and leaders or other organizational units of the university provide their annual report and performance to the Dean of their academic units.

2. The annual performance report contains:

2.1. The latest information about education in the academic year;

2.2. Data on artistic work and research data of the current calendar year.

## Article 219

Each dean of academic unit provides comprehensive annual report to the Rector of his academic unit.

## Article 220

1. The work report and the fulfillment of tasks contains sufficient information concerning:
  - 1.1. The number of students (registered, the total number of graduates);
  - 1.2. Academic teaching:
    - 1.2.1. Study programs and courses;
    - 1.2.2. Teacher/teachers' responsibilities and lectures given;
    - 1.2.3. Exams and seminar papers;
    - 1.2.4. Diploma and doctorate theses;
    - 1.2.5. Results of student assessment.
  - 1.3. Research
    - 1.3.1. Published scientific articles, monographs, and other scholarly publications;
    - 1.3.2. Reports and scientific projects;
    - 1.3.3. Participation in conferences and papers;
    - 1.3.4. Research projects funded by public and private sources;
    - 1.3.5. Academic staff funded by private sources;
    - 1.3.6. Other relevant research parameters;
  - 1.4. Artistic creativity.
2. A detailed and standardized form is issued by the Senate for every academic unit of rector's proposal and after having consulted with the Dean of the respective academic unit Council.
3. The Senate establishes a special procedure for the annual gathering of the performance report on the proposal of the Secretary General.
4. All data are reported performing duties at the latest by March 31 of the following year.

## Article 221

1. Working reports will be compiled, collected and stored in a computerized and standardized form.
2. Central University Administration provides the necessary instruments to collect data about the work and is responsible for data storage and data analysis.
3. The authority of each academic unit decides on the right of the access to the data unit. General Secretary as an administrative representative of the university, and as the highest authority in this regard has unlimited access to all data.

## Article 222

### Administration and data Administrative offices

1. The University will provide efficient and effective administrative services to enable academic staff to fulfill the objectives and responsibilities in the field of academic education, scientific research and artistic work, in the best way possible, as provided for by this statute.
2. University where necessary will establish administrative offices at university level and for each academic and organizational unit.

## Article 223

1. Central University Administration is responsible for professional, administrative and technical issues related to:
  - 1.1. Education, scientific research and artistic work;
  - 1.2. Administration of recognition of studies;
  - 1.3. Personnel administration;
  - 1.4. Legal aspects;
  - 1.5. University  $\uparrow$  V G H Y H O R S P H Q W S O D Q
  - 1.6. Accounting and finance;
  - 1.7. Maintenance and documentation of property;
  - 1.8. Folders
  - 1.9. Movement of goods;

1:10. Management information system;

1:11. Central database;

1:12. Other general aspects of university administration.

2. All these tasks are coordinated by the General Secretary.

#### Article 224

1. The administrative offices of academic and organizational units are responsible for professional, administrative and technical structure of which will be determined by the scope of his unit in accordance with the provisions of this Statute.

2. All these tasks are coordinated by the General Secretary by an officer for legal matters of academic or organizational unit.

3. Number and duties for legal affairs is appointed upon the proposal of the General Secretary and is approved by the Governing Council.

#### Article 225

1. The officer for Legal Affairs of the academic unit is the administrative office bearer of the academic unit. It is responsible for certain administrative functions of the office that should be done effectively and efficiently. For its work it responds to the Dean and General Secretary.

2. Candidates for Judicial officials must meet the following qualifications:

2.1. Have a university degree with at least four (4) years of study or master;

2.2. Must be from the professional fields of justice;

2.3. Have three (3) years of professional experience;

2.4. Have sufficient knowledge of the educational and research processes;

2.5. Have proven organizational and management skills;

3. Selection of the legal officer of the academic unit issues is made by public competition rules.

#### Article 226

1. The Governing Board, at the suggestion of the rector, issues regulations on internal organization of university services.

2. At the suggestion of the General Secretary , rector issues regulations about systemating the jobs within the central administration of the University.

3. At the suggestion of the Secretary, Dean or Director they shall issue regulations about systemating jobs within the administrative office of academic or organizational unit.

#### Article 227 Folders

1. The General Secretary is responsible for maintaining accurate records of administrative offices.

2. With respect to these data should be kept consistent records:

2.1. Candidates applying for admission;

2.2. Students enrolled in all study programs and research;

2.3. Graduates

2.4. Contract staff;

2.5. Ownership

2.6. Financial accounts;

2.7. Research projects, and creative consultation;

2.8. Commercial contracts;

2.9. Reports of academic work;

2:10. Ratings

2.10.1. Its own reports;

2.10.2. Exterior and interior estimates;

2:11. Other matters requested by the Board, Rector or Senate.

#### Article 228

All staff and students of the university should cooperate with the General Secretary of the University by providing the information required to be kept under the preceding Article.

#### Article 229

1. All data should be stored in a standardized electronic. These data are stored in a central database in the service of each academic and organizational unit and maintained by the University Information Center; such as:

1.1. The number of students and student book;

1.2. Budget figures;

1.3. The infrastructure data;

1.4. Work reports and assessments.

2. The General Secretary of the university is responsible for granting the right to access to a specific database. Regulations issued by the Rector on the proposal of the General Secretary and after consulting with the deans and academic and organizational units.

#### Article 230

All data related with the staff is held by respecting their privacy and can be opened only for specific purposes in accordance with applicable law and the provisions of this Statute.

#### Article 231

##### University publishing activity

1. The University functions as a publisher, editor of textbooks, monographs and other scientific and professional journals in accordance with the rules for publications issued by the Senate after having consulted with the Board.

2. Regarding with the publications in university the Senate establishes publishing council which consists of five members. The vice rector for teaching is a member of the editorial board as its official work with voting rights.

3. Members of the Council are elected by publishing the relevant fields of science and art. For the sciences that are not included in the publishing Council, the Senate shall appoint professional editor.

4. The publishing Council elects the president from among its members. The mandate of the publishing Council members four (4) years.

5. The elected members of the editorial board are also editors of scientific publications in the fields of science, professional and artistic, to which they belong.

#### Article 232

1. Annual priorities for publication will be determined by the Senate based on the number and type of claims made by academic staff by academic units.

2. The University Senate shall issue regulations regarding the conditions and procedure of publication, edition and translation of publications.

#### Article 233

1. University bulletin is published regularly and serves as an official university newspaper.
2. The general Secretary of the university is the managing editor of the University bulletin.
3. University issues professional artistic 'scientific journal.

#### Article 234

1. The university student newspaper is regularly published.
2. The Rector shall appoint the responsible editor for the student newspaper after consulting with the editorial board of the student newspaper.
3. The editorial board is composed of four (4) members who are elected by the student parliament.
4. Students are engage as a freelance journalist for the student magazine up to six (6) months.
5. Details of job and employment procedures are prescribed in regulations issued by the desk.

#### Article 235 Transitional provisions

1. This statute is approved by the Governing Council temporary, which has the obligation of completing the establishment of the university.
2. Since the university until the entry into force of this Statute has been in the establishment phase, all the decisions, regulations and other acts are enacted by the interim Governing Council that will remain in force until adapted and harmonized conformity with this Statute.
3. The Senate of the University is elected under this statute has a mandate to review all decisions that affect academic and if it deems it appropriate it is possible to change or cancel.
4. From the date of entry into force of this Statute, the selection procedures of officials and university governing bodies are required.
5. The elections will be conducted in a sequence that ensures continuous procedure in accordance with the provisions of this Statute.

#### Article 236

1. All academic and administrative staff contracts will continue under the same conditions until the date specified in the contract. Continuation of contracts are made in accordance with this Statute.
2. Personnel transfers the academic title "Lecturer" and will continue to hold this appeal as the decision and the deadline by which a ~~senior~~ is elected.
3. All acts of appointment and ~~academic~~ academic staff contracts continue under the same conditions in accordance with applicable legislation.

Article 237  
Final provisions

1. University "Haxhi Zeka" and academic and organizational ~~units~~ units to harmonize the existing laws and regulations in accordance with this Statute, no later than three months after the entry into force of this Statute.
2. To extract acts as in paragraph 1 of this Article shall apply the provisions of the Temporary Statute and other applicable laws unless they are inconsistent with this Statute and the Law on Higher Education.

Article 238  
Repealing provisions

With the entry into force of this Statute shall supersede all other temporary provisions of the Statute of the University "Haxhi Zeka".

Article 239  
Entry into force

This Statute shall enter into force upon the approval of the Assembly.

President of the Republic of Kosovo,

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Jakup Krasniqi

