



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

*Ministria e Arsimit, Shkencës dhe Teknologjisë – Ministarstvo za Obrazovanje, Nauke i  
Tehnologija – Ministry of Education, Science and Technology*

Kabineti i Ministririt/Kabinet Ministra/Cabinet of the Minister

**PROVISIONAL STATUTE  
OF  
PUBLIC UNIVERSITY OF GJAKOVA  
GENERAL PROVISIONS**

**ESTABLISHMENT**

**Article 1**

Public University of Gjakova (hereinafter: “University”) is established pursuant to the Decision of Government no. 01/118 of the date 06.03.2013. The University is established on the basis to provide academic education, scientific research and artistic composition.

**Article 2**

**Name, headquarter, symbols and  
structure**

1. The name of University in Albanian language is Universiteti Publik i Gjakovës.
2. University’s headquarter is in Gjakova.

**Article 3**

The University consists of academic and organizational unit, as further provided in this Statute.

#### **Article 4**

1. The University has these symbols:
  - 1.1 Emblem
  - 1.2 Seal and dry seal
  - 1.3 Flag
  - 1.4 Collar of the rector
  - 1.5 Academic dress of rector, vice-rectors and deans of academic units
2. Symbols of the University are selected from Steering Council from the public competition.
3. Academic units of the University have the right to use the name, emblem, and the flag of university.
4. The date of the anniversary of the University is the day of the establishment, 6 March 2013.

#### **MISSION**

#### **Article 5**

1. Public University of Gjakova (hereinafter University) is an autonomous higher education institution that conducts academic education, scientific research, artistic creativity, professional advice and other fields of academic activities. The University has these objectives:
  - 1.1. To act as a leading centre for advancing knowledge, ideas and science in higher education system in Kosovo;
  - 1.2. To play a leading role in development of education, science, culture, society and economy of Kosovo;
  - 1.3. To assist in the process of promoting the civic democracy;
  - 1.4. To aim in establishing and supporting the highest standards in the field of teaching and learning, scientific research and artistic creativity;
  - 1.5. To use its resources in most efficient manner;
  - 1.6. To cooperate in highest extent and take part in all higher education activities at national, regional and international levels;
  - 1.7. To comply with the European standards;
  - 1.8. To fully integrate in European Higher Education Area (pursuant to Bologna Declaration, Lisbon Recognition Convention and European Research Area) and to undertake necessary and adequate reform steps for achieving this objective.
2. University is an integral part of European Higher Education Area, which is represented by the Union of European Universities. The University pledges to obey all the rules, standards and responsibilities that derive from this Statute.

### **Article 6**

The University is obligated to provide equal opportunities to all, without any discrimination regardless of their gender, race, sexual orientation, marital status, language, religion, political affiliation or other, national, social or ethnical background, background of national community, wealth, birth status or any other status, and to the extent practically reasonable, the age and physical or mental deficiencies.

### **Article 7**

The University provides and supports gender equality. In cases when a male and female candidate has the same qualifications, female candidate will have priority.

### **Article 8**

All individuals and authorities of University will behave in accordance with the highest standards of commitment, integrity, objectivity, accountability, sincerity, honesty and leadership.

### **Article 9**

The University enjoys the autonomy and freedom of academic teaching, scientific research as well as artistic creativity within its activities. University premises enjoy the right of inviolability from law enforcement bodies, except for the cases otherwise provided by special laws.

### **Article 10**

Teaching staff and students of the University enjoy the right of the union and expression within the structures foreseen by this Statute.

### **Article 11**

#### **Rights and Duties**

1. University Duties are:

- 1.1. To regulate the structures and activities with the rules of University based on the provisions of this Statute, in accordance with the Law on Higher Education and with other sub-legal acts issued from it and in alignment with other applicable laws;
- 1.2. To select the teaching staff and other staff, to set additional conditions for admission of students and methods of teaching and assessment of the students, that are approved by KAA;
- 1.3. To draft and implement independently the curricula, scientific research and artistic projects in consultation with domestic and international partners;
- 1.4. To select the fields of study;

## **Article 12**

1. University is a legal entity and possesses complete legal individuality regarding all rights and obligations in relation to the issues that are addressed in the applicable laws, including:
  - 1.1. The right to sue and the right to be sued;
  - 1.2. Regulation of its internal organization;
  - 1.3. Restriction of the right to use of the university title only for the persons or organizations that are authorized from Steering Council of the University;
  - 1.4. Possession and management of the lands, buildings and other capital assets;
  - 1.5. Acceptance and administration of the funds from any legal source;
  - 1.6. Propositions of fees, tariffs and fines to the Ministry for approval;
  - 1.7. To appoint and terminate the work contract of academic and non-academic staff and to exercise all the duties of an employer, as foreseen by the applicable legislation;
  - 1.8. All work contracts for this time period must be done in cooperation with MEST;
  - 1.9. Signing of the contracts for goods and services and for capital projects;
  - 1.10. Approval of the content and structure of its academic, scientific, artistic and professional programs;
  - 1.11. Establishment of legal relations with students and description of conditions for their admission;
  - 1.12. Setting the applied methodology for teaching and learning;
  - 1.13. Application of adequate measures for quality assessment and assurance;
  - 1.14. Provision of titles, diplomas, scientific and honorary titles, and if reasonable cause to cancel them as well;
  - 1.15. Establishment of commercial enterprises and institutions for educational, scientific, research, professional and artistic purposes;
  - 1.16. Reaching agreements with local and international providers (of education in Kosovo) and with international institutions;
  - 1.17. Approval, content and the form of the flag, seal and other emblem, and
  - 1.18. Other necessary competencies needed for performing its functions according to the law

### **Article 13**

1. Academic units and organizational units of University are not legal persons. University's academic and organization unit poses the authorizations that are foreseen by this Statute. Academic units and organization units of University are special programs (units) within the university, namely the University is a budgetary organization within the Law on Budget.
2. University conducts the procurement activity for all academic units, academic units have the planned budget within the university and have the possibility to set the priorities through the requests for commitment-expenses.
3. The managing authority, to whom was provided the authorization, is tasked to submit to the rector the detailed annual report regarding all aspects of relevant administration including:
  - 3.1. Contracts and agreements;
  - 3.2. General usage of resources;
  - 3.3. Account and budget flow;
  - 3.4. Employment of specific staff;
  - 3.5. Usage of equipment and objects;
  - 3.6. Meeting project objectives
4. Managing authority is responsible to submit such report also for a shorter period, by request of the rector.
5. In case of abuse of authorization, the rector has the right to suspend the authorization until a final decision is taken from the Steering Council of University.

### **Article 14**

The property and infrastructure used by the University is a public property.

### **Article 15**

#### **University Governance**

1. The main governing authorities of University are the Provisional Council (hereinafter the Council) and Provisional Senate (hereinafter the Senate).
2. All governing authorities of University exercise their activity on the principle of majority vote, if not otherwise specified by this Statute.
3. The mandate of all governing officials, governing authorities and its members is provisional, according to the decision of the Council in cooperation with MEST regarding the establishment of regular bodies, but not longer than 1 year after the establishment of provisional bodies.

### **Article 16**

The provisional rector (hereinafter the Rector) is the main managing and academic authority of University. The Rector reports to the Council of University about the effective, productive and economic performance of University, within his duties. In this aspect,

the Rector possesses all the authorization for realization of his/her duties, unless those duties are given to other authorities or heads with this Statute. Rector is assisted by the Vice-rectors and General Secretary of University as foreseen in the upcoming section.

## **Article 17**

### **Steering Council of the University**

1. Provisional Steering Council of the University is the main governing authority of the University.
2. The Council has overall strategic responsibility for the effective institutional functioning of University.
3. The Council is responsible for all decision related to financial issues (budget, staff, infrastructure), in order to ensure adequate conditions for sustainable activity of University in accordance with its obligations.
4. The Council in group reports to the Ministry of Finances and is responsible for the proper and effective use of the funds that Ministry or any other public source has allocated to the University.
5. The Council can establish provisional commissions to provide advice about the specific aspects of its performance.
6. The Council establishes the Commission for statutory issues as an advisory commission. The Commission informs the authorities of University about all the cases of non-implementation of Statute and other acts in specific issues from competent authority as well as participates in drafting or provides opinions about the procedure for preparation of the acts and regulations that are issued by University, the Council through a special act regulates the issues about the Commission for statutory issues.

## **Article 18**

1. The Council consists of nine (9) members with the right of vote.
2. Ministry of Education, Science and Technology appoints all the members with the right of vote and they are appointed, according to the provisions of the Law on Higher Education. They must possess high public reputation, relevant professional and business skills as well as other practical skills.
3. All members of the Council serve in individual role in the Council, and not as delegates or representatives of specific interest of a group.
4. With an invitation of the Council, as needed, other persons without the right of vote can participate in the meetings.
5. The head of students' parliament can participate in the meetings of the Council, without the right of vote, only in cases when issues related to the students are being addressed.

## **Article 19**

1. The Council elects the chair, deputy chair and secretary from its members.
2. The mandate of the Council members is provisional.

## **Article 20**

1. Rules and procedure of the Council is prepared and approved by the Council after the consultation with MEST.
2. A quorum of five (5) members is needed to hold the meetings of the Council.
3. Decisions in the Council are taken with the majority of the votes (majority of all members). In case that the vote is equivalent, the vote of the chair is decisive.
4. Regarding the following decisions of the Council, a qualified majority of 2/3 of the member's vote is required.

4.1 For annual financial plan.

5. The Council approves the special regulation for analysing the annual financial plan.
6. Meetings of the Council are convoked by the chair. In extraordinary cases the meetings are convoked by 2/3 of the Council members. The agenda for the meetings of the Council is set by the chair, respectively by the deputy chair in cooperation with the rector.

## **Article 21**

1. The rector provides reasonable technical and infrastructure support for the Council.
2. Upon request of the Council, the General Secretary is responsible for providing additional information about the decisions taken by the Council

## **Article 22**

1. In accordance with the provision of this Statute, the Council has the following responsibilities:
  - 1.1. To approve the proposals of academic nature and the mission of University, in consultation with the Senate and if needed also with international experts and to supervise its continuous activity.
  - 1.2. To draft strategic plan that will be realized every year. Regarding the preparation of strategic plan and its annual realization.
  - 1.3. The Council will consult with Ministry regarding the alignment of its objectives and plans with the National Strategy for higher education and the resources that will be in disposal from the Ministry. The scope of such consultation is defined by the sublegal act that is issued by the Ministry.
  - 1.4. To monitor the effective and productive usage of resources, liquidity and assurance of assets of University on behalf of the public
  - 1.5. To draft strategies for adequate provision of means from public and private sources, taking into account the facilities in establishing assisting companies and institutes for use of results of academic performance of University.
  - 1.6. To discuss and approve the annual plan of the budget which is prepared by the rector and submit this plan at relevant state authorities.

1.7. To define the principles on employment, delegation, levelling, promoting, suspending, discharging and setting the level of payments and the work conditions for the staff.

1.8. To decide about the establishment, abolition and amendment of internal structure of academic and organizational units after consulting with the Senate, if not otherwise specified by this Statute.

### **Article 23**

1. Duties of the Council are:

1.1. To provide preconditions for proper administration and management of resources in University level and its subordinate units;

1.2. To issue regulations for the delegation of competencies for funds and other administrative issues to the academic units of University in accordance with the provisions of this Statute;

1.3. To issue regulations for governing, steering and managing the University, as required by this Statute;

1.4. To decide about the general organizational structure of academic units, according to the proposals of the Senate and after the consultation with the concerned unit;

1.5. To organize financial control in accordance with the Law and this Statute;

1.6. To issue regulations, in accordance with this Statute, regarding:

1.6.1. Disciplinary measures and procedures for academic staff and students;

1.6.2. Payments and conditions of services for the staff;

1.6.3. Procedure and methods of compensation for the staff, based on the complaints regarding their employment;

1.6.4. Suspension or discharge the staff from work;

1.6.5. Complaints against such suspensions and discharges;

1.7. To propose to the Ministry, the tariffs for education that must be paid by enrolled students and in some cases to set the tariffs for reviewing the application for admission for repetition of the exams and for graduation and these tariffs to be confirmed by the Ministry;

1.8. To define the rules for calculation of expenditure for university services, that are provided to the third parties;

1.9. To select the vice -rectors according to the proposal of rector in consultation with MEST;

1.10. To pay due diligence for the general provisions of this Statute to be implemented in practice within the University;

1.11. To act according to the general provisions set forth by this Statute;

1.12. To decide about the form and content of the emblem, seal, dry seal, flag, and other institutional symbols as well as propose to the Ministry the form and content of diplomas according to the proposal of the Senate;

### **Article 24**



1. The Council will publish the annual work report of University in accordance with the requirements of the Ministry and Kosovo Accreditation Agency. The report must provide information regarding these aspects:

- 1.1. Achieved general strategic objectives;
- 1.2. Statistical data about the entire University and its academic and organizational units regarding the resources:
  - 1.2.1. Budget (public and private funds) ;
  - 1.2.2. Staff (development figures);
  - 1.2.3. Infrastructure;
  - 1.2.4. Academic profile (changes in academic staff, field of study etc.)
  - 1.2.5. Study programs;
  - 1.2.6. Number of students (Students enrolled for the first time, total number of students, graduated)
  - 1.2.7. Scientific research (projects, publications, participations in conferences, workshops)
  - 1.2.8. International cooperation;

2. The annual report of auditor regarding the proper usage of means.

**Article 25**  
**Rectorate**  
**Rector**

1. Rector is the main administrator (main managing authority) of the University.
2. Rector is responsible for effective and regular work of University and its management according to the policy defined by the Council and has the entire necessary authority for exercising these duties.
3. Duties of the rector are specified in the work contract.

**Article 26**

1. The Chair of Provisional Council also exercises the duty of provisional Rector until selection of Regular Rector of University.
2. The regular mandate of the rector begins according to the Administrative Instruction that will be issued by MEST.

**Article 27**

Provisional Rector is appointed by the Council in cooperation with MEST, who will have the mandate until selection of the new regular Rector, unless is otherwise specified by this statute or any other decision by MEST.

**Article 28**

1. Duties and responsibilities of provisional Rector are:
  - 1.1. To act on behalf of University and represent the University to the wide public;
  - 1.2. To organize, govern and manage the University;
  - 1.3. To manage the academic staff;
  - 1.4. To decide about the work regulation for the academic staff of the University within the framework set by the Council;
  - 1.5. To employ, delegate, level, promote, suspend, and to set the work conditions for the staff in accordance with the regulations issues by the Steering Council and Senate;
  - 1.6. To chair the Senate;
  - 1.7. To present to the Council proposals of academic nature and for the mission of University by considering the recommendation and opinions of the Senate;
  - 1.8. To implement the decisions of Council;
  - 1.9. To manage the budget and the financial means within the approved amount from Steering Council;
  - 1.10. To present the annual budget report regarding the income and expenditure, for evaluation by the Steering Council;
  - 1.11. To sign the contracts on behalf of University with the third parties;
  - 1.12. To sign official diplomas and other certificates of the University;
  - 1.13. To propose the candidates for the position of vice-rectors for selection by the Steering Council;
  - 1.14. To propose the candidates for the position of General Secretary;
  - 1.15. To announce all academic titles;
  - 1.16. To conduct all other duties on behalf of the University, as foreseen by this Statute or with other regulation in force.

#### **Article 29**

The Rector has the right to establish provisional advisory councils of rectorate.

#### **Article 30**

The Rector will inform the Council regarding any action or omission of the Council, which according to the opinion of the rector constitutes an abuse of provided public funds. If in case the Council does not act to correct such improper act or omission, then the rector will directly report this act or omission to the Ministry. In such cases, the Council cannot take any action against the rector, with exception of the cases when the Ministry allows such thing.

#### **Article 31**

The authority of the Rector will be symbolized by the collar of the rector.

### **Article 32**

1. The mandate of the Rector will conclude earlier in case of:
  - 1.1. Resignation;
  - 1.2. Discharge of the duty;
  - 1.3. Health reasons;
  - 1.4. Conviction of criminal offence;
  - 1.5. Retirement;
  - 1.6. Death;
2. Procedure for discharging the rector can be initiated with the absolute majority of the votes from:
  - 2.1. Steering Council;
  - 2.2. Senate;
3. Decision for discharge can be taken only by MEST.
4. In case of discharge of the rector, the mandate of vice-rectors will end as well.
5. In case of discharge, the newly selected rector and vice-rectors will be selected for the remaining period of mandate of discharged rector.
6. In case of discharge of the rector or in any other case that the position of the rector remains empty, the Council in cooperation with MEST will select the provisional rector until completion of the procedure for selection of the rector for the remaining mandate. Provisional rector will hold the position of rector until rendering new decision. The person selected to be acting rector needs to fulfil the conditions foreseen for selection of the rector, Article 27, point 3 of the Statute.

### **Article 33**

1. The Rector has the right to file an appeal in Ministry against his discharge.
2. Decision of the Ministry is the final decision in administrative proceedings.
3. A procedure can be initiated at the competent court against the decision of the Ministry.

### **Article 34**

The University has three (3) vice-rectors:

### **Article 35**

1. Duties of the vice-rectors are defined by the rector in accordance with the provisions of this Statute. Rector has the right to delegate complete the legal responsibility for a specific time period. Joint responsibilities can be assigned to the vice-rectors in the field of:
  - 1.1. Teaching, student issues and scientific research.
  - 1.2. Budget and finances
  - 1.3. International cooperation

### **Article 36**

The rector names one of the vice-rectors to temporarily exercise the duty of rector in case of temporary inability or disability of the rector.

### **Article 37**

1. The rector proposes the list of the names for vice-rectors among the professors of University, after consulting with the Senate. Acting vice-rectors are selected by the Council in cooperation with the MEST. If the proposed candidate is not selected, then the rector has the right to propose a new candidate.
2. The mandate of vice-rectors is linked to the mandate of the rector.

### **Article 38**

1. The mandate of vice-rectors can end on the same manner as the mandate of rector, foreseen by Article 32.

### **Article 39**

#### **General Secretary of the University**

1. The Secretary is the highest executive and administrative official of University, with special rights and responsibilities defined in the work contract that is signed by the rector.
2. The Secretary reports to the rector for efficient, economic and effective administration in all levels of University. General Secretary responds to all the issues which are not competence of other bodies and administrators.
3. Secretary of University is the head of administration of University. He / She is the head of Central Administration of University.

### **Article 40**

1. The Secretary of University is selected by the Council according to the proposal of the rector, based on the report of professional commission selected by the rector, on basis of public competition.
2. General Secretary is selected for a period of five years, with the possibility of re-selection for an unlimited amount of time.

### **Article 41**

1. Candidates that apply for the position of secretary of University must meet these requirements:
  - 1.1. Have a master degree or equivalent with at least four years of study;
  - 1.2. Must be skilled in the professional field of justice;
  - 1.3. Must possess organizational and management skills;
  - 1.4. Must have adequate knowledge about the process of education, art and research.

### **Article 42**

1. General secretary of the University has the following duties and responsibilities:
  - 1.1. He / She is the highest official of administration;
  - 1.2. He / She is the head of Central Administration;
  - 1.3. He / She is the head of officials for judicial matters in faculties;
  - 1.4. He / She is the responsible official for efficient, economic and effective governance of University;
  - 1.5. He / She is the head of directors of departments within the Central Administration;
  - 1.6. He / She is the official responsible for technical preparation of budget process;
  - 1.7. He / She is responsible for other matters that are required by the Council and Rector, which are specified by this Statute.

### **Article 43** **Senate**

Provisional Senate (hereinafter the Senate) of the University is the highest academic body of the University.

### **Article 44**

1. The Senate consist of the following members with the right of vote:
  - 1.1. Rector;
  - 1.2. Vice-rectors;
  - 1.3. Deans of all academic units, according to this Statute;
  - 1.4. Selected member from the academic staff of each academic unit;
  - 1.5. One (1) member that is selected by the students' parliament among the students of the University;
  - 1.6. One (1) member that is selected by the non-academic staff.
2. Secretary of the University is a permanent member of the Senate, without the right of vote.

#### **Article 45**

The mandate of academic and non-academic members of the Senate is provisional.

#### **Article 46**

The Senate is chaired by the Rector. In absence of the Rector, the Senate is chaired by the vice-rector who is assigned by the rector according to the priority order.

#### **Article 47**

1. The Senate issues the rules of procedure and the regulation for the procedure of selection of its member.
2. The Rector sets the procedures for the meetings of the Senate and its commissions.

#### **Article 48**

1. Depending on the general responsibilities of the Council and on the responsibilities of the rector and vice-rectors, the Senate is responsible for:
  - 1.1. General strategic matters that relate to the research, studies, teaching and courses in University, including:
  - 1.2. Criteria for admission of students;
  - 1.3. Selection of teaching staff (academic staff);
  - 1.4. Policies and procedures for evaluating and organizing exams for assessing the academic work of the students,
  - 1.5. Content of curricula;
  - 1.6. Provision of lifelong learning;
  - 1.7. Academic standards as well as course validation and review;
  - 1.8. Quality assurance and assessment;
  - 1.9. Procedure for awarding academic qualifications and honorary titles;
  - 1.10. Procedure for expelling students due to academic or other reasons.
2. Developing strategies for academic activities in University and about the necessary means for their support as well as provision of advices for the rector and the Council.
3. Developing the policy for protection of intellectual property of University and its commercial usage.
4. Provision of advices on the matters that the Council or Rector requests from the Senate.

#### **Article 49**

1. Duties of the provisional Senate are as follows:
  - 1.1. To approve the programs of studies for academic units;
  - 1.2. To draft the strategy for academic development of University;
  - 1.3. To issue general regulations in the field of education, research and artistic activity;
  - 1.4. To set procedures and criteria for evaluation of teaching staff as well as scientific and artistic work;
  - 1.5. To propose criteria for admission of students, in accordance with this Statute and the Law on Higher Education;
  - 1.6. To decide about criteria for expelling the students;
  - 1.7. To define the academic standards for lectures and quality assurance of classes, in accordance with this Statute;
  - 1.8. To decide about the exam criteria;
  - 1.9. To determine the content of all academic data and documentation according to this Statute;
  - 1.10. To set the procedure for evaluation of academic staff in accordance with this Statute;
  - 1.11. To select the members for all commissions and councils that are established by the Senate;
  - 1.12. To take final decisions by considering the provided remarks from the councils of academic units;
  - 1.13. To review the issues, upon request of the Council or Rector;
  - 1.14. To review issues; upon request of students' parliament;
  - 1.15. To issue the rules of procedure of the Senate;
  - 1.16. To review other issues as determined by this Statute or by request of the Council, Rector, and Councils of faculties or Students' Parliament.

#### **Article 50**

1. The Senate may establish provisional council or commission for advice related to specific aspect of its work.
2. Senate has a permanent commission called Commission of studies, according to provisions of this Statute.

#### **Article 51**

1. The University consists of:
  - 1.1. Academic units;
  - 1.2. Organizational units;

#### **Article 52**

Academic and organizational units do not have judicial subjectivity

#### **Article 53** **Academic units**

- 1.1.1. Academic units of University are: The Faculty and other units specified by the Council with special decision.

#### **Article 54**

Academic units have the same statute according to the provisions that regulate the organizations in this Statute.

#### **Article 55**

Academic units act within the institutional framework of University by providing higher education programs, scientific research or artistic creativity.

#### **Article 56**

Academic units are established through the integration or dissolution of other units by a decision of founding provisional Council and after the consultation with the Senate.

#### **Article 57**

1. Preconditions for getting the status of academic unit are:
  - 1.1. Activity in one or more special fields of academic education, in scientific research or in artistic creativity within the institutional framework of the University;
  - 1.2. Adequate infrastructure;
  - 1.3. Adequate number of academic staff that enables the fulfilment of academic requirements for a long-term period.
2. The Council in cooperation with MEST takes the final decision.

#### **Article 58**

1. Academic unit loses its status, if:
  - 1.1. It is negatively assessed by the Kosovo Accreditation Agency, twice in a row;
  - 1.2. Is a subject of integration or dissolution;
  - 1.3. The Council of this academic unit requires institutional detachment from the University;
  - 1.4. Provisional Council takes a final decision.

#### **Article 59**

Provisional Founding Council (hereinafter PFC or the Council) decides about the annual budget of academic units according to the proposals of the rector and budgetary session with academic unit. During the allocation of the budget, it must be considered the special needs for educational, research and artistic duties as well as the results of previous work reports and evaluations of academic units.

#### **Article 60**

Academic units have in disposition a specific annual percentage of students' fee for improvement of education quality as well as to cover the unpredicted services for educational staff. Steering council issues the relevant regulations.

#### **Article 61**

1. Regarding educational duties, which are financed by the public funds, the University assigns to the academic unit a specific number of academic and non-academic staff and provides the adequate infrastructure in accordance with the educational duties determined by the steering Council with the proposal of the Senate.
2. Academic unit as a member of the University is responsible for application of



accredited study programs within its educational profile and in accordance with the provisions of higher education. The Senate determines the study programs.

3. The academic unit is responsible for development of scientific research and about the artistic work within its scope.
4. Interdisciplinary study programs which include some academic units will be established by a decision of the Senate and according to the proposals of participatory academic units.

#### **Article 62**

1. Academic unit has its name and seal.
2. Academic unit holds the emblem and the name of the University within its emblem and name.

#### **Article 63**

##### **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 64**

1. Faculty provides these types of studies:
  - 1.1. Basic studies – bachelor;
  - 1.2. Master studies<sup>1</sup>
  - 1.3. PhD studies

#### **Article 65**

1. The University consists of these faculties:
  1. Faculty of Education;
  2. Faculty of Philology;
  3. Faculty of Medicine;
2. According to dynamics of development and infrastructure conditions, the Council in cooperation with MEST may take decisions for establishing new academic units.

#### **Article 66**

1. Depending on the size (total number of academic staff, necessary number of regular professors according to the needs of various academic fields and the percentage of permanent staff), the faculty must meet international standards (critical dimensions) in order to provide sustainable development and professional activity in all scientific fields for a long-term period.
2. Faculty focuses its educational and research profile on the needs of the country, in retraining and life-long learning of professionals, as well as provides practical services for domestic partners.
3. Faculty has the right of establishing institutions for practical research in specific fields,

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<sup>1</sup> In case that the Faculty provides professional master study, graduated from this level of studies cannot enroll in PhD studies.

according to cooperation agreements with public or private donors, with the approval of the Council and MEST.

4. The Council issues regulation on internal organization of academic units with the proposal of relevant council of academic unit.
5. Academic units have the right to establish these two type types of hierarchal sub-divisions:
  - 5.1. Departments (general fields of science or arts);
  - 5.2. Institutes (special fields of science or arts).

#### **Article 67**

The Faculty is responsible for the following:

- 1.1. To propose to the Senate, the study programs;
- 1.2. To organize the process of teaching, exams and assessment of students;
- 1.3. Academic progress of students, including academic services for the students;
- 1.4. To develop scientific research or artistic creativity according to international standards;
- 1.5. To provide quality, assessment and reporting, as it is foreseen by this Statute;
- 1.6. To rightfully and efficiently use the means, as it is foreseen by this Statute;
- 1.7. For the issues of the staff, according to provisions of this Statute;
- 1.8. To rightfully and efficiently use the allocated means by the Council.

#### **Article 68**

1. Every faculty is led by an acting Dean (hereinafter Dean), whom can assist according to the proposal of the Rector and the decision of the Council one, two or three vice-deans.
2. Faculties that operate in more than one location are entitled to another vice-dean per each location.

#### **Article 69**

1. Deans and vice-deans are proposed by the Rector and are approved by the Council;
2. The candidates for position of deans and vice-deans must be individuals with relevant academic qualification and have leadership experience and skills and must at least have the title of assistant professor.

#### **Article 70**

The authority of the dean is symbolized by the collar of the dean.

#### **Article 71**

1. The mandate of the dean may conclude earlier in case of:
  - 1.1. Resignation;
  - 1.2. Discharge of the duty;
  - 1.3. Health reasons;
  - 1.4. Conviction of criminal offence;
  - 1.5. Retirement;
  - 1.6. Death.
2. The procedure for discharge of the dean can be initiated from:
  - 2.1. Steering Council;

- 2.2. Senate;
- 2.3. Rector;
- 2.4. Council of relevant faculty.
3. Procedure and the reasoning for discharge of the dean is defined in the regulation that is issued by the Senate.
4. Decision for discharge of the dean is taken by the Rector after consultation with the council of the University.
5. In case of conclusion of the mandate of the dean, the mandate of vice-dean is conclusion as well.
6. In case of conclusion of the mandate, the newly-selected dean and vice-deans will be selected for the remaining part of the mandate.

### **Article 72**

1. The mandate of the vice-dean may conclude earlier in case of:
  - 1.1. Resignation;
  - 1.2. Discharge;
  - 1.3. Health reasons;
  - 1.4. Conviction of criminal offence;
  - 1.5. Retirement;
  - 1.6. Death.
2. The procedure for discharge of the vice-dean can be initiated from:
  - 2.1. Steering Council;
  - 2.2. Senate;
  - 2.3. Rector;
  - 2.4. Council of relevant faculty.
  - 2.5. Dean.
3. Decision for discharge is taken by the Rector after consultation with the dean and the council of the University.
4. In case of conclusion of the mandate, the dean proposes a new candidate for the position of the vice-dean, who is selected for the remaining period of discharged vice-dean.

### **Article 73**

1. Dean regarding his/her duties reports to the rector. Duties of the dean are:
  - 1.1. To provide academic leadership in relevant fields of education, scientific and artistic work in faculty;
  - 1.2. To provide efficient, economic and effective use of allocated means for the faculty by PFC;
  - 1.3. Undertake all necessary measures for the implementation of decisions and duties determined by the Council of faculty;
  - 1.4. To provide necessary information about the usage of the means and outcomes in education, in scientific research and in artistic creativity for the rector and Steering Council according to provisions of this Statute.
  - 1.5. To represent the Council of Faculty in the Senate of the University;
  - 1.6. To provide advises to the rector and Senate regarding the appointment of academic staff of faculty;

2. Dean may also represent the University in legal matter on behalf of faculty only with the authorization of PFC, as foreseen by the regulation or by other means;
3. Duties of the vice-dean are determined by the dean.

#### **Article 74**

1. Every faculty has its Council, which consist of the following members:
  - 1.1. Dean;
  - 1.2. Vice-dean(-s);
  - 1.3. Up to thirty (30) selected members among the professors of faculty;
  - 1.4. Up to 5 selected members from assistant professors of faculty;
  - 1.5. One member from non-academic staff of faculty that is selected from non-academic staff of faculty;
  - 1.6. One representative of students, selected by the students' council of faculty.

#### **Article 75**

Dean chairs the Council of faculty. In absence of the dean, one of the vice-deans chairs the council according to priority order set by the dean.

#### **Article 76**

1. Council of the faculty has the following duties and responsibilities:
2. To provide advice and proposals to the PFC and Senate for all the matters related to the faculty, its staff, structure and internal organization.
3. To propose to the Senate, the curricula and amendments in curricula, to provide recommendation in teaching methods, in the field of science studies or artistic works and regarding other academic matters.
4. To supervise the progress of students and requirements of scientific research or artistic creativity in faculty.
5. To propose the number and define the conditions for admission of new students, in accordance with the instructions issued by the PFC and the Senate.
6. To determine and apply adequate measures for quality assurance and assessment, in accordance with the instructions defined by the Senate.
7. To draft annual work reports for the rector.
8. To deal with other issues related to academic matters.
9. To deal with other issues which are defined in this Statute or required by the PFC or by the Senate.

### **Article 78**

1. Each faculty has its Student's Council. This is the authority that represents all students of faculty.
2. The number of members and procedure of their election is defined by regulation issued by PFC Council in accordance with this status and is closely related with other temporary mandates.
3. The mandate of Student Council members is closely related with other temporary mandates.

### **Article 79**

1. Students' council reviews and decides about all the matter related to the rights and responsibilities of the students in the faculty.
2. Students' council realizes its interest, related to the proper functioning of education process through its representatives in the council of faculty.

### **Article 80**

#### **Students and student organizations defined in the context of study programs**

1. Studies in the University are determined within the study programs.
2. Content of the programs for all types of studies included in this Statute are done on the basis of regulations prepared by the councils of academic units on basis of suggestions of the commission of studies and approval of the Senate.
3. Content of the study programs are defined by the regulations prepared by the academic council of relevant faculty, with the suggestion of commission of studies and is approved by the Senate pursuant to article 16.4 of the Law on Higher Education of Republic of Kosovo and in alignment with the standards set by the Ministry.

### **Article 81**

1. University provides these types of studies:
  - 1.1. Basic studies – bachelor;
  - 1.2. Master studies: scientific and professional;
  - 1.3. PhD studies.

### **Article 82**

1. Study programs contain:
  - 1.1. Title of the study;
  - 1.2. Type of the study;
  - 1.3. Academic title;
  - 1.4. Conditions for admission;
  - 1.5. Objectives and outcomes;
  - 1.6. Detailed description of curricula;
  - 1.7. Competencies;
  - 1.8. Amount of ECTS credit points (classes, diploma exams);
  - 1.9. Conditions for individual studies.

2. Mandatory content of curricula will be determined by the new regulations issued by the Senate.

### **Article 83**

1. Bachelor studies last 3 or 4 years and require 180 namely 240 ECTS credit points, if not otherwise specified by the relevant regulation of the Ministry that relate to Article 16.4 of the Law on Higher Education.
2. The Senate issues a special regulation for basic studies in the specified fields with the proposal of the council of relevant faculty if these programs are foreseen to last up to 6 years and require up to 360 ECTS credit points.
3. Upon successful completion of bachelor studies it is awarded the academic title of Bachelor of Science or Bachelor of Arts.

### **Article 84**

1. Master studies last 1 namely 2 years and require 60 namely 120 ECTS credit points, if not otherwise specified by relevant regulations of Ministry that relate to Article 16.4 of the Law on Higher Education.
2. Successful completion of basic studies-bachelor is a condition for admission in master studies.
3. Upon successful completion of master studies, it is awarded the academic title of Master of Science, Master of Arts or Master of Professional Studies.

### **Article 85**

1. PhD studies are the highest academic studies.
2. PhD studies usually last 3 years and require 180 ECTS credit points and the successful completion of previous studies with at least 300 ECTS credit points.
3. Conditions for getting the title of PhD are the successful completion of mater degree in science and/or MA and successful completion of PhD studies and successful presentation of PhD thesis.

### **Article 86**

1. All commenced programs in all levels of studies that were part of the University of Prishtina must continue and be completed according to its regulations.

### **Article 87**

1. Academic units of University have the right to establish special programs for studies within the Bologna framework (Bachelor-Master-PhD)
  - 1.1. For two-class programs of studies;
  - 1.2. For multi-disciplinary program of studies;
  - 1.3. For joint programs of studies.

### **Article 88**

1. Two-class programs of studies are provided by the academic units in a joint program of studies and contain two fields of studies of this unit.
2. Responsibilities for each contributing partner are determined in the program of studies.

3. The program of studies is proposed by the Council of academic unit and is approved by the Senate.
4. Upon successful completion of the studies it is awarded the joint diploma and the graduated student earns the professional title in both fields of the studies.

#### **Article 89**

1. Interdisciplinary programs of studies are determined by the Senate, whereas are proposed by two or more academic units for three levels of studies.
2. Responsibility of each partner is determined by the program of study.
3. The Senate establishes the Commission for interdisciplinary studies, which is responsible for:
  4. Development of the study program.
  5. Organizational and technical issues.
  6. Procedures for realization.
7. All proposals of the Commission of studies must be approved by the Councils of all academic units that contribute in the study program.
8. Senate takes the final decision on all regulations of studies that are proposed by the commission of studies and approved by the council of academic units.

#### **Article 90**

1. Joint programs of studies can be developed between University of Gjakova and other Universities based on partnership contracts.
2. Joint programs of studies are defined by the Senate and are provided by the academic units of all three levels.
  3. Obligations of each partner institutions are defined in the program of studies on basis of joint institutional agreement.
4. The Senate does the selection of the members for joint inter-university commission of study, that is responsible for:
  - 4.1. Development of the programs of studies;
  - 4.2. Organizational and technical issues;
  - 4.3. Procedures for realization.
5. All proposals of the Commission of studies must be approved by the councils of all academic units of all Universities that contribute in the study.
6. The Senate takes the final decision on all regulations on studies, which are proposed by the Commission of studies.

#### **Article 91**

1. The students have the right to take part in an individual program of studies called “studium irregulare” (individual studies). The main scheme of “studium irregulare” includes one of the regular program of studies (basic program of study) provided in one of the academic unit. The total number of elected classes in individual manner in comparison with the basic program of studies should not exceed 30 %( measured in ECTS credit points).
2. Individual electives can be elected from all academic units of the University.
3. Proposals for in-service studies must be directed to the commission of studies of academic unit, from which was based the basic program of study including these elements:
  - 3.1. Title of the studies;
  - 3.2. Attendance of the program of regular studies;

- 3.3. Objectives and outcomes of the process of studies;
- 3.4. Detailed description of curricula;
- 3.5. Values on ECTS points (courses, Diploma Thesis)
4. Commission of the studies decides about the following:
  - 4.1. Acceptance of “studium irregulare” according to proposed version;
  - 4.2. Rejection of proposals for “studium irregulare”;
  - 4.3. Return for amending or supplementing the proposal for “studium irregulare”;
5. If study commission responds positively, academic unit councils approve irregular studies.

### **Article 92**

1. Academic units have the right to provide academic classes for the entire public
2. University classes include:
  - 2.1. Basic courses;
  - 2.2. Specialized courses;
  - 2.3. Seminars;
  - 2.4. Summer schools;

Curricula, preconditions for attendance and other organizational matters are approved by the councils of academic units according to the proposals of the professor who is responsible for the class. Final decision is taken by the Senate.

3. Upon successful completion of the course of university, it is awarded a certificate signed by the dean of academic unit where was conducted the class and by the professor responsible for the class.

### **Article 93**

#### **Commission of the studies**

1. Commission of the studies is established in every academic unit of University as an advisory body for the council of this academic unit.
2. Commission of the studies is established for each interdisciplinary program and joint program of studies of University, as an advisory body for the Senate, in accordance with the provisions of this Statute.

### **Article 94**

1. Commission of the studies is responsible for:
  - 1.1. Drafting the proposals for the new programs of studies;
  - 1.2. Alignment and amendment of existing programs of studies;
  - 1.3. Continuous review of university textbooks;
  - 1.4. Requests to change the programs of studies by the students;
  - 1.5. Requests for “studium irregulare” from the students;
  - 1.6. Preparation of the case for appeal of the students;
  - 1.7. Assessment of students.
2. Duties of the commission of studies are: development of concepts, assessment and comments of requests in order to prepare reports for which it is decided in the Senate or in the Council of relevant unit.



## **Article 95**

1. Commission of the studies consists of the following members, who do not necessarily have to be members of the Senate or of the council to whom they report:
  - 1.1. Vice-dean or vice-dean(chair)
  - 1.2. Five professors
  - 1.3. One assistant
  - 1.4. Two students
2. Members of the academic staff are selected by the Senate or to the responsible council.
3. The student member is selected by the students' parliament, namely from the Students' Council.
4. Duration of the mandate is in accordance with the regulation of the Senate for the members, as defined in this Statute.

## **Article 96** **Students admission**

1. Each candidate that passes the Matura exam is entitled to the right to apply for the studies in University pursuant to the legislation in force.
2. Conditions for admission in basic studies-bachelor in University are
  - 2.1. Successful completion of secondary school in Kosovo, verified with a diploma;
  - 2.2. Successful completion of elementary and secondary school with at least 12 years of education, verified with a relevant diploma;
  - 2.3. Successful completion of elementary and secondary school with at least 12 years of education, verified with a relevant diploma earned abroad, if it is conducted the equivalence with Matura certification;
  - 2.4. Decision about the recognition and equality of diploma is taken by the relevant Ministry.
3. The Senate issues regulations which defined in details the terms and conditions for admission in basic studies-bachelor;
4. Regarding specific field of studies, the University organizes additional exams-admission tests on several classes for the procedure of admission of students, which must be approved by the Ministry. On this case, the student must successfully pass the admission test for enrolment in the first year of studies.

## **Article 97**

1. Students in Master studies are enrolled on basis of competition, from the results of previous studies and their equivalence, as defined in the Law on Higher Education.
2. Specific criteria for admission in master studies will be determined by the Senate in accordance to the provisions in force.

## **Article 98**

1. The number of the students for bachelor and master studies will be determined by the Senate for every first year of studies in each academic unit, by a proposal of relevant council. Decision is based on the total number of students that will attend the university through public funds provided by the Ministry.
2. Part-time students of bachelor and master studies who are not financed by public funds but achieve excellent results may be provided with public funding for the studies from the second year of the studies or during the next year of studies. Conditions and criteria

to win this right are set by the PFC with the proposal of the Senate.

### **Article 99**

Rules for announcement of the competition and the criteria for admission are issued by the Senate.

### **Article 100**

1. Candidates who were not admitted in the first year of the master studies may complain against the decision within three working days after the decision being published
2. The final decision of the complaint is taken by the Commission of 3 members, led by the Vice-Rector for teaching and student issues and other members appointed by the Rector.

### **Article 101**

#### **Determining the academic success**

1. The following methods will be applied to determine academic success:
  - 1.1. Exam
  - 1.2. Mid-term tests
  - 1.3. Seminar project
  - 1.4. Professional practice
  - 1.5. Practical test during exercises
  - 1.6. Interpretation and presentation of creativity and other artistic work

### **Article 102**

1. All academic units of the university shall implement the following marks to describe the level of success in exams
  - 1.1. 10 and 9 (excellent)
  - 1.2. 8 (very good)
  - 1.3. 7 (good)
  - 1.4. 6 (sufficient)
  - 1.5. 5 (insufficient)
2. The candidate successfully passes the exam with grades 6 – 10,
3. Senate issues the regulation to determine the detailed criteria for grading

### **Article 103**

1. Exams serve as a regular form of knowledge assessment.
2. Exams can be organized separately for each subject, or combined with more subjects in accordance to the program of studies (examination by commission)
3. Exams are public and are held in the following manners
  - 3.1. in writing
  - 3.2. oral
  - 3.3. in writing and oral
  - 3.4. in practice
4. Examinations combined in writing and oral are conducted within seven days
5. Examinations are evaluated by an examiner or by an examination commission
6. Examinations might be held by an examination commission if:
  - 6.1. A student files a complaint

- 6.2. If assigned by the study program
7. The procedure of examination is determined by the study program
  8. The method of determining knowledge and exam shall be defined by the course curriculum

#### **Article 104**

1. Exams for bachelor and master studies are held during the exam period.
2. An exam period includes the winter (January), spring (June) and autumn (September) term. Exact period for each exam is set in the general calendar of studies, which is approved by the Senate and is open to the public. Details regarding the beginning and the end of each term are determined by the councils of academic units.
3. The examination schedule, which includes the daily schedule, is published in the beginning of the academic year.
4. Exam schedule will be set in that way that the students will have no more than one exam per day.
5. Exam schedules, after being published, are binding on the examiner and the student.

#### **Article 105**

1. Exams of Doctoral studies can be kept in the manner specified by a special regulation approved by the Council of the University.
2. Doctoral studies initiated at another university cannot be transferred in this university.

#### **Article 106**

1. The time period for submitting the exam shall begin no earlier than 6 weeks before the end, and no later than 8 days prior to the examination period.
2. The exam schedule must be published no later than three days before the exam.
3. In all cases when the student is absent or abstains from the exam, the exam is considered as failed (graded with 5).
4. At his/her request, the student may be allowed by the Dean to take the exam earlier, in case of a participation in a international exchange program, or if they are doing practical learning abroad, during the assigned exam period.

#### **Article 107**

1. A student has the right to file a written complaint to the Dean against the marking within two working days after the publication of the results.
2. The complaint can be filed due to the following reasons:
  - 2.1. For the written exam– is filed a complaint against the mark of the written exam;
  - 2.2. For the oral exam– is filed a complaint against the mark of the oral exam;
  - 2.3. For the combined exam, written and oral:
    - 2.3.1. Is filed a complaint against the mark of the written exam prior to entering the oral exam;
    - 2.3.2. Is filed a complained against the mark of the oral exam, which implies that it is received the mark of the written exam.
3. Upon receipt of the complaint, the Dean of the academic unit establishes the exam commission within one working day after receiving a complaint, and appoints three members, but without the examiner, against whose mark the student complained.
4. In case the oral exam is repeated, evaluation by the Commission shall be conducted the next working day after the commission has been established.

5. In case of a complaint against the mark of the written exam, the written exam shall be reviewed by the Commission in the next working day after the commission has been established.
6. It cannot be filed a complaint against the commission evaluation.
7. Tests of examinations regarding student evaluations shall be stored for a maximum of 30 days.

#### **Article 108**

1. The student is entitled to re-examination in the subject he failed.
2. According to the rules, the student has the right to enter in the exam which he/she has not passed for a maximum of three (3) times.
3. After the student files a complaint, with a solid justification, the Dean of the academic unit might allow him/her to enter the exam for the fourth time. The exam may then take place in front of a three member's commission, appointed by the Dean of the academic unit.
4. In case of re-enrolment of the same year, the number of previous failed exams will not be taken into account
5. In case the student fails the exam for the fourth (4) time during the repeated year, he loses the student's status for this type of studies.
6. The student can regain the student status if he submits to a new study program. The decision on regaining the student status determines exams and other obligations of students admitted to the new study program.

#### **Article 109**

1. After the end of the last regular semester of study, the student will be assigned a twelve (12) months period to complete the exam period (graduation period).
2. A student may request from the Dean for extension of the graduation period for another twelve (12) months.

#### **Article 110**

##### **Bachelor and Master Thesis**

1. The Bachelor studies program ends up with a Bachelor thesis or a commission examination in accordance to their study program.
2. Bachelor Thesis should be done individually by the student demonstrating that the theoretical skills acquired during the study can be successfully used in solving certain practical issues in the specific professional scientific fields.
3. The Bachelor thesis can be jointly elaborated by two or three students (research group) and must be clearly marked the contribution of each candidate.
4. The request for elaboration of the Bachelor degree thesis by two or three students is decided by the council of the academic unit.
5. The application procedure, elaboration, protection and evaluation of the bachelor degree thesis is set in the Regulation issued by the council of the academic unit.

#### **Article 111**

1. Master study programs are completed with the master thesis in accordance to the study program.
2. Master thesis should be done individually by the student, demonstrating that the theoretical skills acquired during the study can be successfully used in order to solve complex research problems in certain areas of science fields.

3. The master thesis can be jointly elaborated by two or three students (research group) and must be clearly marked the contribution of each candidate.
4. Application to elaborate the master thesis by two or three students is decided by the council of the academic unit.
5. The procedure for application, elaboration, protection and evaluation of the master diploma is set in the Regulation issued by the council of the academic unit.

#### **Article 112**

##### **Doctoral studies**

1. Doctoral studies establish the academic unit – faculties and/or Universities.
2. doctoral studies can be established and implemented only in those scientific fields in which the responsible institution has signed contract for permanent employment relationship with at least half of teachers, and if in those scientific fields can respond to research requirements, teaching and mentors work, over two-thirds of needs.
3. The institution responsible to organize doctoral studies should have internationally recognized achievements in scientific and artistic research, namely artistic creativity.
4. In order to ensure the quality and to promote the mobility of PhD candidates and teachers, doctoral studies are open to any form of cooperation with similar institutions inside and outside the country.
5. Doctoral studies can begin only upon election of regular authorities of the University and the accreditation process.

#### **Article 113**

Regarding the organization and realization of doctoral studies the Senate shall issue a Regulation.

#### **Article 114**

##### **Academic titles**

Academic titles are given in accordance to the provisions of this statute and in accordance to the Law on Higher Education.

#### **Article 115**

1. The University issues a Diploma after successful completion of studies in accordance to the study program,
2. The shape, content, appendix of diploma and the issuance procedure shall be arranged based on a special regulation of the Ministry.
3. The diploma shall be signed by the rector and the dean of the academic unit where the study was completed.

#### **Article 116**

##### **Studies recognition**

1. In accordance with the rules of the Lisbon Convention on Validation, and in accordance with the special regulations of the Ministry, the University accepts qualifications (titles, diplomas, exams) of the accredited local or foreign higher education institutions.
2. In accordance to MEST Administrative instruction – of recognition of diplomas of higher professional schools and university degrees earned outside the republic of Kosovo, the University is responsibility to make recognition of degrees of higher

professional schools, university degrees, and certificates of certain periods of study in order to continue studies.

3. In case of recognition of qualifications, the student is entitled to continue studies at the University.

#### **Article 117**

1. The recognition procedure shall be conducted by a professional officer of the University Central Administration.
2. The decision on recognition of studies is based on information retrieved by the relevant European database and is coordinated with the National Council for Recognition, which is responsible for the implementation of the Lisbon Convention for Recognition.
3. The Senate shall authorize the Rector to make recognition on all cases that are clear.
4. Notes regarding the acceptance of qualifications shall be kept permanently by the Central Administration of the University.

#### **Article 118**

1. In questionable cases, when records are not sufficient to make a decision, the relevant study commission shall request recognition and should be given the following information
  - 1.1. complete dossier of all the data;
  - 1.2. The available data and comments regarding the specific case, by the National Council for Recognition or by the equivalent institution
2. The study Commission shall submit to the Senate the report with a proposal within two months after the application was submitted.
3. The commission decision can 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. Refusal of the request due to major discrepancies in the study program.

#### **Article 119**

##### **Academic Year**

1. The University organizes studies in accordance to existing study programs, during the academic year which lasts 12 months. The academic year begins on October 1 and ends on September 30th.
2. The active study period (lectures, exercises, seminars, mid-term tests) is divided into two semesters. The winter term begins on October 1 and ends on 15 January. The summer term starts on February 16 and ends on 31 May.
3. A subject can be lectured for weeks (15 weeks per term) for one or two semesters, or can be held as a lecture block in one semester.
4. The calendar of studies is issued by the Council no later than 31st of May and contains the schedule of classes (lectures, exercises, seminars, mid-term tests, etc), as well the conditions and terms of exams.

#### **Article 120**

Senate shall issue regulations regarding the engagement and the overall student load.

## Study language

### **Article 121**

1. The University organizes studies in Albanian and other official languages of Kosovo.
2. By decision of the Senate, on the proposal of the council of academic unit, lectures shall also be held in other languages.
3. By the proposal of the Unit Academy Council, the Senate shall decide whether the study program will be provided in a foreign language unless it has the relevant arguments (promotion of academic exchange, situation in the labour market, the students' interests, academic orientation) that support these measures and which favours the academic development of the University.

## Changing the course of studies

### **Article 122**

1. The student can change the study program by completing classes and by starting classes in another study program on the same or a different academic unit of the University.
2. Changing the study program is possible between study programs in order to achieve the same level of education in accordance to the provisions of this Statute;
3. When changing the study program the student is legally allowed to start a new study program if at least 50% of exams have been successful during the old study program and are admitted into the new one.
4. According to point (3), the student is allowed to enrol to the new study program
  - 4.1. At least in the second year of studies, or;
  - 4.2. on studies following the old study program
5. Changing the study program cannot be conducted if the student must enrol again in the first year of study on the new study program in accordance to point (3) and (4).

### **Article 123**

1. The student must submit to the commission the application for changing the study program in order to study the academic unit where he wishes to continue studies. Attached to the request must be the evidence for successful completion of requirements based on the previous study program.
2. The study commission shall determine the individual obligations for changing the study program in accordance to the regulations of the study program.
3. The decision on changing the study program shall be obtained by the council of the academic unit by the study commission proposal.
4. The complaint against the refusal for changing the study program must be filed to the council of academic unit within 8 days after publication of decision.

### **Article 124**

1. When changing the study program from another university to the Public University of Gjakova, shall be applied the same rules as when changing the study program within the University.

### **Article 125**

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

1. The person enrolled in this University has the student status.
2. The student status shall be verified by the student's card. (Index or student cards).
3. The content and shape of the index are defined by specific regulations issued by the Senate

### **Article 126**

1. The university offers two (2) ways of study
  - 1.1. The regular student status. This means that all preconditions for admission on a specific program of study are met.
    - 1.1.1. Regular studies;
    - 1.1.2. student without interrupting employment
  - 1.2. Visiting student status

### **Article 127**

1. Students admitted to the University are entitled to:
  - 1.1. participate in all lectures, seminars and in organized study classes of the selected studying program according to the progress of studies;
  - 1.2. use university libraries and other student's services;
  - 1.3. participate in elections of student representatives on university bodies, to regularly participate on committees and body meetings that are appointed as members and to perform such tasks in a committed and a sincere way. In case of conflict of interests regarding content, student's delegated members shall not participate in the meetings of the University governing bodies;
  - 1.4. bring up new ideas and controversial opinions without risking of losing the student's position or the privileges enjoyed by the University.
  - 1.5. complain about the quality of the teaching process or about the infrastructure of the University;
  - 1.6. Students have the right to challenge a decision or action of the University toward them in the Ministry and the competent court.

### **Article 128**

1. Students admitted to the University have the following obligations:
  - 1.1. to respect rules issued by the University;
  - 1.2. to respect the rights of staff and other students;
  - 1.3. to give due and full attention to their studies and participate in academic activities;
  - 1.4. To attend lectures in accordance to the rules of the specific study program;
  - 1.5. To behave inside and outside of the university premises in order to not discredit the University;
  - 1.6. To respect the rules of the code of ethics;
  - 1.7. To pay specified fees and charges.

### **Article 129**

1. Successful completion of the year in accordance with the study program is a precondition for the student enrolment in the next year.



2. Exceptionally, conditions for registering the following academic year can be achieved with minus 2 exams from the previous year
3. The student, who failed to successfully complete the year, has to enrol again in the same year of study. The maximum number of re-registered studies is equal to the number of years of regular relevant study. A student is not allowed to re-register an academic year two times in a row.

#### **Article 130**

1. Regular student loses its status due to the following reasons:
  - 1.1. When he decides to leave his studies;
  - 1.2. When he graduates;
  - 1.3. When he fails to enrol in academic studies;
  - 1.4. When the student did not finish studies during the double time period
  - 1.5. When it reaches the maximum number of re-registration of studies without successfully completing the study.
  - 1.6. In case of exclusion, according to the decision issued after the disciplinary procedure
2. The student may once require an extended duration of study for one or two years. The decision shall be made by the council of the academic unit. In case of a positive decision the student may again have the regular student status.
3. The academic unit shall apply special rules for keeping the regular student status in the following cases:
  - 3.1. For special achievements in the field of sports, certified by amateur or professional status at regional or higher level;
  - 3.2. For special achievements as a recognized artist, certified by relevant media response and confirmed by the Council of the Faculty of Arts;
  - 3.3. For individuals with physical disabilities, including those with limited seeing and hearing capacity, mental disabilities, which are proven by a medical certificate. The decision regarding enrolment for each year is made by the council of the academic unit. These students must be equipped with specific equipment which respond to their needs and enable their course of studies by foreseeing the particular examination form.
4. The student may request temporary suspension of the regular student status in the following cases:
  - 4.1. Serious illness;
  - 4.2. Caring for children under three years;
  - 4.3. Pregnancy and maternity;
  - 4.4. Other justified cases. The final decision is taken by the dean of the academic unit.

#### **Article 131**

1. The regular student status is held within two years after having completed all the exams. During this time the student must pass the diploma exam to successfully complete the study.
2. A student who has exceeded the prescribed period to successfully complete the diploma may submit a request to the Dean of the academic unit for extension of that period for another year.

### **Article 132**

1. The student can re-enrol as a regular student without any obstacles regarding the temporary suspension period of the regular student status according to this statute. The temporary suspension period of the regular student status according to this statute, is not included in the duration of the study.
2. If the valid curriculum, at the time of enrolment of students is not developed on the following year of the student registration, following the temporary suspension of the regular student status under this Statute, the study commission of the academic unit decides on differential exams or other additional obligations as a condition for continuing studies.

### **Article 133**

1. The academic unit shall exempt from the University permanently or temporarily the students who commit a serious misconduct. Students accused of misconduct have the right to be heard by the Disciplinary Committee which shall advise the council of the academic unit. Expelled students have the right to complain to the Appeals Commission in the level of the academic unit as a second instance.
2. Regulations elaborating these procedures shall be issued by the Council after being consulted with the student parliament.

### **Article 134**

1. The Students have the right to complaint against the decision of the University bodies, academic units and organizational units dealing with the rights, duties and their obligations.
2. Such complaints shall be submitted to the study commission of the academic unit within 15 working days upon decision.
3. The study commission is obliged to submit to the council of the academic unit the decision within 30 days after receiving the complaint.
4. Complaints regarding the decision on second instance shall be decided by the Commission established by the Senate.
5. Students have the right to challenge the decision of the Senate, to the competent court.

### **Article 135**

#### **Student's mobility**

1. In accordance to the study program the student may choose to enrol to other academic units of the university if the selected subject is not developed at the faculty where the student is enrolled.
2. Enrolling to the class can be done by the permission of the academic unit where the student is registered, and in the consent of the student's academic unit where the student enrolls to the class.
3. If permitted, the student is provided with a certificate on permitting the enrolment to the class and the amount of ECTS credits to be earned upon completion of the course. ECTS credits shall be calculated in the student's study program.
4. In the students official document are recorded all necessary data regarding enrolment to the class, fulfilment of obligations and the demonstrated success. For ECTS earned

credits, the student shall be issued with a proof by the academic unit where the student has earned them.

5. The international students' mobility and universities in Kosovo is regulated by a special act of the University. By this act and agreement with the university where the visitor student comes from, shall also regulate the rights and obligations of visitor students, tuition fees and other issues regarding the visitor student.

#### **Article 136**

##### **Student organization**

1. Students have the right to establish students' organization in which all the students may be members.
2. Each student organization has its own statute that it's approved by its members, in accordance to general regulations issued by the Council. The statute shall also include the principles for equal opportunity and non-discrimination.

#### **Article 137**

1. Student interest will be represented within the University with the following bodies:
  - 1.1. Student Parliament at University level;
  - 1.2. The Student Council in the academic unit level.

#### **Article 138**

1. Members of the student parliament and student councils shall be elected in accordance to the procedures of parliamentary elections.
2. Details on the election procedure shall be determined by a special regulation issued by the Council in consultation with the Student Parliament.
3. The Student Parliament and the student council of academic units perform tasks based on the principle of majority of votes.

#### **Article 139**

1. The Student Parliament is the highest body of student representation.
2. There are 11 members in the parliament of students.
3. Members are nominated by student organizations based on the total number of votes, achieved on student elections and according to prioritized lists of candidates, published by each student organization at the beginning of the election campaign.
4. Members of the Student Parliament shall elect the president and Vice President
5. The Council shall issue regulations for the student's parliament  
The Student Parliament elects the members of the Senate by the list of nominees prepared by the student council of the academic unit. Student Speaker is a member ex officio, by the overall number of the student members of the Senate.

#### **Article 140**

1. Student council are student representation bodies in each academic unit.
2. The overall number of members for each student council is 1% of the total number of regular students enrolled in the academic unit, with a minimum of 5 and a maximum of 21 members.
3. Members shall be nominated by the student organization based on the total number of votes achieved during the student elections for each academic unit according to the

prioritized lists of candidates published by the student organizations at the beginning of the election campaign.

4. Members of each student council shall elect a president and a vice president.
5. The Council shall issue regulations for student councils.
6. Each student council proposes a list of three candidates for student members of the Senate in order to be elected by the student parliament.
7. The student council of each academic unit shall elect student members of the council of the academic unit. The President of the student council is a member ex officio, by the overall number of student members of the university council.

#### **Article 141**

PF Council allocates an annual budget appropriate for the activity of the Parliament of students and student councils proposed by the Parliament of students.

#### **Article 142**

Students have the right to peaceful gathering.

#### **Article 143**

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

#### **Article 144**

##### **Scientific research and knowledge**

1. University does scientific research and artistic work with the purpose of:
  - 1.1 Continued development of the educational process;
  - 1.2 Recognition of students with scientific research and artistic work;
  - 1.3 Continuing scientific-professional and artistic development of the youth;
  - 1.4 Establishment of an international network of researchers and artists;
  - 1.5 Compiling and presenting interdisciplinary competitive research and artistic projects.
2. Scientific research shall be made by academic units of the University in two ways:
  - 2.1 From basic research without immediate practical use;
  - 2.2 Applied research that are in close relation to the needs and the public interest;
3. Scientific research and artistic work shall be made by these basic conditions:
  - 3.1 Through public funds provided by the university;
  - 3.2 Through private funds from individual contracts with third party.

#### **Article 145**

1. The University is obliged to provide appropriate conditions for scientific research and artistic creativity and to enable academic staff to achieve competitive results at the international level.

2. The academic staff of the University is obliged to do scientific research and creative work in accordance with their professional capabilities 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 in assessing the professional and career development.

#### **Article 146**

1. Scientific research and artistic work shall be made within the premises of the University.
2. On the proposal of the Council of the academic unit Rector may give permission to academic staff to conduct research and creative work in locations outside the University and to participate in joint projects with other institutions.

#### **Article 147**

1. The scope and the results of scientific research and creative work will be reported individually for each year by an academic staff to academic unit council.
2. Each academic unit must present each year the research and artistic work profile in front of Rector and Senate.
3. All data with regard scientific research and artistic work, as specified in this statute, should be collected as standardized statistical data and should be stored in a central data base, provided by the Rectorate.

#### **Article 148**

1. University Professors have the right to request the Senate to allow them a free year of focused research (sabbatical) in a foreign University.
2. A positive decision in focused research (sabbatical) requires:
  - 2.1 Presentation for research project;
  - 2.2 At least 5 years of full commitment in teaching and research;
  - 2.3 Proven scientific competence and recognition within the international scientific community;
  - 2.4 Invitation for scientific research from a institute of any foreign University
3. During the sabbatical year the employee shall receive full salary.
4. After the sabbatical year the employee is entitled to return to work in the same position with the same conditions as before.

#### **Article 149**

##### **Employees of the University Academic and non-academic staff**

1. All job positions should be based on full-rate contracts and contracts with half rate.
2. PF Council shall issue special regulations for collective contracts for academic and non-academic staff in accordance with the laws in force.
3. All new positions for academic staff should be made in cooperation with the MEST.

### **Article 150**

The staff with regular working relationship cannot have other contract of employment at full rate within or outside the University.

### **Article 151**

1. In the academic staff of the University shall be persons 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 Professors;
  - 2.3 Assistant professors;
  - 2.4 Temporary Lecturer. This title will be only temporary for founding phase;
  - 2.5 Assistant in University;
  - 2.6 Lector and co-repetiteure (Faculty of Arts).
3. Official abbreviations for academic staff are:
  - 3.1 Regular Professors – Prof. Dr.;
  - 3.2 Associate Professors – Prof. Assoc. Dr. ;
  - 3.3 Assistant professors – Prof. Ass;
  - 3.4 Assistant in University – Ass.

### **Article 152**

1. In non-academic staff of the University shall be persons engaged in:
  - 1.1 Professional and management tasks;
  - 1.2 Administration;
  - 1.3 Technical work.
2. Responsibilities and specific qualifications for each position will be determined by the description of the work in accordance with the legislation in force.

### **Article 153**

1. All academic staff during regular procedures will be appointed by the Rector and PF council in cooperation with the MEST, according to the decision of the Senate based on the proposal of the academic unit council.
2. If the proposal is rejected, it will be returned for reconsideration in academic unit council.
3. If academic unit council upon reconsideration brings the same proposal, the Senate in cooperation with the Rector and the Council takes the final decision.
4. Procedures for appointment will be made in a transparent manner with public advertisement for the position.
5. All appointments are made after considering the application documentation by evaluation commission formed by the council of the academic unit on the proposal of branch-department. The Commission evaluates the candidates whose qualifications meet the requirements for the position.
6. The evaluation Commission reports to the council formed, within the deadline.

7. No one can be a member of the evaluation commission who is a spouse, partner or close family member of the candidate to be appointed.
8. Other issues for evaluation procedures are defined by rules issued by the Senate in accordance with this Statute.

#### **Article 154**

Conditions for appointment and promotion to any title of academic staff are appropriate qualifications and relevant experience for the position.

#### **Article 155**

1. For the title of Regular Professor of academic unit, the candidate must have the following qualifications:
  - 1.1 Hold a PhD degree (equivalent to the Faculty of Arts);
  - 1.2 Demonstrate a high level of academic competence and scientific experience in the subject, evidenced by:
    - 1.2.1 A significant number of monographs, textbooks, scientific or artistic publications in international journals with at least 5 major works published in scientific or artistic international journals;
    - 1.2.2 Active participation in national and international conferences;
    - 1.2.3 Creation or renowned artistic works or have had public presentations and have contributed in case of the Faculty of Arts, in particular must have contributed to the development of culture and the arts;
    - 1.2.4 Long experience in projects of basic and applied research;
  - 1.3 High educational and pedagogical abilities through reasonable practice;
  - 1.4 Academic leadership skills;
  - 1.5 Leading of master's and doctoral themes;
2. The acquisition of title and the duration of employment for an indefinite duration.

#### **Article 156**

1. For the title of associate professor candidate must fulfill the following conditions:
  - 1.1 Hold a PhD degree (equivalent to the Faculty of Arts);
  - 1.2 Have a selected number of monographs, publications in scientific or artistic international journals with at least 5 major works published in international journals;
  - 1.3 Have created true works of art or have had public presentations in the case for the Faculty of Arts;
  - 1.4 Demonstrate the ability to teach;
  - 1.5 To prove working experience, knowledge and mastery of the subject area concerned;
2. The acquisition of title and the duration of employment for 4 years.

#### **Article 157**

1. For the title of assistant professor candidate must fulfill the following conditions:
  - 1.1 Hold a PhD degree (equivalent to the Faculty of Arts);

- 1.2 Have a selected number of monographs and reviewed publications in scientific or artistic international journals with at least one major work published and reviewed in international journals;
- 1.3 Have created works of art or have had public presentations in the case for the Faculty of Arts;
- 1.4 Demonstrate the ability to teach;
- 1.5 To have at least a three-year experience in the teaching process at University.
- 2. The acquisition of title and the duration of employment for 4 years.

#### **Article 158**

- 1. Lecturers will be appointed for an initial period of three (3) years.
- 2. Lecturers may be the candidate with experience in education, who has completed the second level of study (MA & MSc) and having the status of the dissertation which they testify with the document by respective body.
- 3. Grading and evaluation of students is done under the care of a professor of the subject concern.

#### **Article 159**

- 1. For the title of assistant candidate must fulfill the following conditions:
  - 1.1 Have successfully completed a Master in the respective subject;
  - 1.2 Not be older than 30 years when appointed for the first time;
  - 1.3 To be registered in the PhD studies at the University on the occasion of the election;
- 2. To have GPA in bachelor and master studies no less than 8.
- 3. All appointments and employment duration is 3 years.
- 4. Assistants hold hours of exercises in bachelor and master studies.
- 5. Exceptionally assistant, who was re-elected, in the absence of the professor for the subject, may be authorized for limited lecture to bachelor studies with the authorization of the academic unit council and under the supervision of a teacher from department-cathedra.

#### **Article 160**

- 1. For the title of lecturer of foreign languages, candidate must fulfill the following conditions:
  - 1.1 Have successfully completed a master studies in the selected language;
  - 1.2 Must have excellent capability of the selected language;
  - 1.3 To have GPA in bachelor and master studies no less than 8, in each of those studies.
- 2. Lecturers in other faculties other than in the mother faculty have all rights and obligations for lecture.
- 3. For the title of co-repetiteur candidate must fulfill the following conditions:
  - 3.1 Have successfully completed a Master studies, on piano or any other instrument;
  - 3.2 To have GPA no less than 8, in each of those studies;
- 4. The acquisition of title and the duration of employment for 3 years.

#### **Article 161**

- 1. Additional regulations about specific qualifications of faculty academic staff shall be issued by the Senate on the proposal of the respective council of the academic unit in accordance with the provisions of this Statute.



2. Senate issues specific Regulation for the equivalence of academic staff of the Faculty of Arts, on the proposal of the Council of the Faculty of Arts, in accordance with the provisions of this Statute, within 6 months after the entry into force of this Statute.

#### **Article 162**

1. Retired Professors of the academic unit may engage at the most until the age of seventy (70) years, if no professor for certain subjects and emphasize the need for commitment. Retired Professors may not be members of professional reviewing commissions if such commissions cannot be formed with the professor in the respective field. Retired Professors cannot lead the doctoral candidates.

#### **Article 163**

PF Council on the proposal of the Senate shall issue regulations and code of ethics of employees of the University.

#### **Article 164**

1. Disciplinary responsibilities for employees of the University and the measures that need to be undertaken are determined by regulations issued by PF Council.

#### **Article 165**

##### **The rights and responsibilities of staff**

1. Academic staff has the freedom of expression. They have the freedom to question and test received knowledge and express new ideas and controversial or unpopular opinions, without placing themselves at risk of losing their job or any privilege that may have with the University.
2. Academic staff has the freedom to publish the results of their research and creative work, subject to the regulations of this Statute which is related with the use of intellectual property rights for the benefit of the University.

#### **Article 166**

1. The academic staff of the University is obliged to respect:
  - 1.1 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 honesty;
  - 1.6 Code of Ethics;
  - 1.7 The reputation of the university and to improve it.

#### **Article 167**

1. The academic staff of the University during the educational process is obliged to fulfill the following tasks:
  - 1.1 Prepare and offer lessons, seminars, exercises and other forms of the lecture;

- 1.2 Prepare textbooks and literature suitable for studies within the framework of the subject;
- 1.3 To supervise seminary work, diploma work for bachelor and master, doctoral these and other student research works;
- 1.4 To ensure undisturbed holding of the exams during the prescribed time limit.

#### **Article 168**

- 1. Staff should participate regularly in meetings of bodies and commissions where they are set.
- 2. In case of conflict of interest regarding the content, the employees delegate members do not participate in meetings of governing bodies of the University.

#### **Article 169**

The staff has the right to peaceful gathering and the right to form trade unions, staff associations or professional associations to represent their collective interests to the authorities of the University and for other purposes envisaged by the Law on Higher Education in Kosovo.

#### **Article 170**

- 1. Academic and non-academic have the right to oppose the decisions taken by the University, the academic units or organizational units about the rights, obligations and their responsibilities.
- 2. Such objections must be submitted within 15 working days after the relevant decision has been published.
- 3. Appeal against the decision, unless otherwise specified in this Statute, shall be decided primarily by:
  - 3.1 Council of academic unit, if the first instance decision is made by the Dean;
  - 3.2 Administrative Council of the organizational unit, if the first instance decision is made by the director;
  - 3.3 Rector, if the first instance decision is made by the Vice-rector or the Secretary General;
  - 3.4 Senate, if the first instance decision is made by the council of the academic unit or the administrative council of the organizational unit;
  - 3.5 Steering Council, if the first instance decision is made by the Rector or Senate;
  - 3.6 Ministry, if the first instance decision is made by the PF Council

#### **Article 171**

#### **Procedures of management, quality assurance and administration -Financial management and control-**

Ministry of Finance is obliged to provide the adequate financing for University in order to fulfil the obligations and responsibilities arising from the dispositions of this Statute.

#### **Article 172**

The University, pursuant to the provisions of this Statute, is entitled to the right to take funds from the following resources:

- 1.1 Allocations by the Ministry of Finance for learning, scientific researches and artistic works for the general interest, based on the approved budget;
- 1.2 Education fees and other payments paid by the students,
- 1.3 Payments for commercial services and other services,
- 1.4 Donations, gifts and reliefs,
- 1.5 Contracts with national, international, public and private bodies for teaching, scientific researches, artistic works and consultations.

### **Article 173**

1. The University is free to conclude any contract for any purpose related to the higher education, scientific researches and artistic work. The University may invest funds in addition to those public, in each enterprise for purpose of education, research-scientific or artistic purposes, if:
  - 1.1 Contracts imposing obligations towards the property of public assets are in compliance with the applicable law and have the consent of MEST and MF.
  - 1.2 Public funds are not threatened.

### **Article 179**

1. Until the creation of the conditions for financial autonomy or rendering another decision, the financial issues shall be regulated according to MEST laws and regulations.

### **Article 180**

#### **Budgetary procedures**

Rector of the University is obliged to prepare the annual plan of revenues and expenditures for review from the PF Council, as well as the report of managing the budget and resources, approved by MEST according to the applicable legal provisions.

### **Article 181**

PF Council shall issue the final financial plan based on the budgetary procedures, pursuant to this Statute and applicable laws.

#### **Students' payments**

### **Article 182**

1. Students' payments are made for specific services provided by the University at the time of study program.
2. Students' annual payments are inclusive and pursuant to the special regulations of the Ministry and represent all services provided during the course of the regular study, pursuant to the provisions of this Statute.
3. Students' payments are valid for basic studies-bachelor, master and doctorate.
4. Steering council shall issue a detailed regulation regarding the type and the amount of the students' payment, which will be in compliance with relevant regulations issued by the Ministry.

### **Article 183**

1. Students payments shall be accumulated in a budget to be determined by PFC and MEST.
2. During the annual budget procedures, a relevant percentage from the students' payments shall be returned to the academic unit from where they were taken for developing the education services, pursuant to this Statute.
3. PF Council decides to allocate this percentage fairly and transparently.
4. The remaining part of students' payments is kept as "educational reserve budget"

and shall be available to PF Council. This amount shall be designated only for the purpose of developing the special studies programs and is allocated by the PF Council.

### **Financial control**

#### **Article 184**

1. Pursuant to the applicable Laws, the University is subject, on annual basis, to an external regularity audit and financial control from the authority stipulated by Law.
2. The authority stipulated by Law, submits to the University a report on the regularity audit. Responses provided by the University, if any, related to the report are attached to the report and are integral parts.
3. Following the publication of the report, governing and managerial authorities of the University submit to the authority stipulated by Law, a report laying down measures to be undertaken for the implementation of the recommendations given in the audit report of the General Auditor of Kosovo.

#### **Article 185**

1. In order to establish a greater operational efficiency, a greater budgetary and fiscal discipline, as well as obeying the rules related to the proper usage of the means, the University, pursuant to the applicable laws, establishes the functioning of the internal audit.
2. The internal audit is an independent advisory activity, which helps the University in fulfilling its objectives by providing systematic and disciplined approach to evaluate and improve the effectiveness of the processes for managing the risk, control and governing.
3. The authorities of the University shall undertake all necessary measures to ensure the independence of the internal auditor.
4. The internal auditor shall perform his/her activities pursuant to the applicable Laws and bylaws.
5. Steering council, rector, senate, secretary general and auditors, pursuant to the provisions of this Statute, have the unlimited rights to access in all official data and documents of the University and its staff.

### **Quality control and evaluation**

#### **Article 186**

The University develops its own quality assurance system for quality maintaining and accomplishment of objectives of activity.

### **Quality assurance and the evaluation**

#### **Article 187**

1. All are subject to evaluation and this evaluation includes all the spectrum of the University and its services.
2. The evaluations analyse the efficiency and effectiveness of the functioning of the University in all action fields. It provides to the evaluated units and all responsible governing bodies indicators for measures for quality assurance and improvement, as well as the decisions related to the staff and organization.

#### **Article 188**

The evaluations are conducted according to the international evaluations standards.

#### **Article 189**

1. The evaluations have the following effects:
  - 1.1 Motivation and public evaluation in case of positive results,

- 1.2 Implementation of appropriate measures for improving the work in case of negative results.

#### **Article 190**

Results and effect of the evaluation shall be considered by the governing bodies of the University and its units and will affect the budget allocation.

#### **Article 191**

1. Foreseen evaluations:
  - 1.1 Evaluation of management measures of all organizational levels in relation to the:
    - 1.1.1 Establishment and adapting of the study programs,
    - 1.1.2 Changing of the study programs,
    - 1.1.3 Organizational measures, such as: establishment, adapting and merging of institutional units,
    - 1.1.4 Accomplishment of social objectives,
  - 1.2 The evaluations of study programs and organization of studies,
  - 1.3 Evaluation of teaching quality,
  - 1.4 Evaluation of research activities,
  - 1.5 Evaluation of artistic work.
2. Evaluation is made to reach the objectives, adapting the work and saving the measures taken.

#### **Article 192**

1. Evaluation of teachers' performance, scientific researches and artistic works is carried out in this way:
  - 1.1 Internal evaluation through self-evaluation:
    - 1.1.1 Questionnaires and self-evaluation by the academic staff,
    - 1.1.2 Evaluation anonymous questionnaires by the students,
    - 1.1.3 Analysis of parameters based on the work report and fulfilment of obligations.
  - 1.2 External evaluations by international colleagues:
    - 1.2.1 Attendance of courses,
    - 1.2.2 Experts reports,
2. The University carries out regularly external evaluations pursuant to this Statute and standards determined by Kosovo Accreditation Agency.
3. The Senate issues regulations regarding timeline, procedures and measures of all types of evaluations pursuant to this Statute and following the consultation with steering council.

#### **Article 193**

1. All external teaching evaluations by the students are carried out annually through anonymous questionnaires that are coordinated by the special commission of studies.
2. Questionnaires are thoroughly drafted from the commission of studies of each academic unit, based on the standard structure of questionnaires provided by the Senate and shall be stored and used in computer.

3. 10% of the best annual results of teaching quality evaluation shall be published by each head of the commission for studies.
4. The head of each commission for studies is obliged to discuss with the teachers listed in 10% of the lowest annual results by the students and to decide jointly about the measures to be taken for improving the quality of teaching.

#### **Article 194**

1. All external and internal evaluations shall be carried out under a standard procedure, including the following actions:
  - 1.1 Steering authorities responsible for evaluations prior to the evaluation shall inform the unit of the University where this evaluation is carried out:
    - 1.1.1 Fields,
    - 1.1.2 Objectives,
    - 1.1.3 Procedures and timelines,
    - 1.1.4 Instruments,
  - 1.2 Preparation of the version of the written report, following the evaluation of the:
    - 1.2.1 Evaluation procedure,
    - 1.2.2 Results,
    - 1.2.3 Proposed measures.
  - 1.3 The evaluated units shall be given a reasonable time limit to response towards the version of the report. These comments shall become integral parts of the evaluation report.
  - 1.4 Final evaluation report shall be submitted to:
    - 1.4.1 All persons responsible for evaluated units,
    - 1.4.2 Steering authorities responsible for implementing these measures.

#### **Article 195**

1. The external evaluation is conducted:
  - 1.1 Upon the initiative of the PF Council, Senate or Rector.
  - 1.2 Upon the initiative of the Council of academic units and following the consultation with the dean,
  - 1.3 Upon the initiative of the Ministry and following the consultations with the Steering Council and Rector of the University.
2. Costs related to evaluations initiated by the Ministry shall be covered from the University funds.

#### **Article 196**

Units of the University and their governing bodies are obligated to provide data and information necessary for evaluation, as well as to cooperate.

#### **Article 197**

The fulfilment of obligations for all staff is regularly assessed on institutional basis, at least every five years.

#### **Article 198**

##### **Report on work and fulfilment of obligations**

1. All chairpersons and heads of institutes or other organizational units of the University will provide an annual report on work and fulfilment of obligations to the deans of their academic units.

2. The annual work report contains:
  - 2.1 Latest data related to the learning on the academic year,
  - 2.2 Data on artistic work and research data of the last calendar year.

#### **Article 199**

Every dean of the administrative unit provides to the rector a comprehensive annual work report of his/her academic unit.

#### **Article 200**

1. Report on work and fulfilment of obligations includes sufficient data related to:
  - 1.1 The number of students (enrolled, total number, graduated),
  - 1.2 Academic teaching:
    - 1.2.1 Studying programs and courses,
    - 1.2.2 Teachers, responsibilities of teachers and lectures provided,
    - 1.2.3 Exams and seminar papers,
    - 1.2.4 Diplomas and doctoral dissertation,
    - 1.2.5 Results of students' evaluations,
  - 1.3 Scientific research:
    - 1.3.1 Published scientific articles, monographs and other scientific publications.
    - 1.3.2 Reports of scientific projects,
    - 1.3.3 Participation in conferences and works presented,
    - 1.3.4 Research projects financed by private resources,
    - 1.3.6 Other relevant parameters of the scientific research,
  - 1.4 Artistic works.
2. A standard and detailed form shall be issued by the Senate for each academic unit, with the proposal of the rector and following the consultation of the Council of the relevant academic unit.
3. Senate determines a special procedure for annual collection of the works reports, with the proposal of the Secretary General.
4. All data on accomplishment of tasks are reported no later than 31 March of the following year.

#### **Article 201**

1. Work reports shall be electronically drafted, collected and stored in a standardized way.
2. Central Administration of the University provides the adequate instruments for the collection of data on the manner of work and is responsible for storing and analysis of data.
3. The competent person of each academic unit decides on the right to access in unit data. Secretary General, as an administrative representative of the rector and as the highest competent person related to this, has access to all data.

#### **Article 202**

##### **Administration and data Administrative Offices**

1. The University shall provide efficient and useful administrative services in order to enable the academic staff in meeting the objectives and responsibilities in the field of academic education, scientific researches and artistic work, in the best possible manner, as provided for with this Statute.
2. The University, as necessary, establishes the administrative offices at the level of

the University and for each academic and organizational unit.

#### **Article 203**

1. Central Administration of the University is responsible for professional, administrative and technical issues related to:
  - 1.1 Education, scientific researches and artistic work,
  - 1.2 Administration of the recognition of the studies,
  - 1.3 Administration of the staff,
  - 1.4 Legal aspects,
  - 1.5 Developmental plan of the University,
  - 1.6 Accounting and finances,
  - 1.7 Property maintenance and documentation,
  - 1.8 Files,
  - 1.9 Circulation of goods,
  - 1.10 Management of the information system,
  - 1.11 Central database,
  - 1.12 Other general aspects of the administration of the University,
2. All these tasks are coordinated by the Secretary General.

#### **Article 204**

1. Administrative offices of academic and organizational units are responsible for professional, administrative and technical issues, the structure of which shall be determined from the scope of the respective unit in accordance with the provisions of this Statute.
2. Secretary General, or the officer of the academic and organization unit for legal matters, coordinates all these tasks.
3. The number and tasks of the officers for legal matters are determined according to the proposal of the Secretary General and are approved by the PF Council.

#### **Article 205**

1. The officer for legal matters of the academic unit is the bearer of the administrative office of the academic unit. He/she is responsible that the certain functions of the administrative are effectively and efficiently fulfilled. He/she reports to the dean and Secretary General regarding his/her work.
2. Candidates for officers for legal matters shall meet the following criteria:
  - 2.1 has a university diploma with at least four years of study or master,
  - 2.2 professional field of justice,
  - 2.3 have 3 years of professional work experience
  - 2.4 Sufficient knowledge on education and research processes,
  - 2.5 Demonstrated organizational and managerial skills.
3. The officer for legal matters of the academic unit is selected under the rules of the public competition.

#### **Article 206**

1. PF Council, suggested by rector, shall issue a regulation related to the internal organization of the services of the University.
2. Suggested by the Secretary General, the rector shall issue a regulation related to the systematization of jobs within the Central Administration of the University.
3. Suggested by the secretary, the dean or director shall issue a regulation related to the systematization of the jobs within the administrative office of the academic or organizational office.



## **Article 207**

### **Files**

1. Secretary General is responsible for maintaining the accurate data of administrative office.
2. Related to these data, sustainable files should be kept for the following:
  - 2.1. Applicants for admission,
  - 2.2. Students enrolled in all study and scientific research programs,
  - 2.3. Graduated,
  - 2.4. Staff with contracts,
  - 2.5. Ownership,
  - 2.6. Financial accounts,
  - 2.7. Research projects, creative and consultative,
  - 2.8. Commercial contracts,
  - 2.9. Reports of academic work,
  - 2.10. Evaluations:
    - 2.10.1 Own reports,
    - 2.10.2 External and internal evaluations,
  - 2.11. Other issues requested by PF Council, Rector or Senate.

## **Article 208**

All staff and students of the University shall cooperate with the Secretary General of the University, providing information requested to be maintained, provided for in the previous Article.

## **Article 209**

1. All data shall be stored in a standardized electronically manner. These data are stored in the central database in service of every academic and organizational unit, and are maintained by the University Information Centre, such as:
  - 1.1 The number of students and the book of students;
  - 1.2 Budgetary digit;
  - 1.3 Infrastructure data;
  - 1.4 Work reports and assessments.
2. Secretary General of the University is responsible for granting the right to access in a specific database. Regulations are issued by the rector, with the proposal of the secretary general and following the consultations with deans and directors of academic and organizational units.

## **Article 210**

All staff-related data are kept while respecting their private nature, and can be opened only for purposes proved for by the applicable law and under provisions of this Statute.

## **Article 211**

1. Annual priorities for publication shall be established by the Statute based on the number and type of requests made by the academic staff through academic units.
2. Senate of the University shall issue a Regulation related to the conditions and the procedure of publication, re-publication and translation of publications.

## **Article 212**

1. The bulletin of the University is regularly published and serves as official journal of the University.

2. Secretary General of the University is an editor responsible for the Bulletin of the University.
3. Academic unit publishes the professional scientific-artistic journal.

#### **Article 213**

PFC is responsible for public and media relations, unless otherwise stipulated by the Statute or any regulation.

#### **Article 214**

##### **Transitional provisions**

1. This Statute shall be approved by the PF Council, which is obliged to conclude the founding of University.
2. Since the university has been in the establishment stage until the entry into force of this Statute, all decisions, regulations and other acts issued by the PF Council will remain in force until adapted and harmonized conform to the provisions of this Statute.
3. University Senate, elected under this Statute, has the mandate to review all decisions having academic influence and if deems reasonable, may amend or annul them.
4. As the date of entry into force of this Statute, the procedures for electing the officers and governing body of the University are mandatory.
5. Elections will be conducted under the order ensuring continuous procedures in accordance with the provisions of this Statute.

#### **Article 215**

All study programs being implemented at the time of entry into force of this Statute are considered approved in accordance with decisions on their accreditation, issued by KAA and Ministry.

#### **Article 216**

1. All contracts of academic staff will continue under the same conditions, until the date specified in the contract. Contracts are extended in accordance with this Statute.
2. The staff bearing the title of "Lecturer" and "New Assistant" will continue to keep this title under the decision and deadline set by the decision, whereby is appointed - selected in this title

### **FINAL PROVISIONS**

#### **Article 217**

1. University and academic and organizational units shall harmonize existing acts and regulations in accordance with this Statute, upon the entry into force of this Statute.
2. Until the issuance of acts as mentioned in paragraph 1 of this Article, the dispositions of provisional Statute and other applicable acts shall apply, unless they are contrary to this Statute and the Law on Higher Education.

#### **Article 218**

1. Upon the entry into force, this Statute shall supersede all special and provisional regulations and decisions of the University, contrary to this Statute.
2. In case of any uncertainty in this Statute, at the request of the PF Council, MEST shall provide clarification with a bylaw.

**Article 219**

The Statute shall be proposed to the Ministry of Education, Science and Technology (MEST) for approval.

**Article 220**

This Statute shall enter into force upon signing by the Ministry of the Education, Science and Technology.

Prishtina, 12.08.2013

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Prof. Dr. Ramë Buja  
Minister