



UNIVERSITETI I SHKENCAVE TË APLIKUARA NË FERIZAJ

**PROVISIONAL STATUTE OF THE
UNIVERSITY OF APPLIED SCIENCES IN
FERIZAJ**

GENERAL DISPOSITIONS

PROVISIONAL STATUTE OF THE UNIVERSITY OF APPLIED SCIENCES IN FERIZAJ

GENERAL DISPOSITIONS

Article 1

Establishment

Universiteti i Shkencave të Aplikuara në Ferizaj (hereinafter referred to as ‘University’) is established in accordance with the Governmental Decision Nr.0273/01B on 06.07.2015. The University provides academic education, scientific research and artistic work.

Article 2

Emri, selia, simbolet dhe struktura

1. The name of the university is University of Applied Sciences in Ferizaj – UASF (in albanian language: Universiteti i Shkencave të Aplikuara në Ferizaj – UshAF).
2. The university is based in Ferizaj.

Article 3

The University shall consist of academic units and organizational units as further provided in this Statute.

Article 4

1. The University shall have the following symbols:
 - logo;
 - seal and embossing seal;
 - flag;
 - Rector’s chain;
 - gown of Rector, Vice-Rectors and Deans of academic units.
2. The symbols of the University shall be determined by the Board on the proposal of the Senate.
3. Academic units of the University shall have the right to use name, logo and flag of the University.
4. The University shall have an annual day of celebration on 6 July.

Article 5

Vision, Missioni and Strategic Objectives

1. Vision

Vision of the University of Applied Sciences in Ferizaj is to become a strong and most reputable institution in the region specializing in programs of applied sciences and higher professional education in Kosovo, providing trained and qualified professionals for the needs of local businesses, as well as regional and industrial labour markets.

2. Missioni

Mission of the University of Applied Sciences in Ferizaj is, in addition to working with students during their studies, to develop cooperative activity with local partners (including industrial ones), by involving them in the development process of the university, and those external (European Universities of Applied Sciences, etc.) through the mobilization of students and teachers, all in the use of internal resources (human and material), by way of connecting local economic needs (of the regional and wider) with the permanent growth of quality in learning.

3. Objektivat strategjike

- Develop USHAF into a model institution (reference) for Applied higher education institutions in the region, modern and attractive for students to study and businesses to cooperate with
 - Offering three new programs of applied research and a master's degree, based on local market requirements, existing and the future ones, at the beginning of the academic year 2017-18.
 - Increase and strengthen the cooperation between the university and industrial businesses in the region of Ferizaj and beyond, creating academic board and business partnership until 1 June 2016
 - The establishment of institutes for applied research as well as research for academic and professional needs of the business community in Kosovo until the end of 2016.
 - Solidifying the partnership with the University of Applied Sciences in Salzburg and creating partnerships with at least five Universities of Applied Sciences in Europe and beyond to 2016.
 - Providing a comprehensive management system aspects of student (academic and administrative) including e-learning system by October 1, 2016.
 - Creating a platform for the development of new academic staff and development (increase) in teaching skills for existing staff, through various trainings, until 1 October 2016.
 - Drafting of statutes and all university regulations and guidelines until 1 December 2015.
4. The University regards itself as an integral part of the European zone of higher education, represented by the European University Association. The University is committed to respect all rules, standards and obligations associated with this status.

Article 6

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

community, property, birth or other status and, so far as it is reasonably practicable, age, physical or mental impairment.

Article 7

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

Article 8

All persons and bodies of the University shall conduct themselves in accordance with the highest standards of commitment, integrity, objectivity, accountability, openness, honesty and leadership.

Article 9

The University shall enjoy freedom of academic teaching, of scientific research and of artistic work within its remit without interference from public authorities other than as provided by the applicable laws. Campus is entitled to immunity from the law enforcement bodies, unless specified otherwise by separate laws.

Article 10

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

Article 11

The rights and obligations

1. The University shall have the right to:
 - 1.1. Arrange its structures and activities through its own rules in accordance with the applicable regulations which are based on this statute, in accordance with the Law on Higher Education and subsidiary instruments issued under it.
 - 1.2. Choose teaching and other staff, set conditions for admission of students and methods of teaching and assessment of students, approved by the Kosovo Accreditation Agency (KAA).
 - 1.3. Independently develop and implement curricula and research and artistic projects in cooperation with local and international partners;
 - 1.4. Choose subjects to be taught;

Article 12

1. The University shall have legal personality with all the rights and obligations of a legal person in relation to the matters dealt with in the applicable laws including powers to:
 - 1.1. The right to sue and be sued;
 - 1.2. Regulation of its internal organization;
 - 1.3. Limiting the right to use the title of the university only to persons or organizations that have authorization by the Board of the University;
 - 1.4. Possession and management of land and buildings and other capital assets;
 - 1.5. Admission and manage funds from any legal source;
 - 1.6. Proposal of taxes, fees and fines to the Ministry for approval;
 - 1.7. To appoint and terminate the employment of academic staff and non-academic as well as to perform all the duties of an employer, as provided for by legislation.
 - 1.8. All contracts for labor relations in this period should be made in cooperation with the MEST.
 - 1.9. Signing of contracts for goods and services and capital projects;
 - 1.10. Approval for the content and structure of its academic programs scientific, artistic and professional;
 - 1.11. Creating legal relationships with students and prescribe the conditions for admission;
 - 1.12. Setting methodologies applied to teaching and learning;
 - 1.13. Implementation of appropriate measures for evaluation and quality assurance;
 - 1.14. Award degrees, diplomas, scientific titles and honor, and for good cause to cancel them;
 - 1.15. The establishment of commercial enterprises and institutes for teaching purposes, scientific research, professional and artistic;
 - 1.16. Signing agreements with other national and international (education in Kosovo) and international institutions;
 - 1.17. Approval, the content and form of the flag, seal and other emblems and,
 - 1.18. Other competencies needed to perform its duties according to the law

Article 13

1. Academic units of the University and organizational units are not legal persons. Academic and organizational units of the university have authority as provided in this Statute. Academic units of the University and organizational units are programs (units) specific within the university, while the University is a budget organization under the Law for the budget.
2. University conducts procurement for all academic units. Academic units have a planned budget within the university and the possibility of setting priorities through commitment-expense claims
3. The Managing Authority, which has been granted authorization, is required to submit detailed annual report to the Rector about all relevant aspects of management including:
 - 3.1. contracts and agreements;
 - 3.2. general use of resources;
 - 3.3. accounting and budget flow;
 - 3.4. specific staff employment;
 - 3.5. use of facilities;
 - 3.6. performance with regard to project objectives.
4. The managing authority shall be obliged to deliver such a report for a shorter period on demand of the Rector.

5. In case of danger ahead the Rector shall have the right to suspend procurement until a final decision is made by the University Steering Council.

Article 14

Property and infrastructure used by the University is public property.

Article 15

University Governance

1. The main governing authorities of the University are the Founding Council (hereinafter referred to as “Steering Committee”) and the Provisional Senate (hereinafter referred to as “Senate”).
2. All governing bodies of the University shall conduct its business on the principle of majority voting if not stated otherwise in this Statute.
3. The mandate of all government officials and government authorities of its members is temporary, according to the decision of the Steering Council in cooperation with the MEST to establish organs of the regular but not longer than 1 year from the date of establishment of interim bodies.

Article 16

The chief academic and administrative officer and the person in charge of the University shall be the **Acting Rector** (hereinafter referred to as “Rector”). The Rector shall be responsible to the Steering Council for the effective, efficient and economic operation of the University within its obligations. In that context the Rector shall have all such powers as are necessary for the performance of the duties of Rector insofar as these are not accorded to any other organ or officer by this Statute. The Rector shall be assisted by Vice-Rectors and the Secretary General of the University as hereinafter provided for.

Article 17

University Steering Council

1. The University Steering Council is the principal governing authority of the University.
2. Steering Council shall have the overall strategic responsibility for the efficient institutional operation of the University.
3. Steering Council shall be in charge of all general decisions regarding resources issues (budget, staff, infrastructure), in order to provide appropriate conditions for the sustainable operation of the University in accordance with its obligations.
4. Steering Council, shall be accountable collectively to the Ministry of Education, Science and Technology for the proper and efficient use of funds allocated to the University by ministries or any other public source.
5. Steering Council may establish temporary committees to advise it on specific aspects of its work.

6. Steering Council forms Committee for statutory affairs as an advisory committee. The Commission informs the authorities of the University in respect of all cases of non-implementation of the Statute and other matters assigned by the competent authorities and takes part in designing or give an opinion in the procedure of preparation of acts and regulations issued by the University. Council by a special act regulates issues related to the Commission of statutory

Article 18

1. Steering Council shall consist of nine voting members.
2. Four voting members of the Board shall be nominated by the Ministry of Education, Science and Technology in accordance with the regulations of the Law of Higher Education. They should be persons of high public reputation, with relevant professional skills, business as well as other practical skills. In a general election in University, the election of the members of the Steering Council will be made according to the Law on Higher Education or by administrative guidance which will issue MEST
3. All members of the Steering Council to serve in their personal capacity in Steering Council, not as delegates or representatives of a special interest group.
4. At the invitation of the Steering Council, as required, the meeting can be attended by other persons without the right to vote.
5. President of the Student Parliament may participate in meetings of the Board, without voting rights, in cases when students issues are addressed.

Article 19

1. Steering Council elect the Chairperson and Vice Chairperson and its Secretary from its members.
2. The mandate of the members of the Steering Council is temporary.

Article 20

1. Regulation of the Steering Council prepared and approved by the Steering Council.
2. Meetings of the Steering Council shall require a quorum of four (4) members.
3. Decisions of the Steering Council are taken by a majority of votes (majority of members). If the number of votes is equal votes, the Chairman has the decisive vote
4. The following decisions of the Steering Council shall require a qualified majority of two thirds of votes of the members:
 - 4.1. Annual financial plan;
5. Steering Council approves special rules for analyzing the annual financial plan.
6. Meetings of the Steering Council are convened by the chairman. In exceptional cases, meetings can be convened by 2/3 of the members of the Steering Council. The agenda for meetings is decided by the Steering Council Chairman, or Vice Chairperson respectively, in cooperation with the rector.

Article 21

1. The Rector shall provide reasonable technical support and infrastructure (secretary and

- assistant, office infrastructure) for the Steering Council.
2. The Secretary General shall have the responsibility for providing additional information for decisions of the Steering Council on request

Article 22

1. In accordance with the provisions of this Statute, Steering Council has the following responsibilities:
 - 1.1. Approving the academic character and mission of the University, on the proposal of the Senate or otherwise having consulted with the Senate and, as considered necessary, with international experts, and overseeing its continuing activities;
 - 1.2. Develop a strategic plan, which will be updated annually. In the preparation of the strategic plan and its annual updates;
 - 1.3. Steering Council will consult with the Ministry regarding compliance of its objectives and plans with the state strategy for higher education and the resources that will be available from the Ministry. The scope of such consultations set with a bylaw issued by the Ministry;
 - 1.4. Monitoring the effective and efficient use of resources, the solvency of the University and the safeguarding of its assets on behalf of the public;
 - 1.5. Developing strategies for securing adequate resources from both public and private sources; giving consideration to the feasibility in due course of establishing subsidiary companies to utilise the results of academic work of the University;
 - 1.6. Discussion and approval of the annual budget plan prepared by the Rector and its submission to the civil authorities;
 - 1.7. Defining guidelines regarding the appointment, assignment, grading, appraisal, suspension, dismissal and determination of salary and conditions of service of members of staff.
 - 1.8. Deciding on the establishment, termination and change of the internal structure of academic and organizational units after having consulted with the Senate insofar as not determined otherwise in this Statute.

Article 23

1. Responsibilities of the Steering Council are:
 - 1.1. Ensure preconditions for accurate administration and resources management on the level of the University and its subordinate units;
 - 1.2. Define regulations for the delegation of authority over resources and other administrative matters to the academic units of the University in accordance with the regulations of this Statute;
 - 1.3. Define regulations with regard to the governance, conduct and management of the University as may be required by this Statute;
 - 1.4. Decide about the general organizational structure of academic units on the proposal of the Senate and having consulted with the units affected;
 - 1.5. Arrange for financial audit as hereinafter provided for;
 - 1.6. Define regulations, in accordance with this Statute, relating to:
 - 1.6.1. the conduct of staff;
 - 1.6.2. payment and conditions of service of staff;
 - 1.6.3. procedures of methods of redress for members of staff as a result of

- grievance relating to their employment;
- 1.6.4. the suspension or dismissal of members of staff;
- 1.6.5. appeal against such suspension or dismissal;
- 1.7. To propose to the Ministry the tuition and other fees payable by the enrolled and in some cases, review the tariffs for the evaluation of applications, exams resits and graduation and these tariffs have to be confirmed by the ministry;
- 1.8. Determine rules for cost calculation to be charged for providing university services to third parties;
- 1.9. Elect the Vice-Rectors upon the proposal of the Rector
- 1.10. Ensure that the general regulations of this Statute are put into practice within the University;
- 1.11. Conduct themselves in accordance with the general regulations as outlined in this Statute;
- 1.12. Decide the form and content of logo, seal, embossing seal, flag and other institutional symbols and propose to the Ministry form and contents of diploma on the suggestion of the Senate.

Article 24

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

Article 25

Rector

1. Rector is the head (leading Management authority) of the University.
2. Rector is responsible for the effective and orderly operation of the University and its management within the policies determined by the Council and has the necessary authority to carry out those tasks.
3. Rector duties are specified in the employment contract.

Article 26

1. Interim Chairman of the Council serves as the Acting Rector until the regular election of the Rector of the University.
2. The regular term of the Rector starts according to the Administrative Instruction issued by MEST.

Article 27

The Acting Rector shall be appointed by the Steering Council which will have the mandate until the regular election of the Rector, unless otherwise provided by this charter or any other decision by MEST

Article 28

1. The Rector shall be responsible for:
 - 1.1. acting in the name of the University and representing the University towards the general public;
 - 1.2. being in charge for the organization, direction and management of the University;
 - 1.3. holding the position of head of staff;
 - 1.4. determining the code of conduct of the University staff within the framework established by the Board;
 - 1.5. the appointment, assignment, grading, appraisal, suspension, dismissal and determination of the salary and conditions of service of staff within the framework established by the Board;
 - 1.6. chairing the Senate;
 - 1.7. presenting proposals to the Board concerning the educational character and mission of the University, taking into account the recommendations and opinions of the Senate;
 - 1.8. implementing the decisions of the Board;
 - 1.9. managing budget and resources within the estimates approved by the Board;
 - 1.10. preparing the annual budget preview regarding income and expenditure for consideration by the Board;
 - 1.11. signing contracts in the name of the University with third persons;
 - 1.12. signing the diploma and other official certificates of the University;
 - 1.13. nominating candidates for Vice-Rectors to be elected by the Board;
 - 1.14. nominating a candidate for the Secretary General;
 - 1.15. announcing all academic awards;
 - 1.16. all other duties in the name of the University as determined by this Statute or other applicable regulations.

Article 29

The Rector shall have the right to form advisory boards of the Rectorate on a temporary basis.

Article 30

Rector will inform the Steering Council for any action or omission of the Steering Council, which, in the opinion of the Rector, constitutes an abuse of public funds that are provided. If the Steering Council does not act to correct such improper act or omission, the Rector will

report directly this act or omission to the Ministry. In such cases, the Steering Council can not take any action against the rector, except when the Ministry itself allows such thing.

Article 31

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

Article 32

1. The mandate of a Rector may cease prematurely in case of:
 - 1.1. resignation;
 - 1.2. dismissal;
 - 1.3. health reasons;
 - 1.4. conviction of criminal charge;
 - 1.5. death.
2. The procedure for dismissal of the Rector may be initiated with absolute majority of votes by:
 - 1.1. the Board;
 - 1.2. the Senate.
3. The decision to dismiss can be taken only by the Steering Council.
4. In the case of dismissal of the Rector, the mandate of the Vice-Rectors is also terminated.
5. In case of dismissal the newly elected Rector and the Vice-Rectors shall be elected for the outstanding period of the mandate of the dismissed Rector.
6. In the case of dismissal of the Rector, or in any case the remaining vacant position of rector, Steering Council elects acting rector until the end of the procedure of the election of the rector for the remaining term. Acting Rector will hold the post of rector to take another decision. Acting Rector appointed a person who fulfills the conditions for the appointment of the rector, Article 27

Article 33

1. Rector has the right to appeal to the Minister against his dismissal.
2. The decision of the Ministry is the final decision in the administrative procedure.
3. Against the decision of the Ministry can be initiated proceedings in the competent court.

Article 34

Vice-Rectors

University has three (3) Vire-Rectors.

Article 35

1. The duties of the Vice-Rectors shall be determined by the Rector in accordance with the regulations of this Statute. The Rector shall have the right to delegate full

legal responsibility on a temporary basis. The following fields can be assigned to Vice-Rectors explicitly for co-responsibility:

- 1.1. Teaching, students affairs and scientific research;
- 1.2. Budget, Finance and Infrastructure;
- 1.3. International cooperation and quality assurance.

Article 36

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

Article 37

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

Article 38

1. The mandate of Vice-Rector may be terminated in the same way as the mandate of the Rector as provided in article 32 of this Statute.

Article 39

Secretary General of the University

1. The Secretary General is the highest executive administrative officer of the University, with special rights and responsibilities, which shall be defined in his contract, issued by the Rector.
2. The Secretary General shall be responsible to the Rector for the efficient, economic and effective administration at all levels of the University. In that capacity the Secretary General will be responsible for all matters not otherwise made the responsibility of other bodies or officers.
3. The Secretary General is the head of the administration of the University. He is head of office of the central administration of the University.

Article 40

1. The Secretary General of the University shall be selected by the Steering Council on a proposal of the Rector based on public advertisement.
2. The Secretary General shall be appointed for a period of 5 years with a possible renewal for an unlimited period of time.

Article 41

1. Candidates for the position of Secretary General must fulfil the following qualification profile:
 - 1.1. Academic degree, Master or equivalent with a minimum of four years of study, required;
 - 1.2. professional fields of law;
 - 1.3. minimum of five years of relevant working experience;
 - 1.4. proven organizational and managerial skills;
 - 1.5. sufficient knowledge about educational, artistic and research processes;

Article 42

1. The Secretary General shall have the following responsibilities and duties:
 - 1.1. highest executive administrative officer;
 - 1.2. head of central administration;
 - 1.3. chief of administrative offices and Secretaries on faculty level;
 - 1.4. officer in charge for the efficient, economic and effective administration of the University;
 - 1.5. responsible for the development and maintenance of management information systems and preparation and organization of management data;
 - 1.6. officer in charge of the technical preparation of the budgeting process;
 - 1.7. other issues as requested by the Steering Council and Rector and not otherwise determined by this Statute.

Article 43

Senate

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

Article 44

1. The Senate shall consist of the following voting members:
 - 1.1. the Rector;
 - 1.2. the Vice-Rectors;
 - 1.3. the Deans of all academic units according to this Statute;
 - 1.4. one member elected by and from the academic staff in each academic unit (so the total equals the total number of persons listed in point 3.);
 - 1.5. one (1) member elected by the student's parliament from among the students of the University. The elected member by the students must have a GPA during the bachelor and master of not less than 8:00 in each of these studies;
 - 1.6. one members elected by and from non-academic staff.
2. The Secretary General shall be assigned as permanent non-voting member of the Senate.

Article 45

The mandate of the academic and non-academic members of the Senate is temporary and will last until the regular elections.

Article 46

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

Article 47

1. The Senate shall prepare a code of conduct for its operation and regulations for the election procedure of its members.
2. Procedures for meetings of the Senate and its committees and commissions shall be regulated by the Rector.

Article 48

1. Subject to the overall responsibility of the Steering Council and to the responsibilities of the Rector and the Vice-Rectors, the Senate shall be responsible for:
 - 1.1. general strategic issues relating to research, scholarship, teaching and courses at the University, including:
 - a. criteria for the admission of students;
 - b. the appointment of teaching staff;
 - c. policies and procedures for assessment and examination of the academic performance of students;
 - d. the general outline of study programmes;
 - e. provisions for lifelong learning;
 - f. academic standards and the validation and review of courses;
 - g. quality assurance and evaluation;
 - h. procedures for the award of qualifications and honorary academic titles;
 - i. procedures for the exclusion of students for academic or other reasons;
 - 1.2. the development of strategies of the academic activities of the University and the resources needed to support them, and the provision of advice thereon to the Rector and the Steering Council;
 - 1.3. development of the policy for the protection of the intellectual property of the University and its commercial utilisation;
 - 1.4. provision of advice on such other matters as the Steering Council or the Rector may refer to the Senate.

Article 49

1. It shall be the duty of the Senate to:
 - 1.2. approve study programmes of academic units;
 - 1.3. design strategies for the academic development of the University;
 - 1.4. determine general regulations for the fields of educational, scientific and artistic work;
 - 1.5. determine procedures and criteria for the evaluation of teaching, scientific research and artistic work;
 - 1.6. determine the criteria for student enrolments in accordance with this Statute;
 - 1.7. determine the criteria for dismissal of students;
 - 1.8. define the academic standards for lessons and for quality assurance of lessons in

- accordance with this Statute;
- 1.9. determine the criteria for examination;
 - 1.10. determine the content of all academic evidence and documentation in accordance with this Statute;
 - 1.11. determine the procedure for assessment of academic staff in accordance with this Statute;
 - 1.12. elect the members for all committees and commissions established by the Senate;
 - 1.13. consider issues on the request of Board or Rector;
 - 1.14. consider issues on the request of the Student parliament;
 - 1.15. issue a code of conduct about the work of the Senate;
 - 1.16. deal with other issues as determined by this Statute or requested from Board, Rector or faculty councils.
2. The Senate may establish temporary committees or commissions to advise it on specific aspects of its work.

Article 50

Education/Science Council

1. The University, in addition to the Senate, has the Education/Science Council which deals with educational operational/organizational and scientific issues of the University.
2. The Learning / Scientific Council consists of the following members with voting rights:
 - 2.1. Vice-Rector for teaching;
 - 2.2. Two members selected from the academic staff of each academic program (one of them should be the leader of the program, while the other member of the program will be selected by the teaching staff of the respective program). Another member will be selected by the program committee and will be ratified in the Senate.
 - 2.3. One (1) member elected by the student parliament from among the students of the University. Member elected by the students must have a GPA during the bachelor and master of not less than 8:00 in each of these studies.
 - 2.4. One (1) member elected by non-academic staff.
3. Teaching/scientific Council reports for its work to the University Senate
4. The mandate of academic and non-academic members of the Senate is temporary
5. Vice-Rector for teaching chairs the Teaching/Scientific Council.

Article 51

The Education/Science Council shall have the following responsibilities and duties:

1. Provide advice and proposals to the Governing Council and Senate on all matters pertaining to the University, its staff and its internal structure and organization.
2. Propose to Senate changes in the curricula and syllabus (which come from the Faculties), to make recommendations on teaching methods in the field of research or artistic work and other academic matters.
3. Monitor the progress of students and research or artistic work of the faculty.
4. Propose the number and define the conditions for registration of new students, in accordance with guidelines issued by the Steering Council and the Senate.
5. Determine and implement appropriate measures for quality assurance and evaluation in accordance with the guidelines set by the Senate.
6. The draft annual work reports to the Senate.

7. To deal with other issues related to academic issues of all academic units.
8. To deal with other issues which are determined by this Statute or requested by the Steering Council or Senate

Article 52

Organisational Structure

1. University is composed of:
 - 1.1. Academic units;
 - 1.2. Organisational units.

Article 53

Academic or organizational units shall have no legal personality.

Article 54

Academic units

Academic units of the University are: Faculty and other units established by the Steering Council by special decision.

Article 55

1. Academic units have equal status under the organizational provisions of this Statute.
2. The academic unit operates within the institutional framework of the University offering higher education programs, scientific research or artistic work.

Article 56

Academic units are created through integration or dissolution of other units, with the decision made by Steering Council and after consultation with the Senate.

Article 57

1. Requirements for the status of an academic unit:
 - 1.1. To cover one or more specific areas of academic education, scientific research or artistic work within the institutional framework of the University;
 - 1.2. Sufficient infrastructure;
 - 1.3. The appropriate number of academic staff enabling the fulfillment of academic requirements for the long term.
2. The Steering Council, in cooperation with the MEST, makes the final decision.

Article 58

1. The academic unit loses status if:
 - 1.1. Its programs are evaluated negatively by the Kosovo Accreditation Agency twice;
 - 1.2. Subject to integration or disintegration;
 - 1.3. Steering Council makes the final decision.

Article 59

Steering Council decides on the annual budget of the academic unit on the proposal of the rector and budget hearing with the academic unit. The allocation should take into account special needs of teaching, research and artistic requirements, as well as the results of previous reports and evaluations of academic units.

Article 60

The academic unit has available a relevant percentage of annual student fees to improve educational quality and to cover extraordinary services of educational staff. Steering Council issued relevant regulations.

Article 61

1. For educational responsibility, which are financed by public funds, university assigns to the academic unit a certain number of academic and non-academic staff and provide appropriate infrastructure in accordance with educational obligations established by the Steering Council as per the proposal of the Senate.
2. The academic unit, as a member of the University, is responsible for the implementation of accredited study programs within the framework of its educational profile and in accordance with the provisions of higher education. Senate approves the study programs.
3. Academic unit is responsible for the development of scientific research and artistic work within its scope.
4. Interdisciplinary study programs, involving several academic units shall be established he Senate as per the proposal of the participating academic units.

Article 62

1. Academic unit has its own name.
2. Academic unit has its own shield and the name of the university.

Article 63

Faculty

1. The faculty is engaged in these academic disciplines:
 - 1.1. Academic education;
 - 1.2. Scientific research;
 - 1.3. Artistic creativity;

1.4. Other activities determined by this Statute.

Article 64

1. The faculty offers these type of studies:

- 1.1. Professional Studies;
- 1.2. Bachelor Studies;
- 1.3. Master Studies

Article 65

1. In its composition University has the following faculties:
 1. Faculty of Management,
 2. Faculty of Engineering and Informatics,
 3. Faculty of Architecture, Design and Wood Technology,
 4. Faculty of Tourism and Environment.
2. According to the dynamic development and infrastructural conditions, The Steering Council can take decisions to open new organizational or academic units.

Article 66

1. Depending on the size (the total number of academic staff, a sufficient number of teachers according to the needs of different academic fields and the percentage of permanent staff), Faculty should meet international standards (critical dimension) in order to ensure sustainable development and professional activities in all scientific fields for a long period.
2. Faculty focuses its profile educational and research needs of the country, retraining professionals and lifelong learning, as well as practical services for local partners.
3. The Faculty has the right to establish institutions for practical research in areas designated under cooperation agreements with public or private donors, with the approval of the Steering Council.
4. Steering Council issues regulations on the internal organization of academic units on the proposal of the Board of the respective academic unit.
5. Academic units have the right to create these two levels of hierarchical subdivision:
 - 5.1. Departments (general fields of science or arts);
 - 5.2. Institutes (special fields of science or arts).

Article 67

1. The Faculty is responsible for the following:
 - 1.1. To propose to the Council / Senate Scientific and study programs;
 - 1.2. To organise teaching, examination and assessment of students;
 - 1.3. Academic progress of students, including student academic services;
 - 1.4. To develop scientific research or artistic work according to international standards;
 - 1.5. Quality assurance, evaluation and reporting issues as provided in this Statute;
 - 1.6. Budgeting and efficient tools, as provided in this Statute;
 - 1.7. Personnel issues under the provisions of this Statute;
 - 1.8. To use correctly and efficiently allocated funds by the Steering Council.

Article 68

1. Each faculty id lead by the Acting Dean (thereafter “Dean”).

Article 69

1. Acting Deans proposed by the Rector and approved by the Steering Council. In regular elections, Deans are elected by the Council for teaching / Scientific and ratified by the Senate.
2. Candidates for the position of Dean shall be persons with relevant academic qualifications and have skills and experience in leadership and have at least the academic title of assistant professor or lecturer.

Article 70

The authority of the Dean is simbolised with teh dean’s chain.

Article 71

1. The Dean’s mandate can end before its time in case of:
 - 1.1. Resignation;
 - 1.2. Dismissal;
 - 1.3. Healthh reasons;
 - 1.4. Sentensig for penal offense;
 - 1.5. Retirement;
 - 1.6. Death.
2. The proedure for the dismissal of the Dean are initiated by the:
 - 2.1. Steering Council;
 - 2.2. Senat;
 - 2.3. Rector;
 - 2.4. Teaching/scientific Council
3. The procedure and grounds for dismissal of the Dean are defined in regulations issued by the Senate.
4. The decision to dismiss the Dean is taken by the Rector.
5. In the event of early termination of the mandate, newly elected dean will be elected for the remainder of the mandate period.

Article 73

1. Dean for his work is responsible to the Rector. A Dean's duties are:
 - 1.1. To provide academic leadership in their respective fields for the development of teaching, research and artistic work in the faculty;
 - 1.2. Provide efficient, economic and effective use of funds allocated to the Faculty by the Steering Council;

- 1.3. Take all measures necessary to implement the decisions and tasks defined by the Teaching/Scientific Council;
 - 1.4. Provide sufficient information about use of resources and performance in teaching, research and artistic work to the Rector and the Steering Council under the provisions of this Statute;
 - 1.5. Represent the Faculty in University Senate;
 - 1.6. To advise the Rector and the Senate for appointment of academic staff in the subjects of the Faculty;
2. Dean can represent the University for legal matters on behalf of the faculty only with the authorization of the Steering Council as set in the regulation or otherwise.

Article 74

1. Each faculty will have committees of programs for each study program, whose members are:
 - 1.1. Dean;
 - 1.2. Director of the program;
 - 1.3. All the full time teaching staff who teach in the respective program.
 - 1.4. A representative from among the students, elected by the Student's Parliament. Member elected by the students must have a GPA during the bachelor and master of not less than 8:00 and must be a student in the respective program.

Article 75

Programme Director chairs the programme committee.

Article 76

The program committee has the following responsibilities and duties:

1. To provide advice and proposals to the Education/Scientific Council on all matters relating to the program, its staff and its internal structure and organization.
2. To propose to the Education/Scientific Council new curricula and changes in current curriculum, provide recommendations on teaching methods in the field of research or artistic work and other academic matters.
3. Monitor the progress of students and research or artistic work of the programme.
4. Propose number and determine the conditions for registration of new students, in accordance with guidelines issued by the Steering Council and the Senate.
5. Establish and implement appropriate measures for quality assurance and evaluation in accordance with the guidelines set by the Senate.
6. The draft annual work reports to the Education/Scientific Council.
7. To deal with other issues related to academic issues.
8. To deal with other issues which are determined by this Statute or requested by the Steering Council or Senate.

Article 80

Students and the organization of studies Research and study programs

1. Studies in the University defined in the study programs.
2. Contents of programs for all types of studies included in this Statute shall be based on the regulations prepared by the Education/Scientific Council based on suggestions of the study program committee and approved by the Senate.
3. The content of the teaching study programs is set by the regulations which are prepared by the Education/Scientific Council, at the suggestion of the study program committee and approved by the Senate in accordance with Article 16.4 of the Law on Higher Education of the Republic of Kosovo and in harmony with standards set by the Ministry.

Article 81

1. The university offers the following types of studies:
 - 1.1. Professional Studies;
 - 1.2. Basic Studies (Bachelor) degree;
 - 1.3. Master studies; scientific and professional.

Article 82

1. Programs of study include:
 - 1.1. Title of the study;
 - 1.2. The type of study;
 - 1.3. Academic title;
 - 1.4. Conditions for registration;
 - 1.5. Objectives and results;
 - 1.6. Details of the curriculum;
 - 1.7. competences;
 - 1.8. ECTS value (subjects, theses);
 - 1.9. Conditions for individual studies.
2. The compulsory contents of the curriculum shall be defined in regulations issued by the Senate

Article 83

1. Bachelor studies last 3 or 4 years and require 180 respectively 240 ECTS, unless otherwise specified by regulations of the Ministry related with Article 16.4 of the Law on Higher Education.
2. The Senate shall issue special regulations for basic studies in certain areas as per the proposal of the Teaching/scientific council, if these programs are expected to last up to 6 years and require up to 360 ECTS.
3. Upon successful completion of studies the students are awarded with the academic degree Bachelor of Science or Bachelor of Arts.

Article 84

1. Master studies lasting 1 respectively 2 years and require 60 respectively 120 ECTS, unless otherwise specified by regulations of the Ministry related with Article 16.4 of the Law on Higher Education.
2. Successful completion of Basic Studies degree is a prerequisite for registration of master studies.
3. Upon successful completion of master studies students are awarded with the academic title master of science, master of arts or professional master.

Article 85

1. Academic units of the University have the right to establish special programs for study in the Bologna framework (bachelor - master):
 - 1.1. For bi-modular study programs;
 - 1.2. For interdisciplinary studies programs;
 - 1.3. For joint research programs.

Article 86

1. Bi-modular study programs offered by academic units in a joint program of study and contain two areas of studies.
2. The responsibilities of each contributing partner are defined in the study program.
3. Study Program is proposed by the teaching/scientific committee and approved by the Senate.
4. Upon successful completion of joint studies and obtained a diploma, the student acquires the professional title of both fields of study.

Article 87

1. Interdisciplinary study programs determined by the Senate and offered by two or more academic units on two levels of study.
2. The responsibilities of each partner are defined in the study program.
3. The Senate shall establish an interdisciplinary study commission, which is responsible for:
 - 3.1. Development of the study program;
 - 3.2. The organizational and technical issues;
 - 3.3. Procedures for implementation.
7. All proposals of the study program must be approved by the Teaching/Scientific Council.
8. The Senate takes a final decision on all study regulations, proposed by the study commission and approved by the council of academic units.

Article 88

1. Joint research programs can be developed between UASF and other universities on the basis of partnership agreement.
2. Joint study programs are determined by the Senate and offered by academic units on three levels.
3. The obligations of each partner institution are defined in the study program on the basis of institutional mutual agreement.
4. The Senate will select members for the joint inter-university study commission, which is responsible for:

- 4.1. Development of the study program;
- 4.2. Organizational and technical issues;
- 4.3. The procedures for implementation.
5. All proposals of the study commission must be approved by the Teaching/Scientific Council of all academic units of all universities, which contribute to the study.
6. The Senate takes a final decision on all study regulations, proposed by the Teaching Council / Scientific.

Article 89

1. Students have the right to appear in an individual study program called "Studium irregulare (individual studies). Outline of a studium irregulare includes one of the regular programs of studies (according to the study program) offered by an academic unit. The total number of cases selected individually compared with the foundation study program must not exceed 30% (measured in ECTS).
2. Individual elective courses can be chosen from all academic units of the University.
3. Proposals for part time studies should be addressed to Teaching/Scientific Council, from basic educational curriculum is based on and should include the following elements:
 - 3.1. Title of the study;
 - 3.2. Following the regular study program;
 - 3.3. Objectives and results of the study process;
 - 3.4. Details of the curriculum;
 - 3.5. ECTS value (subjects, theses);
4. Teaching/Scientific Council decides on:
 - 4.1. Accept studium irregulare in the presented version;
 - 4.2. Rejecting the proposal for studium irregulare;
 - 4.3. Handing back the proposals for studium irregulare for amendment or supplementation.
5. If the Teaching/Scientific Council responds positively, academic units adopt irregulare Studium.

Article 90

1. Academic units have the right to offer academic courses for the general public.
2. University courses include:
 - 2.1. Basic courses;
 - 2.2. Specialized courses;
 - 2.3. Seminars;
 - 2.4. Summer School.
3. The curriculum, preconditions for attendance and other organizational matters are approved by the Teaching/Scientific Council according to the proposal of the professor who is responsible for the case. The final decision is taken by the Senate.
4. Upon successful completion of the university course, the issued certificates are signed by the dean of the academic unit in which the programme was developed and by the professor in charge of the module.

Article 94

Admission to the studies

1. Any candidate who passes the state exam has the right to compete for university studies according to the legislation.
2. Conditions for admission to undergraduate - bachelor at the University are:
 - 2.1. The successful completion of a secondary school in Kosovo with a certified diploma;
 - 2.2. Successful completion of primary and secondary school with at least 12 years of education, certified by the relevant degree;
 - 2.3. Successful completion of primary and secondary school with at least 12 years of education, certified by the respective degree earned abroad, providing that the equivalency certificate is completed;
 - 2.4. The decision on the recognition of diplomas and equivalence are taken by the relevant ministry.
3. The Senate shall issue regulations, which define in detail the conditions and criteria for enrollment in undergraduate-degree.
4. For specific areas of study, University organizes enrollment exams or extra exams for some modules, which must be approved by the Ministry. In this case the student must successfully pass the entrance exam for enrollment in the first year of studies.

Article 97

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

Article 98

1. Number of places for bachelor and master determined by the Senate for every year of the study in each academic unit. The decision is based on the total number of students which will be educated with public funds, which are provided by the Ministry.
2. Part-time students, bachelor and master, which are not publicly funded but have achieved excellent results in learning, can be enrolled in a full-time study, funded by public funds, from the second year of study, or the following year of study. Conditions and criteria for this award are set by the Steering Council on the proposal of the Senate.

Article 99

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

Article 100

1. Applicants who are not accepted in the first year of master studies may appeal against the decision within three working days after the announcement of the results.
2. The final decision on the appeal is taken from 3-member committee, headed by Vice-Rector for teaching and student issues and other members appointed by the rector.

Article 101

Determination of academic success

1. In determining the academic success, these methods will be applied:
 - 1.1. Exam;
 - 1.2. Mid-term test;
 - 1.3. Seminar paper;
 - 1.4. Professional practice;
 - 1.5. The practical test during exercises;
 - 1.6. Interpretation and presentation of artistic and other works.

Article 102

1. All academic units of the University will apply these grades 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 (adequate);
 - 1.5. 5 (unsatisfactory).
2. A candidate successfully passes the exam with grades 6-10.
3. The Senate shall issue regulations setting detailed criteria for assessment.

Article 103

1. Examinations shall serve as the regular way of determining knowledge.
2. The exams can be organized separately for each subject or combined for more subjects in accordance with the program of study (examination committee).
3. Examinations are public and are held in the following ways:
 - 3.1. Writing;
 - 3.2. Oral;
 - 3.3. Written and oral;
 - 3.4. Practice.
4. Combined oral and writing exams have to be organised within seven days.
5. Exams are evaluated by an examiner or by an examination commission.
6. Examinations can be held by an examination commission if:
 - 6.1. The student complained;
 - 6.2. It is assigned by the study program.
7. The procedure of examination is defined by the study program.
8. The method of determining the knowledge and passing of the exam will be determined by the curriculum of the course - syllabus.

Article 104

1. Exams for bachelor and master are held during examination period.
2. Examination schedule include winter term (January), spring (June) and autumn (September). The exact period for each term is defined by the general calendar of studies, which is accepted by the Senate and open to the public. Details about the date of the start and end of each period are determined by the council of academic units.
3. Schedules of examinations, which included daily schedules, are published at the beginning of the academic year.

4. The schedule of examinations will be determined so that the student does not have more than one exam per day.
5. The schedule of exams, after being announced, are obligatory for both: examiner and student.

Article 106

1. Time of submission of examination shall start no earlier than 6 weeks before and end no later than 8 days before the start of the exam period.
2. The exam schedule must be announced no later than three days before the exam.
3. In all cases where a student misses or is withdrawn from the exam, the exam is considered to have failed (marked 5).
4. Upon request, the student may be allowed by the Dean of the academic unit to enter earlier in the exam, if they participate in an international exchange program of studies or is doing practical training abroad during the period set for examination.

Article 107

1. The student has the right to file a written complaint with the dean of the academic unit against the marking. The appeal must be submitted within two working days after the results are announced.
2. Complaints may be made for the following reasons:
 - 2.1. For the written exam appeal against the marking for the written exam;
 - 2.2. Oral examination appeal against the marking of the oral exam;
 - 2.3. Combined examination, written and oral:
 - 2.3.1. Appeal against the marking of the written exam prior to the oral exam;
 - 2.3.2. Appeal against the marking of the oral exam, which means that the written exam is accepted as passed.
3. Upon receipt of the complaint in time, the Dean of the academic unit establishes the examination commission within one working day after receiving the complaint and appoints three members, but without the examiner against whose grade student complained.
4. If oral examination is repeated, examination by the commission has to be organised on the next working day after the commission is established.
5. In case of an appeal against the marking of a written examination, written examination will be reviewed by the committee in the next working day after the commission is established.
6. There may be no appeals against the commission's decision.
7. Tests and exam papers are stored maximum 30 days after the examination.

Article 108

1. The student has the right to retake an examination which was not passed.
2. As a rule, the student has the right to enter a maximum of three times in the examination which was not passed.
3. Student after the appeal, with a strong justification, may be allowed by the Dean of the academic unit to take the exam for the fourth time. The exam can then be held by a commission of three members who are appointed by the dean of the academic unit.

4. In case of re-enrollments the same year, the number of exams failed former student does not count.
5. If the student fails again 4 times during the repeated examination, he/she loses the status of a regular student for this type of study.
6. The student can regain the status of a student if he/she is enrolled in a new study program.

Article 109

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

Article 110

Bachelor and master studies

1. Bachelor programs can be completed with final exam, Bachelor thesis or a commission examination in accordance with their programs of study.
2. Bachelor thesis is an individual work by the student, proving that the theoretical skills achieved during the course of study can be used successfully for solving practical problems in specific scientific fields.
3. The Bachelor thesis can be jointly elaborated by two or three students (research group) and there must be clearly marked contribution of each candidate.
4. The request for elaboration of a Bachelor of two or three students is decided by the Education/Scientific Council.
5. Procedure for application, elaboration, defense and grading of a Bachelor theses is determined Education/Scientific Council.

Article 111

1. Master's programs complete with master thesis in accordance with the study programs.
2. The Master thesis work individually by the student, proving that the theoretical skills achieved during the course of study can be applied successfully to solve complex research problem in certain areas of science.
3. Diploma Master elaborated by two or three students (research group), and there must be clearly marked contribution of each candidate.
4. An application for elaboration of master thesis by two or three students decided by the Teaching Council / Scientific.
5. The procedure for application, elaboration, defense and grading of the master thesis is determined by the Teaching Council / Scientific.

Article 114

Academic Titles

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

Article 115

1. Successful completion of studies in accordance with the study program certified by the University through a diploma, which is an official document.
2. Form and content of diploma and diploma supplement, and the procedure of issuance shall be described in a separate regulation of the Ministry.
3. The diploma is signed by the rector and the dean of the academic unit where the study was completed.

Article 116
Recognition of the studies

1. In accordance with the rules of the Lisbon Recognition Convention and in accordance with specific regulations of the Ministry, the University accepts qualifications (academic degrees, diplomas, examinations) of recognized or licensed institutions, local or foreign higher education.
2. In accordance with the MEST's Administrative Instruction on the principles and procedures for the recognition of diplomas of higher vocational schools and university degrees earned outside of Kosovo, it is the responsibility of the University to make the recognition of diplomas of higher vocational schools and university degrees and certificates to certain periods of the study to students, in order to continue with their studies.
3. In case of recognition of qualifications, the student has the right to continue studies in the university.

Article 117

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

Article 118

1. In questionable cases, when the data are not sufficient to make a decision, the relevant committee should study the application for recognition and should be given the following information:
 - 1.1. Complete file with all the data;
 - 1.2. The available data and comments on the specific case by the National Council for Recognition or equivalent.
2. Educational/scientific Council submits a proposal to the Senate, in a form a report, with a decision within two months when the request was submitted.
3. The decision of the Educational/Scientific Council 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 application because of major discrepancies in the study programs.

Article 119

Academic Unit

1. University organizes studies in accordance with the existing programs of study during the academic year, which lasts 12 months. The academic year begins on October 1 and ends on 30 September.
2. The active study period (lectures, exercises, seminars, colloquies) is divided into two semesters. The winter semester begins on October 1 and ends on 15 January. The summer term starts on February 16 and ends on May 31.
3. The course may be taught in weeks (15 weeks per term) for one or two semesters or can be held as a block lectures in a semester.
4. Calendar of studies is issued by the Senate not later than 31 May and a schedule of lectures (lessons, exercises, seminars, colloquies), the terms and conditions of the test.

Article 120

Senate shall issue regulations about the commitment and total student load.

Article 121

Language of the studies

1. University organizes studies in Albanian and in other official languages of Kosovo.
2. Based on the decision of the Senate, upon the proposal of the Education/Scientific Council, lectures can be organised in other languages.
3. With the proposal of the Education/Scientific Council Senate can decide on a study programs to be offered exclusively in a foreign language if there a clear arguments (promotion of academic exchange, the situation in the labor market, the interest of students, academic orientation teachers) that support these measures and favor the academic development of the University.

Article 122

Changing the study programe

1. The student can change the study program by terminating education in a study program and start education in another program of study in the same or in a different academic unit of the University.
2. Replacement of the study program is possible between study programs in order to achieve the same level of education in accordance with the provisions of this Statute;
3. During the change of the study program, the student is legally allowed to start a new program of study if at least 50% of exams passed in the old study program and are accepted in the new study program.
4. According to paragraph 3 the student is allowed to enroll in the new program of studies:
 - 1.1. At least in the second year of studies;
 - 1.2. The best year of studies following the old study program.

2. Changing the study program can not be done if the student has to enroll again in the first year of study in the new study program in accordance with paragraph 3 and 4.

Article 123

1. The student must submit the request to change of the study program to the Education/Scientific Council. Attached to the application must be evidence of successful completion of the requirements based on the previous study program.
2. The Education/Scientific Council sets conditions for changing individual study program in accordance with the regulations of the study program.
3. The decision to change the program of study is taken by the Education/Scientific Council.
4. An appeal against refusal of changing the study program should be done to the Education/Scientific Council by the student, within 8 working days after the publication of the decision.

Article 124

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

Article 125

Students – status, rights and obligations

1. A person enrolled in studies at the University has the status of a student.
2. The student status is verified by the student book (student card).
3. Content and form of student card are determined by special regulations issued by the Senate.

Article 126

1. The University offers two modes of study:
 - 1.1. Regular student status. This means that all preconditions have been met for admission to a specific study program.
 - 1.1.1. Full-time Student;
 - 1.1.2. Part-time Student;
 - 1.2. Visiting student status.

Article 127

1. Students who are admitted to the University have the right to:
 - 1.1. Attend all lectures, seminars and other teaching organized in subjects chosen in the study program;
 - 1.2. The use of university libraries and other services for students;

- 1.3. Participate in elections for student representatives to university bodies, participate regularly in the meetings of bodies and commissions that are appointed as members and perform such duties in a committed and sincere way. In case of conflict of interest relating to the content delegate of students do not participate in meetings of governing bodies of the University;
- 1.4. Students have the right to put forward new ideas and opinions without the risk of losing their studentship or privileges they can receive from the university;
- 1.5. Students have the right to complain about the quality of the teaching or university infrastructure;
- 1.6. Students have the right to challenge any decision or action against University to Ministry and the competent court.

Article 128

1. Students who are admitted to the University have an obligation:
 - 1.1. To respect the regulations issued by the University;
 - 1.2. To respect the rights of staff and other students;
 - 1.3. To pay proper attention to their studies and participate in academic activities;
 - 1.4. To follow lectures in accordance with the rules of the specific study program;
 - 1.5. To behave on the premises of the University, as well as outside them not to discredit the University;
 - 1.6. To respect the rules of the Code of Conduct;
 - 1.7. Pay fees and charges that are certain.

Article 129

1. Successful completion of the academic year in accordance with the program of study is the precondition for a student to enroll into the next year.
2. Exceptionally, the requirement for registration of another academic year can be achieved even with minus 2 unpassed exams from the previous year.
3. A student who has failed to successfully complete a year has to enroll again in the same level of the study.
4. The maximum number of registered academic year is equal to the number of years of regular relevant study. There is only one re-registration of a year and there can not be a re/registration twice for one academic year in a row.

Article 130

1. A regular student loses its status for the following reasons:
 - 1.1. When he decides to leave his/her studies;
 - 1.2. When graduates;
 - 1.3. When it fails to enroll in the academic year;
 - 1.4. When he/she not graduated in the double duration of study;
 - 1.5. When it reaches the maximum number of re-enrollments without successfully completing their studies;
 - 1.6. In the case of exclusion, according to the decision issued after disciplinary proceedings.
2. A student can apply once for an extended duration of study for one or two years. The Education/Scientific Council will decide on this. In case of a positive decision, the student is still a regular student.

3. The Education/Scientific Council can apply special regulations for maintaining the status of a regular student in the following cases:
 - 3.1. For special achievements in the field of sports, certified with amateur or professional status at regional level or above;
 - 3.2. For special achievements as a recognized artist, certified by relevant media response and confirmed by the Education/Scientific Council;
 - 3.3. For individuals with physical disabilities, including disability, sight and hearing, or mental, certified by a doctor certificate. The decision on enrollment for each year is made by the Education/Scientific Council. These students must be equipped with special devices that respond to their needs and enable the pursuit of studies and consider the specific form of the exam.

4. A student may request temporary suspension of the status of a regular student in proven cases as:
 - 4.1. Serious illness;
 - 4.2. Care for children under three years old;
 - 4.3. Pregnancy and maternity;
 - 4.4. Other justified. The final decision is with the dean of the academic unit.

Article 131

1. The status of a regular student is held within two years after they have completed all the exams. During this time the student must finish the diploma exam to successfully complete the study.
2. A student who has exceeded the prescribed time to successfully complete the degree may apply to the Dean of the academic unit for extension of the period for one year only.

Article 132

1. The student can enroll again as a regular student without any restriction regarding the period of temporary suspension of regular student status under this Statute. The period of temporary suspension of regular student status under this Statute does not count in the duration of studies.
2. If the curriculum at the time of first registration is not delivered in the coming year after the temporary suspension of a regular student status under this Statute, the Education/Scientific Council decides for differential exams or additional obligations as a condition for the continuation of studies.

Article 133

1. The Education/Scientific Council exempt permanently or temporarily University students who violate the rules. Students accused of misconduct have the right to be heard by the disciplinary commission, which advises the Education/Scientific Council. Students excluded have the right to complain to the complaints committee level as the second level.
2. Regulations elaborating these procedures shall be approved by the Steering Council after consulting with the student parliament.

Article 134

1. Students have the right to appeal against the decision taken by the university authorities, academic units and organizational units dealing with rights and obligations.
2. Such complaints should be submitted Education / Scientific Council within 15 days after the decision is announced.
3. Education / Scientific Council is obliged to submit a report on the decision taken 30 working days after receiving the complaint.
4. Complaints about the decision in the second instance determined 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

Students Mobility

1. In accordance with the program of studies, students can choose and register certain subjects in other academic units of the university if selected content is not held in the faculty where the student is enrolled.
2. Registration of the subject can be done with the permission of the academic unit where the student is registered and with the consent of the student's academic unit where the module is delivered.
3. When a student is given permission to allow the registration of the certificate on the particular module, the value of ECTS credits can be earned upon completion of the course. ECTS credits earned will count in the student's program of study.
4. In the official document of student, following data recorded of the module are registered, the performance of students and the success of the show. For ECTS credits earned for student, proof of academic unit where the student has acquired them is issued.
5. The international mobility of students and between universities in Kosovo is regulated by a special act of the University. With this act, and by agreement with the University of origin student visitor will also regulate the rights and obligations of guest students, tuition and other issues related to student visitor.

Article 136

Organisation of the students

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

Article 137

1. Interest of students will be represented within the University with the following bodies:
 - 1.1. Parliament of students at the university level;

Article 138

1. Members of Parliament of the students will be selected in accordance with the procedures of parliamentary elections student.

2. Details of the election procedure shall be determined by special regulations issued by the Steering Council in consultation with the student parliament.
3. Student Parliament conducts its business on the principle of majority voting.

Article 139

1. Student Parliament is the supreme body of student representation.
2. The total number of members of the student parliament 9 members elected by the students, who must have a GPA during the bachelor and master of not less than 8:00 in each of these studies.
3. The members shall be nominated by the student organizations based on the total number of votes achieved during the student elections and according to prioritized lists of candidates, published by each student organization at the beginning of the election campaign.
4. Members of the student parliament shall elect the chairman and deputy chairman. The elected members (incl president and vice-president) of the students must have a GPA during the bachelor and master of not less than 8:00 in each of these studies.
5. Steering Council issued regulations for the student parliament.
6. Student Parliament elects the members of the Senate and the Education/Scientific Council from a list of nominees prepared by the student parliament. Members elected by the students must have a GPA during the bachelor and master of not less than 8:00 in each of these studies.

Article 141

Steering Council allocates an annual budget appropriate for the activity of the student parliament.

Article 142

Students have the right to peaceful assembly.

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. The University does scientific research and artistic work with the purpose of:
 - 1.1. Development of the educational process;
 - 1.2. Recognition of student scientific research and artistic work;
 - 1.3. Continuing development of scientific - professional and artistic youth;
 - 1.4. Establish international network of researchers and artists;
 - 1.5. Preparation and presentation of artistic projects and interdisciplinary studies competitive.
2. Research in done by the University's academic units in two ways:
 - 2.1. Basic research without immediate practical use;

2.2. Applied research that are closely related to the public interest and needs.

3. Research and artistic work is done by these basic conditions:

3.1. Through public funds provided by the university;

3.2. Through private funds from individual contracts with third parties.

Article 145

1. The University is obliged to provide appropriate conditions for research and artistic creation and to allow academic staff to achieve competitive results at the international level.
2. The academic staff of the University are obliged to do scientific research and creative work in accordance with their professional skills and obligations arising from the strategic guidelines of the Senate and of the Education/Scientific Council of University.
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 within the premises of the University.
2. based on the proposal of the Education/scientific council, the Rector may give permission to academic staff to perform research and creative work in certain locations outside the University and participate in joint projects with other institutions.

Article 147

1. The scope and results of research - scientific and artistic work, will be reported individually for each academic year by an employee before Education/Scientific Council.
2. Each academic unit must submit each year research profile and artistic work to the Rector and the Senate.
3. All data regarding scientific research and artistic work, as specified in this Statute, should be collected as standardized statistical data and should be stored in a central data base, powered by Rector.

Article 148

1. University professors have the right to ask the Senate to allow a free year of research focused (sabbatical) in a foreign university.
2. A positive decision focused for a year (sabbatical) requires:
 - 2.1. Introduction to the research project;
 - 2.2. At least 5 years of full engagement in teaching and research;
 - 2.3. Proven scientific competence and recognition within the international scientific community;
 - 2.4. Call for scientific research from a foreign university or institute.
3. During the fiscal year the employee will receive full pay.
4. After the research focus of the employee is entitled to return to work the same position with the same conditions as before.

Article 149

University Staff Academic and non-academic staff

1. All jobs will be based on full time contracts (100%), contracts with half rate (50%) and a quarter of the rate contracts (25%).
2. The Steering 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

Full time personnel engaged at university when they are offered a full time job, the university will offer no more than half the rate (50%) to him / her. He / she is obliged to notify the university for his/her engagement to the institution outside the university. When he/she ends the work outside the university, then the university is obliged to offer the position back on a full-time basis (100%).

Personnel employed fulltime (100%) at the university, may ask the Rector to reduce te engagement at the university to a half-time (50%) or a quarter of the rate (25%) for a certain period of time. Salaries shall conform to his/her commitment, and that of 100%, 50% or 25%. Full-time staff, in special cases, can be requested a leave without pay for a period of time. It is the Rector's decision to approve or reject the request. The member of staff whose leave without pay is approved will have their job frozen for the period in question. If the staff who's unpaid leave is approved does not respect the agreement with the rector then hi/she loses his/her job.

Article 151

1. The academic staff of the University shall be persons engaged in:
 - 1.1. Academic education;
 - 1.2. Scientific research;
 - 1.3. Artistic creation.
2. The academic staff consists of:
 - 1.1. Regular professors;
 - 1.2. Associate professors;
 - 1.3. Assistant professors;
 - 1.4. Lecturer;
 - 1.5. University assistant;
 - 1.6. Lector.
3. Official abbreviations for academic staff are:
 - 1.1. Full Professor – Prof. Dr .;
 - 1.2. Associate Professor – Prof. Asoc. Dr .;
 - 1.3. Assistant Professor – Prof. As. Dr .;
 - 1.4. Lecturer - Ligj;
 - 1.5. Assistant University - As.

Article 152

1. 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. The responsibilities and specific qualifications for each position will be determined by the Rules of systematization of jobs in accordance with the legislation in force.

Article 153

1. All academic staff during the interim period will be appointed by the Rector and Steering Council in accordance with the decision of the Senate based on the proposal of the Education/Scientific Council.
2. If the proposal is rejected, it is returned to teaching Education/Scientific Council for a review.
3. If the Education/Scientific Council review brings the same conclusion, in cooperation with the Rector Senate takes a final decision.
4. Procedures for appointment will be made in a transparent manner with public advertisement for the post.
5. All appointments shall be made after review the documentation of applicants by the evaluation committee formed by the Education/Scientific Council. The evaluation committee evaluates the candidates whose qualifications meet the requirements for the position.
6. The evaluation committee prepares a written report in the shortest possible time and informs the body that has formed.
7. No one may be a member of the evaluation committee if he/she is a spouse, partner or close family member of the candidate to be appointed.
8. Further details of the assessment procedures are defined in regulations issued by the Senate in accordance with this Statute.

Article 154

Conditions for appointment and promotion to any academic grade are appropriate qualifications and experience relevant to the workplace.

Article 155

1. Full Professor of an academic unit, the candidate must have the following qualifications:
 - 1.1. Hold a Doctorate;
 - 1.2. Demonstrate a high level of academic competence and scientific experience in the subject, proven by:
 - 1.2.1. A significant number of monographs, textbooks, publications in international scientific or artistic journals with at least 5 key publications published in international scientific or artistic journals;
 - 1.2.2. Active participation in national and international conferences;
 - 1.2.3. Long experience in projects and applied research;

- 1.3. High skills and pedagogical education through reasonable practice;
 - 1.4. Academic leadership skills;
 - 1.5. Mentorship of master and doctoral theses.
2. The awarded title and the duration of employment are for an indefinite period.

Article 156

1. For the title of associate professor, the candidate must fulfill the following conditions:
 - 1.1. We have call Doctorate (equivalent to the Faculty of Arts);
 - 1.2. Have a select number of monographs, publications in international scientific or artistic, with at least three key publications published in international journals;
 - 1.3. Experience in teaching;
 - 1.4. Demonstrate knowledge and skill in the areas of expertise
2. The awarded title and the duration of employment are for a 4 years.

Article 157

1. For the title of assistant professor, the candidate must fulfill the following conditions:
 - 1.1. We have call Doctorate (equivalent to the Faculty of Arts);
 - 1.2. Have a select number of monographs, publications in international scientific or artistic, with at least one key publications published in international journals;
 - 1.3. Experience in teaching;
 - 1.4. At least three years expertise in university teaching.
2. The awarded title and the duration of employment are for a 4 years.

Article 158

1. For the title of lecturer, the candidate must fulfill the following conditions:
 - 1.1. Has completed the second level studies (MA, MSc or Masters) or equivalent in the appropriate field;
 - 1.2. Is enrolled in doctoral studies at the University when it is re-elected;
 - 1.3. Experience in teaching.
 - 1.4. Have a GPA in bachelor and master of not less than 8.
2. The assessment of student will be under the supervision of a professor of the respective course at least with Ph.D. and the minimum title Prof. As. Dr ..
3. The awarded title and the duration of employment are for a 3 years.

Article 159

1. For the title of Assistant the applicant must fulfill the following conditions:
 - 1.1. Have successfully completed a Master in the corresponding direction;
 - 1.2. Be no older than 32 years when appointed for the first time;
 - 1.3. He is enrolled in doctoral studies at the University of reelection;
2. Have a minimum GPA in bachelor and master no less than 8 for the first appointment.
3. Duration of all appointments and employments is 3 years.
4. The assistants is responsible for exercises in bachelor and master.

5. In the absence of the professor for the course, the assistant may be authorized to hold lectures limited in bachelor studies with the approval of the Education/Scientific Council and under the supervision of a teacher from the program of study.

Article 160

1. The title of lecturer of foreign languages, the candidate must fulfill the following conditions:
 - 1.1. Have successfully completed a master in the selected language;
 - 1.2. Have excellent preferred language skills;
 - 1.3. He is enrolled in doctoral studies at the University during the reelection;
 - 1.4. Experience in teaching.
2. The awarded title and the duration of employment are for a 3 years.

Article 161

1. Additional regulations about special qualifications of the faculty academic staff shall be issued by the Senate on the proposal of the Education /Scientific Council and in accordance with the provisions of this Statute.

Article 162

1. Retired Professor of an academic unit can be engaged the most up to the age of seventy (70) years, if there is no other professor of certain modules and there is a need of such engagement. Retired Professors may not be members with the voting rights in the bodies of the university and academic units. Exceptionally, they may be members of professional evaluation committee if such a committee can not be formed with the Professor of the relevant field. Retired teachers can not lead doctoral candidates.

Article 163

Steering Council with the proposal of the Senate shall issue regulations and code of ethics of the employees of the University.

Article 164

1. The disciplinary responsibility of employees of the University and the measures to be taken are determined by regulations issued by the Steering Council.
2. The procedures and conditions for the revocation of securities, suspension or termination of staf contracts are determined by special regulations issued by the Steering Council after having consulted with the Senate.

Article 165

The rights and responsibilities of staf

1. The academic staff have freedom of speech. They have the freedom to question and test learning and to express new ideas and controversial thughts or unpopular opinions,

without placing themselves in jeopardy of losing their job or any privileges they may have with the University.

2. The academic staff has the freedom to publish the results of their work and creative research, subject to the rules of this Statute which relates to the use of intellectual property rights for the benefit of the university.

Article 166

1. The academic staff of the University is obliged to observe:
 - 1.1. Spirit of humanism;
 - 1.2. University's autonomy;
 - 1.3. Freedom of scientific and artistic creativity;
 - 1.4. University acts and decisions based on them;
 - 1.5. Principles of scientific and professional integrity;
 - 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 in the educational process is obliged to fulfill the following tasks:
 - 1.1. Prepare and lessons, seminars, exercises and other forms of lecturing;
 - 1.2. Prepare textbooks and appropriate literature for the modules within the study structure;
 - 1.3. Supervise Bachelor and Master theses and other research works of students;
 - 1.4. To ensure undisturbed examinations during the scheduled examination.

Article 168

1. Personnel should participate in regularly meetings of bodies and commissions that are appointed as members and to perform such duties with dedication and sincerity.
2. In case of conflict of interest relating to the content, the appointed staff do not participate in meetings of governing bodies of the University.

Article 169

The staff have the right to peaceful organisation 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 staff have the right to challenge decisions taken by the University, or organizational units about their rights, obligations and responsibilities.
2. Such objections must be submitted within 15 days after the relevant decision has been published.
3. Objection on the decision, unless otherwise specified in this Statute, shall be placed primarily by:

- 3.1. Education/Scientific Council if in the first instance decision is made by the dean;
- 3.2. Education/Scientific Council, if the decision at first instance has been made by the Director;
- 3.3. Rector, if the decision at first instance has been made by Vice-Rector or the Secretary General;
- 3.4. Senate, if the decision at first instance has been made by the Education/Scientific Council;
- 3.5. Steering Council, whether in first instance decision is made by the Rector or the Senate;
- 3.6. Ministry, if the decision at first instance has been made by the Steering Council.

Article 171

Management procedures, quality control and its administration -financial management and its control-

The Ministry of Finance has the obligation to provide adequate funding for the University to fulfill its obligations and responsibilities arising from the provisions of this Statute.

Article 172

1. University in accordance with the provisions of this Statute shall be entitled to receive funds from these sources:
 - 1.1. Allocation from the Ministry of Finance, for teaching, scientific research and artistic work of general interest on the basis of the approved budget;
 - 1.2. Tuition and other fees paid by students;
 - 1.3. Charges for commercial services and other services;
 - 1.4. Donations, gifts and grants;
 - 1.5. Contracts with local authorities, international, public and private teaching scientific research, artistic work and consultations.

Article 173

1. The university is free to enter into contracts for any purpose that is related to higher education, scientific research and artistic work. University may invest funds other than public in any enterprise with educational, research - scientific or artistic purposes if:
 - 1.1. Contracts that impose obligations on publicly owned assets are in accordance with applicable law and the consent of MEST and MF;
 - 1.2. No public funds put at risk.

Article 179

1. Until the conditions for financial autonomy or for any other decision, the financial issue would be governed by the laws and regulations of the MEST.

Article 180

Budgetary Procedures

Rector of the University, has a duty to prepare an annual plan of income and expenditure for the Steering Council, as well as for the report on budget management and resources approved by MEST according to the legal provisions in force.

Article 181

Steering Council will issue annual financial plan based on budgetary procedures in accordance with this Constitution and laws.

Article 182

Student fees

1. Student fees are offered for specific services by the University at the time of the study program.
2. Annual student fees are inclusive in accordance with specific regulations of the Ministry and comprise all services provided during the regular course of studies in accordance with the provisions of this Statute.
3. Student fees apply to Basic studies and a master's degree.
4. Steering Council shall issue detailed regulations on the type and amount of student fees that will be in accordance with regulations issued by the Ministry.

Article 183

1. Student fees will be deposited in a budget to be determined by the Steering Council and MEST.
2. During the annual budgeting procedure a corresponding percentage of student fees to the academic unit of which were taken for the development of educational services in accordance with this Statute.
3. Steering Council decided that a certain percentage allocated fairly and transparently.
4. The remainder of student fees held as "educational reserve budget" and will be available to the Steering Council. This amount is determined only for the development of specific programs of study and divided by the Steering Council.

Article 184

Financial Control

1. In accordance with applicable laws, University on an annual basis, has to perform an external regularity audit and financial control by the authority established by law.
2. The law determined by the university submits a report on the audit. The answers given by the University, if any, associated with the report attached to the report and are part of it.
3. Following the publication of the report, the governing authorities and management of the University shall submit to the designated authority by law a report which sets out measures which intends to take to implement the recommendations made in the audit report of the General Auditor of Kosovo.

Article 185

1. In order to establish a greater operational efficiency, a greater budgetary discipline and fiscal policies and respect the rules concerning the proper use of funds, University in accordance with the of laws in force creates internal audit function.
2. Audit is an independent consulting activity that helps the university to fulfill its objectives by providing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance.
3. The university authorities will take all necessary measures to ensure the independence of the internal auditor.
4. The internal auditor will exercise its activities in accordance with laws and regulations in force.
5. Steering Council, the Rector, the Secretary General and the auditors, in accordance with the provisions of this Statute shall have the unrestricted right of access to all records and official documents of the University and its staff.

Article 186

Quality control and evaluation

University develops its own system of quality assurance in order to maintain the quality and achievement of its objectives.

Article 187

1. Every pnye is subject of an evaluation and this evaluation includes the entire spectrum of the University and its services.
2. Evaluation analyzes the effectiveness and efficiency of University operations in all areas. It provides the evaluated units and government bodies responsible for security measures indicators and quality improvement, as well as decisions relating to personnel and organization.

Article 188

Evaluations conducted in accordance with international valuation standards.

Article 189

1. Evaluations have the following effects:
 - 1.1. Motivation and public appreciation in case of positive results;
 - 1.2. Implementation of appropriate measures to improve the work in case of negative results.

Article 190

Results and effects of the evaluation will be considered by the governing bodies of the University and its units and they will have an impact on the budget allocation.

Article 191

1. Planned evaluations:
 - 1.1. Evaluation of management measures at all organizational levels about:
 - 1.1.1. Establishment and adjustment of study programs;
 - 1.1.2. Change of study programs;
 - 1.1.3. Organizational measures such as the establishment, adaptation and integration of institutional units;
 - 1.1.4. Achieving social goals;
 - 1.2. Evaluation of study programs and organization of studies;
 - 1.3. Assessing the quality of teaching;
 - 1.4. Evaluation of research activities;
 - 1.5. Evaluation of artistic work.
2. Evaluations are carried out to achieve the objectives, the adaptation of work and the economy of the measures taken.

Article 192

1. Assessment of teaching, scientific research and artistic work done in this way:
 - 1.1. Internal assessments through self evaluation;
 - 1.1.1. Self-assessment questionnaires by academic staff;
 - 1.1.2. Anonymous evaluation questionnaires from students;
 - 1.1.3. Analysis of parameters based of the report of the work and performance;
 - 1.2. External assessments by international peers
 - 1.2.1. Presence per hour;
 - 1.2.2. Expert reports.
2. The University regularly external evaluations in accordance with this Statute and the standards set by the Kosovo Accreditation Agency.
3. The Senate shall issue regulations about schedules, procedures and measures all types of assessment in accordance with this Statute and having consulted with the Steering Council.

Article 193

1. Assessment of the quality of teaching by the students takes place once a year through anonymous questionnaires coordinated by a special committee studies.
2. The Educational/Scientific Council will develop detailed questionnaires, based on a standardized questionnaire structure provided by the Senate and will be saved and will be used in computer mode.
3. 10% of the best results of the annual evaluation of teaching quality will be published by the head of each study commission.
4. The leader of each study commission is obliged to discuss with the teachers listed in 10% lower annual results by students and jointly decide on the measures to be taken to improve the quality of learning.

Article 194

1. All exterior and interior evaluations will be carried out with standard procedure, including the following actions:
 - 1.1. The managing authorities responsible for assessment before the assessment, informs the University units affected by this assessment about:
 - 1.1.1. Areas;
 - 1.1.2. Objectives;
 - 1.1.3. Procedures and timetables;
 - 1.1.4. Instruments.
 - 1.2. Preparing the draft report written after the completion of the evaluation:
 - 1.2.1. Assessment procedure;
 - 1.2.2. Results;
 - 1.2.3. The proposed measures.
 - 1.3. All Evaluated units are given a reasonable period of time to respond to the draft report. These comments will become an integral part of the evaluation report.
 - 1.4. The final evaluation report will be given to:
 - 1.4.1. All persons responsible of the evaluated units;
 - 1.4.2. Managing authorities are responsible for implementing these measures.

Article 195

1. External evaluation is done:
 - 1.1. At the initiative of the Steering Council, the Senate or the Rector;
 - 1.2. At the initiative of the Education/Scientific Council and after having consulted with the Dean;
 - 1.3. Ministry's initiative and after having consulted with the Steering Council and the Rector of the University.
2. Cost of the evaluation, initiated by the Ministry, will be covered by university funds.

Article 196

University units and their governing bodies are obliged to provide the necessary data and information for evaluation, and collaborate.

Article 197

Performing works for all academic personnel are evaluated regularly on an institutional basis, at least every five years..

Article 198

Report of work and of performance of the duties

1. All chairpersons and heads of institutes or other organizational units of the University shall provide an annual report on the work and performance of their deans of academic units.
2. The annual performance report contains:
 - 2.1. The latest data about teaching in the academic year;

2.2. Data for artistic work and research data of the last calendar year.

Article 199

Each dean of the academic unit provides full Rector's annual report on the work of his own academic unit.

Article 200

1. Report of work and performance contains sufficient information regarding:
 - 1.1. The number of students (enrolled, total number, graduates);
 - 1.2. Academic teaching:
 - 1.2.1. Study programs and courses;
 - 1.2.2. Teachers, the responsibilities of teachers and lectures;
 - 1.2.3. Exams and seminar papers;
 - 1.2.4. Bachelor's and master's theses;
 - 1.2.5. Student assessment results.
 - 1.3. 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 papers;
 - 1.3.4. Research projects funded by public and private sources;
 - 1.3.5. Academic staff funded from private sources;
 - 1.3.6. Other parameters relevant research;
 - 1.4. Artistic creativity.
2. A detailed and standardized form is issued by the Senate for every academic unit on the proposal of the Rector and having consulted with the Dean of Academic Council of the respective unit.
3. The Senate determines the specific procedure for the annual collection of reports on the proposal of the Secretary-General.
4. All data reported performing duties are reported at the latest by 31 March of the following year.

Article 201

1. The reports shall be compiled, collected and stored in a computerized and standardized.
2. Central University Administration provides tools to collect data on the work and is responsible for data storage and data analysis.
3. The managing authority of each academic unit decides on the right of access to data of the unit. Secretary General as an administrative representative rector, and as the most senior person responsible in this regard has unlimited access to all data.

Article 202

Administration and records administrative offices

1. The University will provide efficient and effective administrative services to enable academic staff to fulfill its objectives and obligations in the field of academic education, research and artistic work in the best way possible, as provided for by this statute.
2. As and when appropriate, University forms administrative offices at the University.

Article 203

1. Central University Administration is responsible for professional, administrative and technical services in connection with:
 - 1.1. Arsimin, scientific research and artistic work;
 - 1.2. Administrimin recognition of studies;
 - 1.3. Administrimin personnel;
 - 1.4. Aspektet legal;
 - 1.5. Planin University development;
 - 1.6. Kontabilitetin and finances.
 - 1.7. Mirëmbajtjen and documentation of property;
 - 1.8. Dossier
 - 1.9. Qarkullimin goods;
 - 1.10. Menaxhimin information system;
 - 1.11. Central database;
 - 1.12. Other general administration of the University aspects.
2. All these tasks are coordinated by the Secretary General.

Article 204

1. The administrative offices of the University are responsible for professional, administrative and technical structure of which will be determined by their scope in accordance with the provisions of this Statute.
2. All these tasks are coordinated by the Secretary General.
3. The number and duties of officials for legal matters assigned by the Secretary-General's proposal and approved by the Steering Council.

Article 206

1. Steering Council, at the suggestion of the Rector shall issue regulations about the internal organization of the services of the University.
2. At the suggestion of the Secretary-General, Rector shall issue regulations about the systematization of jobs within the central administration of the University.
3. At the suggestion of the Secretary, the Dean or Director shall issue regulations about the systematization of jobs within the administrative office of the academic or organizational unit.

Article 207

Files

1. The Secretary-General is responsible for maintaining accurate records of administrative offices.
2. In regards to these data should be kept consistent records:
 - 2.1. Applicants for admission;
 - 2.2. Students enrolled in all programs of study and research;
 - 2.3. Graduates;
 - 2.4. Contract staff;
 - 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. Evaluation:
 - 2.10.1. Own reports;
 - 2.10.2. External and internal evaluations;
 - 2.11. Other issues that are required by the Steering Council, the Rector or the Senate.

Article 208

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

Article 209

1. All information must be stored electronically in a standardized way. This data is stored in a central data base at the service of every academic and organizational unit and maintained by the University Information Centre such as:
 - 1.1. The number of students and students book;
 - 1.2. The budget figures;
 - 1.3. Infrastructure data;
 - 1.4. Reports and evaluations.
2. The Secretary General shall be responsible for granting the right to access to a specific database. Regulations issued by the Rector on the proposal of the Secretary-General and after consulting with the deans and directors of academic and organizational units.

Article 210

All data regarding personnel kept respecting their private nature, and can be opened only for specific purposes in accordance with applicable law and the provisions of this Statute.

Article 211

University Publications

1. Annual priorities for publication will be determined by the Senate based on the number and type of claims made by academic staff by academic units.
2. The Senate issues Regulations relating to the conditions and procedure of publication, edition and translation of publications.

Article 212

1. University Bulletin is published regularly and serves as the official newspaper of the University.
2. The Secretary General of the University is the editor of the Bulletin of the University.
4. Professional Academic Unit issue scientific artistic journals.

Article 213

Rector is responsible for public relations and the media, if not otherwise provided in the Statute or any regulation.

Article 214

Transitional Provisions

1. This statute approved by the Steering Council, which has the obligation of completing the establishment of the university.
2. Since the university, until the entry into force of this Statute, was in its development phase, all the decisions, regulations and other acts that are issued by the Steering Council will remain in effect until adjusted and harmonized by the provisions of this Statute.
3. The Senate elected under this Statute has a mandate to review all decisions that affect academic and when deemed fit is likely to change or cancel.
4. From the date of entry into force of this Statute, the election procedures of officials and the governing bodies of the University are required.
5. The elections shall be conducted in order to ensure continuous procedure in accordance with the provisions of this Statute.

Article 215

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

Article 216

1. All contracts of academic staff will continue under the same conditions until the date specified in the contract. Continuation of contracts will be made in accordance with this Statute.
2. Personnel who bear the title of "Lecturer" and "New Assistant" will continue to hold this title until its deadline.
3. All acts of appointment and contracts of non-academic staff continue under the same conditions in accordance with the legislation in force.

Article 217

Final Provisions

1. University's academic and organizational units shall harmonize their acts and regulations in accordance with this Statute, as this Statute comes into force.

2. Until the adoption of other acts, provisions of the Statute and other acts in force shall apply unless they are inconsistent with this Statute and the Law on Higher Education.

Article 218

1. With the entry into force of this Statute all regulations and special decisions of the University, that are in violation of this statute, shall be superseded.
2. In the event of any ambiguity in the statute, at the request of the Steering Council, MEST provides clarification through a bylaw .

Article 219

The statute is proposed to the Ministry of Education, Science and Technology (MEST) for approval.

Article 220

The Statute enters into force upon signature by the Minister of Education, Science and Technology.

Prishtinë, 22.09.2015
Bajrami

Prof. Dr. Arsim

Minister