



**Republika e Kosovës**  
**Republika Kosovo - Republic of Kosovo**  
*Kuvendi - Skupština - Assembly*

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**Assembly of the Republic of Kosovo;**

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

Adopts

**STATUTE OF THE UNIVERSITY “KADRI ZEKA” IN GJILAN**

**I. General Provisions**

**Article 1**  
**Establishment**

University “Kadri Zeka” in Gjilan (hereinafter: University, acronym - UKZ) has been established based on Government Decision No. 03/118, date: 06.03.2013. The University has been established to offer academic education, research, and artistic creativity.

**Article 2**  
**Name, headquarters, structure and symbols**

The name of the University is: Public University “Kadri Zeka” in Gjilan.

Abbreviation of University’s name is: UKZ.

**Article 3**

The headquarter of the University is in Gjilan.

The mailing address of the University is: “Zija Shemsiu” St, 60000, Gjilan, Republic of Kosovo.  
[www.uni-gjilan.net/](http://www.uni-gjilan.net/) tel: 0280390112.

#### **Article 4**

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

#### **Article 5**

1. The university has the following symbols:

1.1. emblem,

1.2. seal and dry seal,,

1.3. flag,

1.4. rector’s necklace,

1.5. the gown of the Rector, Vice-rectors and Deans of academic units

2. The symbols of the University are determined by the Steering Council, upon the proposal of the Senate.

3. The academic units of the University have the right to use the name, emblem and flag of the University.

4. The anniversary date of UKZ is March 6<sup>th</sup> (the founding day).

#### **Article 6** **Mission**

1. The UKZ is the temple of knowledge, which cultivates human love and affirms the principles of fair competition; prepares responsible young people professionally capable of being part of a modern and global society, part of a wider market than traditional labor markets and at the same time, a model for other members of our society; fosters critical thinking and the spirit of entrepreneurship.

2. The University is an autonomous public institution of higher education, which develops academic education, scientific research, artistic creativity, professional counseling and other fields of academic activity.

3. The University has the following goals:

- 3.1. to act as an institutional and leadership center for the advancement of knowledge, creative ideas, and science in the higher education system of Kosovo;
- 3.2. to play a leading role in the development of education, science, culture, society and economy of Kosovo;
- 3.3. assist in the process of promoting civic democracy;
- 3.4. aim to create and support the highest standards in the field of teaching and learning, scientific research, and artistic creativity;
- 3.5. to cooperate maximally and to participate in all higher education activities at national, regional and international level;
- 3.6. to conform to European standards;
- 3.7. to be fully integrated in the European Higher Education Area, in the European Research Area, as well as to take adequate reforming steps necessary to achieve this mission.

#### **Article 7**

The University is obliged to create equal opportunities for all, without any discrimination.

#### **Article 8**

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

#### **Article 9**

The academic and administrative staff of the University and the students must behave with dedication and in accordance with the highest moral and professional standards.

#### **Article 10**

1. The University has the autonomy and freedom of academic teaching, scientific research, and artistic creativity, within its activity.
2. The University premises have the right to inviolability by public order bodies, unless otherwise provided by special laws.

## **Article 11**

The academic, administrative staff, and students of the University have the right to join and express themselves freely, within the structures provided by this Statute.

## **Article 12 Rights and duties**

1. The University has the following rights and duties:

1.1. to elect the governing and managing authorities and to determine their mandate;

1.2. to regulate their structures and activities, through the regulations of the University, based on the provisions of this Statute, in accordance with the Law on Higher Education and other sub-legal acts issued by it and in accordance with other laws in force;

1.3. to select the teaching staff and other staff, to determine the additional conditions for the admission of students and the teaching and assessment methods of the students, approved by the Kosovo Accreditation Agency;

1.4. to independently design and implement curricula, scientific research and artistic projects;

1.5. to select areas for study;

1.6. to provide titles for professors and other staff, in accordance with the Law on Higher Education, the Labor Law, and the scheme approved by the Kosovo Accreditation Agency.

## **Article 13**

1. The University is a legal entity and has full legal subjectivity, in relation to all rights and duties, in relation to the issues addressed in the applicable laws, including:

1.1. the right to be a party to the proceedings/procedures;

1.2. adjusting its internal organization;

1.3. restriction of the right to use the University title only for persons or organizations authorized by the University Steering Council;

1.4. ownership and management of land, buildings and other capital assets;

1.5. receiving and administering funds/financial sources from any legitimate source;

- 1.6. proposing taxes, fees and fines for approval by MEST;
- 1.7. appointment and termination of employment of academic and non-academic staff, as well as the exercise of all duties of an employer, as provided by legislation in force;
- 1.8. signing contracts for goods, services and capital projects;
- 1.9. approval of the content and structure of its academic scientific, artistic and professional programs;
- 1.10. establishing legal relations with students and describing the conditions/criteria for their admission;
- 1.11. establishment of applied/implemented teaching and learning methodologies;
- 1.12. application of appropriate measures for quality assurance and assessment;
- 1.13. awarding and cancellation of titles, diplomas, vocations and scientific degrees, as well as honorary titles;
- 1.14. establishment of commercial, non-commercial enterprises, institutes for teaching purposes, scientific-research, professional and artistic services;
- 1.15. signing agreements with local and international institutions;
- 1.16. approval, content and shape of the emblem, seal, flag and other emblems;
- 1.17. other competencies necessary to perform its function according to the law.

#### **Article 14**

1. The academic and organizational units of the University are not legal entities. The academic and organizational units of the University have the authorizations provided by this Statute.
2. The UKZ is a special budget organization within the Law on Budget. The academic and organizational units of the University are separate budget sub-programs within the UKZ.
3. The UKZ conducts the procurement activity for all academic units. The academic units have the planned budget within the UKZ and have the possibility to set priorities, according to the requirements for commitment-expenditure.
4. The managing authority, to whom the authorization has been given, is responsible to submit to the rector the detailed annual report regarding all aspects of the relevant management, including:

- 4.1. contracts and agreements;
- 4.2. general use of resources;
- 4.3. account and budget flow;
- 4.4. employment of staff for special needs;
- 4.5. use of equipment and buildings.

5. Meeting the project objectives. The managing authority is responsible for submitting such report for the shortest period, at the request of the Rector.

6. In case of abuse of authority, the Rector has the right to suspend the authorization, until a final decision is made by the Steering Council of the University.

### **Article 15**

The UKZ may be granted the right to use social and public land/property, buildings and equipment by the Ministry of Education, Science and Technology or any other public institution, if the conditions set out in the Law on Higher Education of Kosovo are met.

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

1. The main governing bodies of the University are: the Steering Council, the Rector and the Senate.
2. All governing bodies of the University exercise their activity on the principle of majority voting, unless otherwise provided in this Statute.
3. The mandate of all governing officials and governing bodies of its members commences on October 1<sup>st</sup>, unless otherwise provided by this Statute.

### **Article 17** **University Steering Council**

1. The Steering Council of the University (hereinafter: the Steering Council) is the main governing body of the University.
2. The Steering Council has general strategic responsibilities for the effective functioning of the University.
3. The Steering Council is responsible for all decisions regarding financial issues (budget, staff,

infrastructure), in order to ensure appropriate conditions for the sustainable operation of the University in accordance with its obligations.

4. The Steering Council reports and is responsible to the Ministry of Finance, for the proper and effective use of funds that the Ministry of Finance or any other public source has allocated to the University.

5. The Steering Council may form temporary committees to advise it on specific aspects of its work.

6. The Steering Council forms the Commission for statutory issues, as an Advisory Commission.

### **Article 18**

1. The Steering Council consists of seven (7) members with the right to vote.

2. The Ministry of Education and Science appoints three (3) members with the right to vote and they are appointed in accordance with the provisions of the Law on Higher Education. They must be persons with a high public reputation, with relevant professional, business and other practical skills. None of the appointed members should have any direct current connection with the institution to which they are appointed.

3. The Senate elects four (4) members of the Steering Council with the right to vote from the academic personnel of the University.

4. The members of the Steering Council operate independently and do not represent any other individual or group interest.

5. Members of the Steering Council may not be elected:

5.1. Rector, vice-rector, dean, vice-dean,

5.2. Senate members.

6. The member of the Faculty Council, who is elected a member of the Steering Council, must resign from the membership in the Faculty Council.

7. In case of vacant position of a member of the Steering Council from the ranks of the University, then the Senate may fill that position according to the same procedure.

8. The Rector and the Secretary General are ex-officio members of the Steering Council without the right to vote.

9. At the invitation of the Steering Council, the vice-rectors may also participate in the meetings.

10. The President of the Student Parliament may participate in the meetings of the Steering Council without the right to vote.

### **Article 19**

1. The Steering Council elects the chairperson/head of council and the deputy chairperson from among its members, who are not elected by the University Senate.
2. The mandate of the members of the Steering Council lasts three (3) years with the possibility of re-election for another term. The elections for the Steering Council are held in June, and the mandate of the Steering Council commences on October 1<sup>st</sup>.

### **Article 20**

1. The Steering Council drafts and approves its Rules of Procedure.
2. A quorum of four (4) members is required to hold meetings of the Steering Council.
3. Decisions in the Steering Council are taken by a majority vote of the members present. In case the number of votes is equal, in an open voting, the chairperson's vote is decisive.
4. The following decisions of the Steering Council require a qualified majority of two-thirds (2/3) of the votes of all members:
  - 4.1. for the dismissal of the Rector;
  - 4.2. for the annual financial plan;
  - 4.3. for the approval of the Rules of Procedure.
5. The Steering Council, at the request of the Rector, by a majority of votes, may dismiss the Vice-Rectors.
6. The Steering Council approves Special Regulations for the elaboration of the annual financial plan.
7. Meetings of the Steering Council are convened by the chairperson. In exceptional cases, meetings are convened by two-thirds (2/3) of the members of the Steering Council. The agenda for the meetings of the Steering Council is decided by the chairperson, respectively the deputy chairperson in cooperation with the Rector.



## **Article 21**

1. The Rector provides the necessary technical and infrastructural support to the Steering Council.
2. At the request of the Steering Council, the Secretary-General shall be responsible for providing additional information on the decisions taken by the Steering Council.

## **Article 22**

1. The Steering Council has the following responsibilities:

- 1.1. develop a strategic action plan, which shall be reviewed annually. In preparing the strategic action plan and its annual updates, the Steering Council consults with the MEST, regarding the compliance of its objectives and plans with the State Strategy for Higher Education and the resources that will be available from the MEST. The scope of such consultations is determined by a sub-legal act issued by the MEST;

- 1.2. monitor the efficient and effective use of resources, liquidity and securing of University assets on behalf of the public;

- 1.3. develop strategies for adequate provision of funds from public and private sources, taking into account the facilitation of the establishment of commercial and non-commercial enterprises, as well as institutes for the use of the results of the academic work of the University;

- 1.4. discuss and approve the annual budget plan, prepared by the Rector and submit this plan to the relevant state authorities;

- 1.5. define the principles on employment, delegation, leveling, promotion, suspension, dismissal and determination of the level of salaries and working conditions for staff;

- 1.6. decide on the establishment, amendment and abolition of the internal structure of academic units and organizational units, after approval by the Senate.

## **Article 23**

1. The duties of the Steering Council are:

- 1.1. provide preconditions for proper administration and management of resources at the level of the University and its subordinate units;

- 1.2. to issue regulations for delegation of competencies for tools and other administrative issues to the academic units of the University in accordance with the provisions of this

Statute;

1.3. issue regulations for the governance, direction and management of the University, as required by this Statute;

1.4. decide on the general organizational structure of the academic units, upon the proposal of the Senate and after consulting the units in question;

1.5. organize financial control in accordance with the Law on Higher Education and this Statute;

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

1.6.1. disciplinary measures and procedure for academic staff and students;

1.6.2. payments and terms of service for staff;

1.6.3. procedures related to staff compensation complaints;

1.6.4. suspension or dismissal of staff;

1.6.5. complaints against suspensions and dismissals.

1.7. to propose to the MEST the tuition fees to be paid by the admitted students and in some cases to set the fees for the examination of applications for registration, for the repetition of exams and for graduation and these fees will be confirmed by the MEST;

1.8. establish rules for calculating the costs of university services provided to third parties;

1.9. to elect the Rector from the list of names proposed by the professional commission of five (5) members appointed by the Senate;

1.10. to elect the vice-rectors, according to the proposal of the rector;

1.11. ensure that the general provisions of this Statute are implemented in practice within the University;

1.12. to decide on the form and content of the coat of arms, seal, dry seal, flag and other institutional symbols, as well as to propose to MEST the form and content of diplomas, according to the proposal of the Senate.

1.13. to act in accordance with the general provisions set out in this Statute.

## **Article 24**

1. The Steering Council shall publish the annual report on the implementation of the work of the University, in accordance with the requirements of MEST and KAA. The report should provide information on the following aspects:

1.1. general strategic objectives achieved;

1.2. statistical data for the entire University and its academic and organizational units in relation to sources such as:

1.2.1. budget (public and private funds),

1.2.2. personnel (development figures);

1.2.3. infrastructure;

1.2.4. academic profile (changes in academic staff, fields of study, etc.);

1.2.5. study programs;

1.2.6. number of students (first-year students enrolled, total number of students, graduates);

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

1.2.8. International cooperation;

2. The Steering Council shall publish the Auditor's Annual Report on the proper use of funds.

3. In accordance with the Law on Higher Education, the Steering Council reports to the MEST on the implementation of the Strategic Development Plan, no later than March 31<sup>st</sup> of the following year.

4. Reports shall be published on the University website.

## **Article 25**

### **Rector**

1. The Rector is the main managing authority of the University.

2. The Rector is responsible for the effective and orderly work of the University and for its management according to the policy determined by the Steering Council and has all the necessary authority to exercise his/her duties.

3. The duties of the Rector are specified in the employment contract.

### **Article 26**

1. The Rector is elected by the Steering Council from the list of candidates proposed by the Professional Commission of five (5) members, which is formed by the Senate. The professional commission is responsible to verify whether the candidates nominated for the position of Rector meet the criteria provided by the competition.

2. The Steering Council has the right to reject the list of candidates proposed by the Professional Commission, justifying it.

3. The Rector is elected by an absolute majority (majority of the general members by secret ballot) in accordance with the provisions of this Statute. If no candidate wins this majority in the first round of voting, then the two (2) candidates with the highest number of votes qualify for the second ballot. If neither of the two (2) candidates wins the absolute majority in three (3) consecutive rounds, the election procedure shall be repeated from the beginning, as provided in this Statute.

4. The Rector is elected for a period of four (4) years, with the possibility of re-election for another term.

5. The mandate of the Rector begins on October 1<sup>st</sup>.

6. The Steering Council, in consultation with the Senate, issues the Regulation on the election procedure and the mandate of the Rector.

### **Article 27**

1. The position of Rector is announced by the Steering Council with a public recruitment, within a period of fifteen (15) days, after consulting with the Rector.

2. The recruiting announcement for the position of Rector is open to internal and external candidates. The candidate must meet the following criteria:

2.1. have proven experience in academic teaching, research and have the rank of Full Professor, Associate Professor or Assistant Professor;

2.2. have proven university management experience.

3. The professional commission, elected by the Senate, proposes to the Steering Council the list of candidates who have met the conditions of the competition to be elected.

4. The Steering Council interviews the candidates who have fulfilled the criteria for competition for this position. In these interviews each candidate presents a comprehensive vision for the

development of the University strategy and his/her management approach.

## **Article 28**

1. The Rector has the following responsibilities:

- 1.1. to organize, direct and manage the University;
- 1.2. to act on behalf of the University and to represent it to the general public;
- 1.3. to lead the academic staff;
- 1.4. decide on the rules of procedure for the academic staff of the University within the framework set by the Steering Council;
- 1.5. to hire, delegate, level, promote, suspend and determine the working conditions for personnel, in accordance with the regulations issued by the Steering Council and the Senate;
- 1.6. to chair the Senate;
- 1.7. to submit to the Steering Council proposals regarding the educational character and mission of the University, taking into account the recommendations and opinion of the Senate;
- 1.8. implement the decisions of the Steering Council;
- 1.9. to manage the budget and funds within the amount approved by the Steering Council;
- 1.10. Present the annual budget report on revenues and expenditures for evaluation to the Steering Council;
- 1.11. sign contracts on behalf of the University with third parties;
- 1.12. Sign diplomas and other official certificates of the University;
- 1.13. to nominate candidates for the post of vice-rectors, to be elected by the Steering Council;
- 1.14. nominate candidates for the post of Secretary General;
- 1.15. nominate a candidate for Legal Adviser to the Rector from UKZ staff.
- 1.16. announce all academic titles;

1.17. to form an advisory commission;

1.18. the Rector leads the Collegium of Deans, which consists of the Deans of all academic units;

1.19. to perform all other duties on behalf of the University, as defined by this Statute or other regulations in force.

### **Article 29**

The Rector shall notify the Steering Council of any action or omission of the Steering Council, which, in his/her opinion, constitutes a misuse of the public funds provided to him/her. In case the Steering Council does not act to correct such an inappropriate action or omission, then the Rector will report this action or omission directly to the MEST. In such cases, the Steering Council may not take any action against the Rector, unless the MEST itself allows it.

### **Article 30**

The Rector's authority is symbolized through the Rector's Necklace.

### **Article 31**

1. The mandate of the Rector may be terminated/end in case of:

1.1. resignation;

1.2. dismissal;

1.3. conviction for a criminal offence;

1.4. retirement;

1.5. death.

2. Procedures for dismissal of the rector can be initiated by an absolute majority of votes by:

2.1. Steering Council;

2.2. Senate.

3. The procedure for dismissal of the Rector is determined by the regulations issued by the Steering Council. The decision of the Steering Council for dismissal is valid with a qualified majority of two-thirds (2/3) of the votes of the members.

4. In case of dismissal of the Rector, the mandate of the Vice-Rectors ends.
5. In the event of dismissal, the new Rector and Vice-Rectors shall be elected for the remainder of the term of office of the dismissed Rector.
6. In case of dismissal of the Rector or in any case of vacancy of the position of Rector, the Steering Council elects the acting Rector until the end of the procedure of electing the Rector for the remaining term. The Acting Rector will hold the post of Rector until the end of the term, if there are no more than six (6) months left until the announcement of the elections at the University. The acting Rector is elected the person who meets the conditions/criteria provided for the election of the Rector, according to Article 27 paragraph 3 of this Statute.

### **Article 32**

1. The Rector has the right to file a complaint to the MEST against his dismissal.
2. The decision of MEST is the final decision in the administrative procedure.
3. A procedure can be initiated against the decision of MEST in the competent court.

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

University shall have three (3) Vice-rectors. Exceptionally, this number of vice-rectors may be increased to a maximum of five (5) with a justified proposal of the rector and approval by the Steering Council.

### **Article 34**

1. The duties of the Vice-Rectors are determined by the Rector, in accordance with the provisions of this Statute. The Rector has the right to delegate full legal responsibility to them for a certain period of time. Joint responsibilities may be assigned to Vice-Rectors in the areas of:
  - 1.1. teaching and student affairs;
  - 1.2. budget, finance and infrastructure;
  - 1.3. international cooperation and projects;
  - 1.4. scientific research;
  - 1.5. academic development and quality.

### **Article 35**

The Rector appoints one of the Vice-Rectors to temporarily exercise the duty of Rector in case of temporary incapacity or incapacity of the Rector.

### **Article 36**

1. The Rector proposes the list of names for Vice-Rectors from the ranks of University professors, after notifying the Senate. The Vice-Rectors are elected by secret ballot by the Steering Council with an absolute majority of votes, in a single round of voting. If the proposed candidate is not elected then the Rector has the right to propose the new candidate.

2. The mandate of the Vice-Rectors is related to that of the Rector, with the possibility of re-election for another term.

### **Article 37**

1. The mandate of the Vice-Rectors may end prematurely in case of:

- 1.1. resignation;
- 1.2. dismissal;
- 1.3. conviction for a criminal offense;
- 1.4. retirement;
- 1.5. death.

2. Rector can at any time initiate the procedure for the dismissal of the Vice-Rectors.

3. The procedure for the dismissal of the Vice-Rector can be initiated with the absolute majority of votes even by:

- 3.1. Steering Council;
- 3.2. Senate.

4. The procedure for dismissal of the Vice-Rector is defined in the regulations issued by the Steering Council. Decision of the Steering Council for the dismissal becomes valid with the absolute majority of votes of the members.



5. In case of dismissal of the Vice-Rector, the Rector proposes the new candidate for Vice-Rector, who is elected by the Steering Council for the remaining term of the mandate.

#### **Article 38**

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

1. The Secretary General of the University (hereinafter: the Secretary of the University) is the highest administrative official of the University, with special rights and responsibilities defined in his/her contract which is signed by the Rector.

2. The Secretary of the University is elected for a period of five (5) years.

3. The Secretary of the University is responsible to the Rector for all issues/duties that are within his/her responsibilities.

#### **Article 39**

The Secretary of the University is elected by the Steering Council, according to the proposal of the Rector, based on the report of the Professional Commission elected by the Rector, based on a public recruiting announcement.

#### **Article 40**

1. Candidates running for the position of University Secretary must meet the following criteria/requirements:

1.1. have a Master's degree or equivalent with at least four (4) years of study at the Faculty of Law;

1.2. have five (5) years of professional and managerial work experience;

1.3. have proven organizational and managerial skills.

#### **Article 41**

1. The Secretary of the University has the following duties and responsibilities:

1.1. he/she is the head of the secretaries of the faculties;

1.2. he/she is the head of the directors of the departments within the administration;

1.3. he/she is the responsible official for the technical preparation of the budget process;

1.4. he/she is responsible for other issues requested by the Steering Council and the Rector.

#### **Article 42** **Senate**

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

#### **Article 43**

1. The Senate consists of the following members with the right to vote:

1.1. Rector;

1.2. Vice-Rectors;

1.3. Deans of all academic units, according to this Statute;

1.4. a member elected by the academic staff of each academic unit;

1.5. two (2) members elected by the Student Parliament from the ranks of full-time students of the University. Students who are members of the Senate shall be distinguished students with an grade point average of at least eight (8) and shall not be students who have repeated the academic year;

1.6. a member elected by non-academic staff.

2. The Secretary of the University is a permanent member of the Senate, without the right to vote.

#### **Article 44**

The mandate of the members from the ranks of the academic and non-academic staff of the Senate is four (4) years. The mandate of the members from the ranks of the students is one (1) year, without the right to be re-elected. Their term commences on October 1<sup>st</sup>.

#### **Article 45**

The Senate is chaired by the Rector. In the absence of the Rector, the Senate is chaired by the Vice-Rector, who is appointed by the Rector.

## **Article 46**

1. The Senate issues the Regulation of Work and the Regulation of Procedure for the election of its members.
2. The Rector determines the procedures for the meetings of the Senate and its committees.
3. To lead the procedure for the election of the managing and governing bodies of the University and the Deans, the Senate elects a temporary chairman, a member of the Senate from among the academic staff.

## **Article 47**

1. Regardless the responsibilities of the Steering Council and the Rector, the Senate shall be responsible for:
  - 1.1. general strategic issues related to research, studies, teaching and courses at the University, including:
    - 1.1.1. criteria for student admission;
    - 1.1.2. approval of proposals by the Faculty Council for the selection and promotion of academic staff;
    - 1.1.3. policies and procedures for evaluating and holding exams to ascertain students' academic work;
    - 1.1.4. approval of the content of the curricula;
    - 1.1.5. providing lifelong learning;
    - 1.1.6. academic standards, course validity and review;
    - 1.1.7. quality assurance and evaluation;
    - 1.1.8. procedure for awarding qualifications and honorary academic titles;
    - 1.1.9. the procedure for determining the disciplinary responsibility of students.
  - 1.2. developing a strategy for academic activities at the University and the tools needed to support them, as well as providing advice to the Rector and the Steering Council;
  - 1.3. development of the University's intellectual property protection policy and its commercial use;
  - 1.4. providing advice on other issues that the Steering Council or the Rector may request

from the Senate.

## **Article 48**

### 1. The duties of the Senate are:

- 1.1. to approve the University Statute, proposed by the Steering Council;
- 1.2. to elect the members of the Steering Council proposed by the University;
- 1.3. to form a professional commission of five (5) members for proposing the list of rectors;
- 1.4. to approve the proposal of the academic unit councils for the election of deans and vice-deans;
- 1.5. to initiate the procedure for dismissal of deans and vice-deans according to the procedure determined by this statute;
- 1.6. to issue decisions for admission and dissolution of academic units and to propose other changes in their statuses for approval by the Steering Council;
- 1.7. to approve the study programs of the academic units;
- 1.8. to develop strategies for the academic development of the University;
- 1.9. to issue general regulations for the fields of educational, research and artistic work;
- 1.10. to establish procedures and criteria for the evaluation of teaching, scientific and artistic work;
- 1.11. to propose criteria for student enrollment, in accordance with this Statute and the Law on Higher Education;
- 1.12. to decide on criteria for expelling students;
- 1.13. to define academic standards for lectures and for quality assurance of lessons, in accordance with this Statute;
- 1.14. to decide on exam criteria;
- 1.15. to determine the content of all academic data and documentation according to this Statute;

- 1.16. to establish the procedure for the evaluation of academic personnel in accordance with this Statute;
- 1.17. to elect the members for all the commissions and councils formed by the Senate;
- 1.18. to make final decisions taking into account the objections given by the councils of the academic units;
- 1.19. to decide on the award of the title Dr. Honoris Causa;
- 1.20. to decide on the award of the title Professor Emeritus in accordance with the provisions of this Statute;
- 1.21. to decide on the award of the title Honorary Member of the University;
- 1.22. to review issues, at the request of the Steering Council or the rector;
- 1.23. to review the issues on the proposal of the academic unit council;
- 1.24. to review issues, at the request of the student parliament;
- 1.25. to issue the Senate's rule of procedure;
- 1.26. to review other matters as defined by this Statute or at the request of the Steering Council, the rector, the faculty councils or the student parliament.

#### **Article 49**

1. The Senate may set up temporary councils or commissions to advise it on specific aspects of its work.
2. The Senate has a standing/permanent commission, called the Study Commission, according to the provisions of this Statute.

#### **Article 50** **Organizational structure**

1. The University is composed of:
  - 1.1. academic units;
  - 1.2. organizational units.

#### **Article 51**

Academic units and organizational units have no legal subjectivity.

## **Article 52** **Academic units**

1. The academic units of the University are:

- 1.1. Faculty;
- 1.2. Faculty of Applied Sciences.

## **Article 53**

Academic units have the same status according to the provisions regulating the organization in this Statute.

## **Article 54**

The academic unit operates within the institutional framework of the University, offering higher education programs, research or artistic creativity.

## **Article 55**

1. Academic units are established in this way:

- 1.1. as new academic units
- 1.2. through the integration of other academic units;
- 1.3. by dissolving other academic units.

2. The decision for the establishment of academic units is made by the Steering Council, after consultations with the Senate.

## **Article 56**

1. Prerequisites for gaining the status of an academic unit are:

- 1.1. activity in one or more specific fields of academic education, scientific research or artistic activity/creativity, within the institutional framework of the University;

1.2. sufficient infrastructure;

1.3. appropriate number of academic staff that enables the fulfillment of academic requirements for a long period.

#### **Article 57**

1. The academic unit loses its status if:

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

1.2. it is subject to integration or dissolution;

1.3. the Council of the academic unit requests the institutional separation from the University.

1.4. the final decision on secession is taken by the Steering Council.

#### **Article 58**

The Steering Council decides on the annual budget of the academic unit, upon the proposal of the Rector and the budget hearing with the academic unit. Special needs for teaching, research and artistic obligations, and the results of previous work reports and evaluations of academic units should be taken into account when allocating the budget.

#### **Article 59**

The academic unit has at its disposal a corresponding annual percentage of student fees to improve the quality of education and to cover the unforeseen services of the educational staff. The Steering Council issues the relevant Regulations.

#### **Article 60**

1. For educational obligations, which are financed from public funds, the University assigns to the academic unit a certain number of academic and non-academic staff and provides the appropriate infrastructure in accordance with the educational obligations determined by the Steering Council on 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 its educational profile and in accordance with the provisions on higher education issues.

3. The academic unit is responsible for the development of scientific research and artistic activity

within its scope of activity.

4. Interdisciplinary study programs, which include several academic units shall be established by decision of the Senate and according to the proposals of the participating academic units.

5. Interdisciplinary study programs, which include several universities, shall be established by decision of the senates of the partner universities and according to the proposals of the participating academic units.

### **Article 61**

1. The academic unit has its own name and stamp.
2. The academic unit holds the emblem and name of the University within its emblem and name.

### **Article 62 Faculty**

1. The faculty is engaged in the academic disciplines of:
  - 1.1. academic education;
  - 1.2. scientific research;
  - 1.3. artistic creativity;
  - 1.4. other activities defined by this Statute.

### **Article 63**

1. The faculty offers the following types of studies:
  - 1.1. Professional (applied) studies;
  - 1.2. Undergraduate studies - Bachelor;
  - 1.3. Master studies:
    - 1.3.1. Master of Science; and
    - 1.3.2. Professional master (students who complete the professional master can not be enrolled in scientific doctoral studies);



1.4. Doctoral studies.

#### **Article 64**

1. The University has the following faculties in its composition:

1.1. Faculty of Education;

1.2. Faculty of Law;

1.3. Faculty of Economics;

1.4. Faculty of Computer Sciences;

1.5. Faculty of Applied Sciences.

2. With the decision of the Steering Council and the Senate, other faculties may be established.

#### **Article 65**

1. Regardless of the size (total number of academic staff, sufficient number of full professors, according to the need of different academic fields and percentage of permanent staff), the faculty must meet international standards in order to ensure sustainable development and professional activity in all scientific fields for a long period.

2. The Faculty orients its educational and research profile for the needs of the country, in the training and lifelong learning of professionals, and offers practical services to local partners.

3. The Faculty has the right to establish institutes for practical research in certain fields, according to cooperation agreements with private or public donors, with the approval of the Senate.

4. The Senate issues regulations on the internal organization of academic units on the proposal of the council of the respective academic unit.

5. Academic units have the right to create these levels of hierarchical, academic subdivision:

5.1. study programs (special fields of science or arts);

5.2. Institutes (specialised fields of science or arts);

5.3. research units.

## **Neni 66**

1. The faculty is responsible for the following:

- 1.1. propose study programs to the Senate;
- 1.2. organise teaching, exams and student evaluation;
- 1.3. students' academic progress, including their academic services;
- 1.4. develop scientific research or artistic creativity according to international standards;
- 1.5. ensure the quality, evaluation and reporting issues, as provided by this Statute;
- 1.6. use the means correctly and efficiently, as provided by this Statute;
- 1.7. personnel/staff issues in accordance with the provisions of this Statute;
- 1.8. to use correctly and efficiently the funds allocated by the Steering Council.

## **Article 67**

Each faculty is headed by a Dean who, by decision of the Senate, may be assisted by a Vice-Dean.

## **Article 68 Dean and Vice-Dean**

1. Deans and vice-deans are elected by the Council of the academic unit by a majority of votes of the members of the unit, and proposes to the Senate for approval for a period of four (4) years among the professors of the respective faculty, with the right of re-election for another term.
2. Candidates for the post of Dean and Vice-Dean must be individuals with relevant academic qualifications and have skills and experience in leadership, as well as have at least the academic title of Assistant Professor.
3. The elected Dean proposes to the Council of the academic unit the Vice-Dean, who are elected to the Council and forwarded to the Senate for approval.
4. If the Dean's proposal does not pass the Senate, the Dean may appoint the Acting Vice-Dean (AD) until the new Vice-Dean is elected in the Senate, for a term not exceeding three (3) months.

5. For the election of the new Dean, the council of the academic unit elects a delegate from the faculty professors, who temporarily holds the mandate of the Dean in the Senate, until the procedure for the election of the new Dean is completed. Then the new Dean takes office as provided by this Statute.

6. The regular mandate of the dean and the vice-dean starts on October 1<sup>st</sup>.

### **Article 69**

The authority of the Dean is symbolized by the Necklace of the Dean.

### **Article 70**

1. The mandate of the Dean may end before the deadline provided in case of:

1.1. resignation;

1.2. discharge;

1.3. conviction for a criminal offense;

1.4. retirement;

1.5. death.

2. The procedure for dismissal of the Dean can be initiated by:

2.1. Steering Council;

2.2. Senate;

2.3. Rector;

2.4. Council of the respective faculty.

3. The procedure and reasons for dismissal of the Dean is determined by the regulations issued by the Senate.

4. The decision to dismiss the Dean is taken by the Senate, after consultation with the council of the respective faculty. The decision of the Senate is taken with a qualified majority of two-thirds (2/3) of the votes of the members.

5. In case of termination of the mandate of the Dean, the mandate of the Vice-Dean ends as well.

6. In case of termination of the mandate, the newly elected Dean and Vice-Dean shall be elected for the remaining period of the mandate.

### **Article 71**

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

- 1.1. resignation;
- 1.2. dismissal;
- 1.3. conviction for a criminal offense;
- 1.4. retirement
- 1.5. death.

2. The procedure for dismissal of the Vice Dean can be initiated by:

- 2.1. rector;
- 2.2. relevant faculty council;
- 2.3. Dean.

3. The decision for dismissal is taken by the Senate after consulting with the Dean and the council of the respective faculty. The Senate decision to dismiss is taken by an absolute majority of the members.

4. In case of termination of the mandate of the vice-dean, the dean proposes the new candidate for the position of Vice-Dean, who is elected for the remaining period of the mandate of the dismissed vice-dean.

### **Article 72**

1. The Dean is accountable to the Rector for his/her work. The duties of the dean are:

- 1.1. provide academic guidance in relevant areas for the development of teaching, scientific and artistic work in the faculty;
- 1.2. ensure efficient, economic and effective use of funds allocated to the faculty by the Steering Council;
- 1.3. take all necessary measures in the implementation of decisions and tasks set by the

Faculty Council;

1.4. provide sufficient information regarding the use of tools and results in teaching, scientific research and artistic creativity for the Rector and the Steering Council in accordance with the provisions of this Statute;

1.5. represent the Faculty Council in the University Senate;

1.6. to advise the Rector and the Senate on the appointment of academic staff in faculty subjects;

1.7. nominates the candidate for Vice-Dean;

1.8. performs the other duties of the Dean provided in this Statute.

2. The Dean may represent the University for legal issues on behalf of the faculty only with the authorisation of the Rector, provided by Regulations or otherwise.

3. The Dean assigns the duties of the Vice-Dean.

### **Article 73 Faculty Council**

1. Each faculty has a Faculty Council.

2. The faculty council has up to twenty (20) members.

3. The members of the Faculty Council are:

3.1. Dean;

3.2. Vice-Dean;

3.3. all full professors in the academic unit are members of the Faculty Council.

3.4. members of the Faculty Council are also Assistants with a participation of thirty percent (30%) percent in relation to professors;

3.5. Faculty Secretary;

3.6. two (2) student representatives, elected by the Faculty Student Council

3.7. a member elected by the non-academic staff of the faculty;

3.8. in case the regular professors exceed the number twenty (20), then the elections for the Faculty Council are organized.

#### **Article 74**

The mandate of the academic and non-academic members of the Council is four (4) years. The term of office of the students is one (1) year. Their term commences on October 1<sup>st</sup> of the election year.

#### **Article 75**

The Dean chairs the Faculty Council. In the absence of the Dean, the Vice Dean chairs the council.

#### **Article 76**

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

- 1.1. nominate the candidate for the post of dean to be approved by the Senate;
- 1.2. to provide advice and proposals to the Steering Council and the Senate on all matters relating to the faculty, its staff, structure and internal organization;
- 1.3. to propose to the Senate the curricula and changes in the curricula, to give recommendations on teaching methods, in the fields of scientific studies or artistic work and on other academic issues;
- 1.4. to approve the syllabus of the subjects;
- 1.5. to approve the list of Bachelor's degree diploma thesis;
- 1.6. to approve proposals for master theses, reviews of evaluation committees for master theses;
- 1.7. to supervise the progress of students, as well as scientific research or artistic creativity in the faculty;
- 1.8. propose the number and determine the conditions for enrollment of new students, in accordance with the instructions issued by the Steering Council and the Senate;
- 1.9. determine and implement appropriate quality assurance and evaluation measures in accordance with guidelines set by the Senate;
- 1.10. to compile annual work reports for the rector;

1.11. deal with other issues related to academic issues;

1.12. to deal with other issues, which are determined by this Statute or that are required by the Steering Council or the Senate.

### **Article 77**

#### **Student Council**

1. Each faculty has a Student Council. This is the authority that represents all the students of the faculty.

2. The number of members and the procedure for their election is determined by the Regulation issued by the Steering Council, in accordance with this Statute and in consultation with the Student Parliament.

3. The mandate of the members of the Student Council is limited to two (2) years, without the possibility of re-election.

### **Article 78**

1. The Student Council reviews and decides on all issues related to the rights and responsibilities of students in the faculty.

2. The Student Council executes its interests, related to the progress of the teaching process, through its representatives in the Faculty Council.

### **Article 79**

#### **Organizational units**

#### **Central University Library**

1. The Central University Library is an organizational unit within the UKZ.

2. The Library is managed by the Director, who is elected by public recruiting announcement according to the Law on Libraries. The mandate of the director is four (4) years with the possibility of re-election for another term.

### **Article 80**

1. The Central University Library collects, processes and offers for use teaching collections, materials, information and library services for the development of educational and scientific activity, as well as for the development of skills and knowledge of students and the academic staff.

2. The Central University Library provides services to students and teaching staff by offering (borrowing) library materials and providing access to electronic sources of information. It also provides professional services for the libraries of the respective faculties. The activity of university libraries is based on international library standards.

3. The Central University Library is an integral part of the unified Library Network of Kosovo, in order to implement library standards, prepare and distribute databases and enrich and coordinate interlibrary cooperation.

### **Article 81**

1. The Library Director manages, organizes and supervises the activity and operation of the library.

2. For his/her work he/she shall report and be accountable to the Rector.

### **Article 82**

1. Other organizational units can be established within the University.

2. Other organizational units are established by the decision of the Steering Council, while the proposal for establishment can be made by the Rector.

### **Article 83**

#### **Studies, programs and organization of studies**

1. Studies at the University are defined within the study programs.

2. The content of the programs for all types of studies included in this Statute is based on reports and Regulations prepared by the Faculty Councils, based on the suggestions of the Study Commission and approved by the Senate, in accordance with Article 16 paragraph 4 of the Law on Higher Education of the Republic of Kosovo and in accordance with the standards set by the MEST.

3. Study programs can be realized through direct process (physical participation of professors and students), online process (distance learning-teaching) and part-time studies.

### **Article 84**

1. The University offers the following types of studies:



- 1.1. Undergraduate studies - professional (applied);
- 1.2. Undergraduate studies - Bachelor;
- 1.3. Master studies: professional and scientific (graduates in professional master can not enroll in scientific doctoral studies);
- 1.4. Doctoral studies.

### **Article 85**

1. The University offers academic study programs in the following areas:
  - 1.1. in social sciences and humanities;
  - 1.2. in the sciences of education;
  - 1.3. in technical sciences and engineering;
  - 1.4. in natural sciences, mathematics and biotechnology
  - 1.5. in medicine, nurse, midwife;
  - 1.6. in applied sciences;
  - 1.7. in the arts;
  - 1.8. in economics;
  - 1.9. in law;
  - 1.10. and in other fields of study, approved by the Steering Council.

### **Article 86**

1. Study programs contain:
  - 1.1. title of the study;
  - 1.2. type of study;
  - 1.3. the academic title that a student gains/obtains;

- 1.4. enrolling criteria;
- 1.5. objectives and results;
- 1.6. curriculum details;
- 1.7. value in points according to ECTS (courses, diploma thesis);
- 1.8. conditions for individual studies.

2. The obligatory contents of the curriculum are determined by regulations issued by the Senate.

#### **Article 87**

1. Undergraduate professional (applied) studies last from one (1) to three (3) years, requiring from sixty to one hundred and eighty (60-180) ECTS.
2. Bachelor studies last three (3) years, requiring one hundred and eighty (180) ECTS and four (4) years, requiring two hundred and forty (240) ECTS.
3. Upon successful completion of the Bachelor studies, the academic title Bachelor of Science or Bachelor of Arts is obtained.

#### **Article 88**

1. Master studies last one (1) year, requiring sixty (60) ECTS; and two (2) years requiring one hundred and twenty (120) ECTS.
2. Successful completion of undergraduate - Bachelor studies is a condition for registration of Master studies.
3. Upon successful completion of the Master studies, the academic title of Master of Science, Professional Master or Master of Arts is obtained.

#### **Article 89**

1. Doctoral studies are the highest academic studies.
2. Doctoral studies usually last three (3) years and require one hundred and eighty (180) ECTS and successful completion of previous studies (Bachelor and Master) with at least three hundred (300) ECTS.
3. The condition for obtaining the title of doctor of sciences is the successful completion of PhD studies including the publication of at least one (1) scientific paper in international journals with impact factor and successful defence of the PhD thesis before the defence commission.

### **Article 90**

1. The academic units of the University have the right to establish special study programs within the Bologna Framework (Bachelor-Master-Doctorate):

- 1.1. for two-course/module study programs;
- 1.2. for interdisciplinary study programs;
- 1.3. for joint study programs.

### **Article 91**

1. The two-course/module study programs are offered by the academic units in a joint study program and contain two (2) fields of study of the same unit.

2. The responsibilities of each contributing partner are defined in the study program.

3. The study program is proposed by the Council of the academic unit and approved by the Senate.

4. Upon successful completion of studies a joint diploma is obtained and the graduate student obtains the professional title in both fields of study.

### **Article 92**

1. Interdisciplinary study programs are determined by the Senate, and proposed by two (2) or more academic units for all three (3) levels of study.

2. The responsibilities of each partner are defined in the study program.

3. The Senate establishes the Commission for interdisciplinary studies, composed of representatives of the academic units of the program and the Deans ex officio, responsible for:

- 3.1. development of the study program;
- 3.2. organizational and technical issues;
- 3.3. procedures for implementation.

4. The Senate makes the final decision on all study Regulations, proposed by the Commission for Interdisciplinary Studies.

**Article 93**  
**Joint Interuniversity Study Programs and Commissions**

1. Joint study programs can be developed between UKZ and other Universities, based on partnership contracts.
2. Joint study programs are determined by the Senate and offered by academic units for all three (3) levels.
3. The obligations of each partner institution are defined in the study program, based on the joint institutional agreement.
4. The Senate elects the members for the commission of the joint interuniversity study program, which is responsible for:
  - 4.1. development of the study program;
  - 4.2. organisational and technical issues;
  - 4.3. procedures for implementation.
5. All proposals of the joint study Commission must be approved by the Councils of all academic units of all universities, which contribute to the study program.
6. The Senate takes the final decision on all study regulations, proposed by the joint study Commission.

**Article 94**

1. Academic units have the right to offer academic courses to the public as a whole.
2. University courses include:
  - 2.1. basic courses;
  - 2.2. specialized courses;
  - 2.3. seminars;
  - 2.4. summer schools.

3. Curriculum, prerequisites for attendance and other organisational issues are approved by the councils of academic units, according to the proposals of the professor, who is responsible for the course. The final decision is taken by the Senate.

4. Upon successful completion of the university course, the certificate signed by the dean of the academic unit in which the course was developed is obtained, as well as by the professor responsible for the course.

### **Article 95**

#### **Studies commissions**

1. The Study Commission is established by the University Senate.

2. The Faculty Studies Commission is established in each academic unit of the University, as an advisory body to the Faculty Council.

3. Members of the Studies Commission do not have to be members of the Senate or the Council of the academic unit.

### **Article 96**

1. The study commission of the Faculty is responsible for:

1.1. drafting proposals for new study programs;

1.2. adapting and modifying existing study programs;

1.3. continuous review of university textbooks;

1.4. requirements for change of study programs by students;

1.5. preparing the course for student complaints;

1.6. student evaluation.

2. The Studies Commissions develop, comment, evaluate and propose solutions for all academic issues decided by the Academic Council of the Faculty, respectively the Senate.

3. The Senate approves the rules of procedure for the Studies Commissions.

### **Article 97**

1. The Study Commission of the faculty has the following composition:

- 1.1. Vice-Dean (chair);
  - 1.2. two (2) professors;
  - 1.3. a teaching assistant;
  - 1.4. a student with an average grade point of at least eight (8) and shall not be a student who has repeated the academic year.
2. The Standing Committee on Studies established by the Senate has the following composition:
- 2.1. Vice-Rector for teaching (chair);
  - 2.2. a professor from each academic unit;
  - 2.3. a teaching assistant;
  - 2.4. two (2) students with an average grade point of at least eight (8) and shall not be students who have repeated the academic year.
2. The members of the academic staff for the Study Commission are elected by the Senate or the Council of the academic unit.
3. The student member of the Study Commission is elected by the Student Parliament, respectively the Student Council.
4. The term of office is in accordance with the Regulations of the Senate for members, as defined in this Statute.

### **Article 98** **Admission to studies**

1. Every candidate who passes the Matura Exam (State Mandatory Exam), has the right to apply for studies at UKZ, according to the legislation in force.
2. The conditions for admission to the undergraduate - Bachelor studies at the University are:
  - 2.1. successful completion of high school in Kosovo, certified with a diploma;
  - 2.2. successful completion of primary and secondary school with at least twelve (12) years of schooling/education certified by the relevant diploma;
  - 2.3. successful completion of primary and secondary school with at least twelve (12) years of schooling certified by the relevant diploma, obtained abroad, if the equivalence with the Matura diploma has been made. The decision for the recognition of the diploma

and the equivalent is taken by MEST.

3. The Senate issues Regulations, which define in detail the conditions and criteria for enrollment in undergraduate - Bachelor studies.
4. For special fields of study, the University organizes additional exams - Entrance Exams for some courses, in the student admission procedure, which must be approved by the MEST. In this case the student must successfully pass the Entrance Exam/admission assessment exam for enrollment in the first year of study.

#### **Article 99**

1. Students in Master studies are admitted on a competitive basis, according to the results of previous education and their equivalence, as defined in the Law on Higher Education.
2. Students who have completed previous studies shall be allowed to enter in an equal competition for admission to Master or doctoral studies from all institutions of higher education in Kosovo.
3. Special criteria for admission to master studies are determined by the Senate, in accordance with the provisions of this Statute.
4. For joint study programs the criteria for admission are set by the Senates of the partner Universities, in accordance with the provisions of their Statutes.

#### **Article 100**

1. The number of places for Bachelor, Master and Doctoral studies shall be determined by the Senate for each first year of study in each academic unit, upon the proposal of the relevant council in accordance with the development strategy of the University. The decision shall be based on the total number of students who will be educated at public expense provided by the Ministry.
2. Part-time students in Bachelor and Master studies, who are not funded by public funds, but achieve excellent results, may be awarded studying mode funded by public funds from the second year of study or in the following year of study. The conditions and criteria for acquiring this right are defined by regulations.

#### **Article 101**

The rules and criteria for admission announcement and enrollment are issued by the Senate.

## **Article 102**

1. Candidates who have not been admitted in the first year of Bachelor studies, Master studies and Doctoral studies can submit complaints, according to the regulation in force.
2. The final decision on the complaint is taken by the commission of five (5) members, chaired by the Vice-Rector for Teaching and Student Affairs and with other members appointed by the Rector.

## **Article 103**

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

1. At least three (3) of the following assessment methods shall be applied for the determination of the academic success:
  - 1.1. exam (written or oral exam);
  - 1.2. colloquium;
  - 1.3. seminar paper;
  - 1.4. professional practice/internship;
  - 1.5. assessment of assignments of the student (done at home or in the classroom);
  - 1.6. practical test during practice;
  - 1.7. interpretation and presentation of artistic creativity and other works/assignments.

## **Article 104**

1. All academic units of the University shall apply these grades to describe the level of success in the exams:
  - 1.1. ten (10) and nine (9) (excellent);
  - 1.2. eight (8) (very good);
  - 1.3. seven (7) (good);
  - 1.4. six (6) (sufficient);



- 1.5. five (5) (insufficient).
2. The candidate successfully passes the exam with grades six (6) – ten (10).
3. The Senate issues the Regulation on the detailed criteria for grading.

### **Article 105**

1. Exams are a regular way of assessing knowledge.
2. Exams are organized separately for each course or combined for more courses in accordance with the study program (commission exam).
3. Exams are public and are held in one of the following ways:
  - 3.1. written;
  - 3.2. oral;
  - 3.3. written and oral;
  - 3.4. practice.
4. In combined oral and written exams the time difference can not be longer than seven (7) days.
5. Exams are evaluated by a questioner or by an examination commission.
6. Exams may be held by an examination commission if:
  - 6.1. the student complains;
  - 6.2. it is assigned to the study program.
7. The procedure for holding the exam is defined by the study program.
8. The evaluation process and exam passing are assigned in the course syllabus.

### **Article 106**

1. Exams for Bachelor and Master studies are held during the exam session.
2. Exam sessions include winter session (January), spring (June), and autumn (September). The exact period for each session is determined by the general calendar of studies, which is accepted by the Senate and open to the public. Details about the commence and end dates of each exam

session are determined by the academic councils of the academic units.

3. The Senate may also decide on additional exam sessions.
4. Exam session schedules, which include daily schedules, are announced at the beginning of the academic year.
5. Exam schedules are determined in such a way that the student does not have more than one exam per day.
6. Exam schedules, once announced, are mandatory for both the professor and the student.

### **Article 107**

Exams in doctoral studies can be held throughout the academic year according to the individual agreement between the professor and the student.

### **Article 108**

1. The exam submission time starts 4 weeks up to eight (8) days before the exam session.
2. The exam schedule is announced no later than eight (8) days before the start of the exam period.
3. In all cases when the student is absent or abstains from the exam, the exam is considered failed (he/she is graded with five (5)).
4. At his/her request, the student may be allowed, by the Dean of the academic unit, to enter the exam earlier, if he/she participates in an international exchange program or is doing practical training abroad, during the period set for the exam.

### **Article 109**

1. The student has the right to file a written complaint to the Dean of the academic unit against the grade obtained. The complaint must be filed within two (2) working days after the results are announced.
2. The complaint can be made for the following reasons:
  - 2.1. for the written exam - a complaint is filed against the grade obtained in writing;
  - 2.2. for the oral exam - a complaint is filed against the grade obtained orally;

- 2.3. for the combined written and oral exam:
  - 2.4. an appeal/complaint is filed against the grade obtained in writing, before entering the oral exam;
  - 2.5. an appeal is filed/lodged against the grade taken orally, which means that the grade from the written exam is accepted.
3. After receiving the complaint on time, the Dean of the academic unit evaluates the allegations from the complaint and if he/she deems it reasonable, forms the examination commission within two (2) working days, after the complaint is received and appoints three (3) professors, but without the course professor, against the grade to which the student has complained.
  4. In case the oral exam is repeated, the evaluation by the commission is done on the next working day after the commission is appointed.
  5. In case of complaint against the grade in the written exam, the written exam will be reviewed by the commission on the next working day after the commission has been appointed.
  6. No appeal may be lodged/filed against the evaluation of the commission.
  7. Tests from exams related to student assessment are stored for at least six (6) months.

### **Article 110**

1. The student has the right to retake the exam in a course he/she has failed in.
2. As a rule, the student has the right to enter the exam he/she has not passed at most three (3) times.
3. The student, after complaining, with a valid reasoning, may be allowed by the Dean of the academic unit to enter the examination for the fourth time. The exam can then be held before a commission of three (3) members, who are appointed by the Dean of the academic unit.
4. If the same year is registered again, the previous number of failed exams of the student is not taken into account.
5. In case the student still fails four (4) times in the exam during the repeated year, he / she may lose the status of a full-time student in the designated study program.
6. The student can regain the status of a student, if he / she appears in a new study program. The decision on regaining student status determines the exams and other admissions to the student and the student's obligations in the new program of study.

### **Article 111**

1. After the completion of the last semester, full-time, Bachelor or Master studies, the student will be assigned a period of twelve (12) months to complete the exams (graduation period).
2. The student can request once from the Dean of the academic unit to extend the graduation period for another twelve (12) months.

### **Article 112**

#### **Bachelor and Master Diploma thesis**

1. Bachelor study programs end with the preparation of a Bachelor's diploma thesis or an examination before the commission, in accordance with the study programs.
2. The Bachelor thesis is conducted individually by the student, proving that the theoretical skills achieved during the study can be successfully applied to solve practical problems in certain scientific fields.
3. The Bachelor diploma thesis can be worked together by two (2) or three (3) students (research group) and it must clearly indicate the contribution of each candidate.
4. The request for a Bachelor diploma thesis from two (2) or three (3) students is approved by the Council of the academic unit.
5. The procedure for application, thesis, defense and evaluation of the Bachelor Thesis is determined by the Academic Council of the academic unit.
6. Prior to the defense of the diploma thesis, the student signs the affidavit that the thesis is original, if it is proven otherwise the title is revoked.

### **Article 113**

1. Master study programs end with the the Master thesis, in accordance with the study programs.
2. The Master thesis is conducted individually by the student, proving that the theoretical skills achieved during the studies can be successfully applied to solve complex research problems in certain scientific fields.
3. The Master thesis prepared/conducted by two (2) or three (3) students (research group) and the contribution of each candidate must be clearly marked.
4. The application for the Master's degree by two (2) or three (3) students is decided by the Academic Council of the academic unit.

5. The procedure for submission, thesis, defense and evaluation of the Master thesis is determined by the Council of the academic unit.

#### **Article 114**

##### **Doctoral studies**

1. The Doctoral studies are proposed by academic units in their respective fields and approved by the Senate.
2. PhD studies can be established and carried out only in those scientific fields in which the responsible institution has a signed contract for permanent employment with at least half of the number of teachers and if in those scientific fields they can respond to research teaching requirements and those of mentors' work to an extent over two-thirds (2/3) of the needs.
3. Professors in doctoral studies mentor doctoral students only if they from the narrow field of study.
4. The responsible institution that organizes the doctoral studies must have nationally and internationally recognized achievements in scientific or artistic research, respectively in artistic creativity.
5. In order to ensure the quality and promote the mobility of doctoral students and professors, doctoral studies are open to any form of cooperation with similar institutions at home and abroad.

#### **Article 115**

1. In the framework of doctoral studies, the Council for Doctoral Studies is constituted, as a permanent council of the Senate of UKZ.
2. Within the academic unit - the Faculty that organizes Doctoral Studies, constitutes the Council of Doctoral Studies as a permanent council.
3. The composition of doctoral study councils is regulated by the Regulation of University doctoral studies.

#### **Article 116**

The doctoral dissertation is a scientific paper written by the candidate, which elaborates in an original and unique way one or more relevant scientific topics and which is subject to public scientific or artistic evaluation.

#### **Article 117**

1. Admission of students to doctoral studies is done through a public competition announced by the University.
2. The right to compete for enrollment in doctoral studies have:
  - 2.1. graduates with the academic title of Master of relevant science;
  - 2.2. graduates with the academic titles of Master of Science and Master of Arts;
  - 2.3. graduates in basic studies (five (5)- six (6) years) of Medicine.
3. The conditions for admission and the criteria for the evaluation of candidates in doctoral studies are set by the Senate of UKZ, in accordance with this Statute and the Regulation for Doctoral Studies.

#### **Article 118**

1. Doctoral studies are organized in six (6) semesters.
2. For students who are holders of the scientific magister degree in the four plus two (4 + 2) system with three hundred and sixty (360) ECTS, the studies last two (2) years and the magister degree and ECTS are equivalent to the credit system up to one-third (1/3) of the total number of credits provided.

#### **Article 119**

1. During the first year of Doctoral Studies, the doctoral student proposes the mentor and the thesis.
2. The mentor is selected from the ranks of Full Professors and Associate Professors of the same scientific field, who must have a regular working relationship at the University. Exceptionally, at the request of the Council of the academic unit, a teacher with the academic title of Assistant Professor may also be engaged as mentor, if he/she has at least three (3) papers published in international peer-reviewed journals in the field in which he/she supervises the doctoral student. A co-mentor from another university may also be proposed.
3. The doctoral student starts the procedure of submitting the project proposal of the doctoral thesis with the submission of the application form, which contains the personal notes of the doctoral student, the CV and the list of works of the doctoral student, the title of the proposed thesis, data on the proposed mentor and competencies the rationale of the topic and the expectations of the original scientific contribution of the proposed research, the evaluation of the research costs, and the statement that he/she has not submitted a doctoral thesis on the same topic

in other university studies, respectively in any other university. The topic of the doctoral dissertation is presented in the University form.

4. The council of the academic unit, on the proposal of the Council of Doctoral Studies, appoints the commission for the evaluation of the topic and the proposal of the mentor within one month from the date of the protocol of the submitted request. This commission consists of three (3) members, of which at least one member must not be a teacher of the studies in question nor employed in the academic unit, which is the institution responsible for studies. The proposed mentor cannot be appointed chairman of the committee.

5. The commission for the evaluation of the topic gives the evaluation for the original scientific contribution or for the original artistic contribution and for the applicability of the research from the financial and organizational point of view, as well as makes the proposal of the mentor, at the latest one month after the submission of the request.

6. The Doctoral Studies Council of the academic unit must necessarily consider the proposal of the committee for evaluation of the thesis and the proposal of the mentor in the third semester of doctoral studies.

7. The draft proposal of the doctoral thesis is defended before the Council of Doctoral Studies of the academic unit, the evaluation committee and the proposed mentor, fifteen (15) days after the submission of the report of the evaluation committee.

8. The Council of the academic unit, on the proposal of the Council of Doctoral Studies, proposes the topic and the mentor for approval to the University Senate. The Senate must decide on the proposal for the dissertation within two (2) months after the request:

8.1. accept the original proposal;

8.2. ask the candidate to expand or change the topic/thesis;

8.3. ask the council of the academic unit to propose another mentor.

### **Article 120**

1. The candidate for dissertation must submit to the Council of the academic unit the completed Doctoral dissertation for evaluation within three (3) years from the day when the topic was accepted by the Senate of UKZ. The candidate must obtain in advance the consent and opinion of the mentor, written and signed for the research conducted and the original scientific contribution achieved.

2. The candidate may request from the Council of the academic unit to extend the dissertation or research period for another year.

3. In case the candidate does not submit the completed doctoral dissertation for evaluation within

the regular or continuous period of the dissertation, it is considered that the candidate renounces the given dissertation topic.

### **Article 121**

1. After the candidate has submitted the completed dissertation, the Council of the academic unit on the proposal of the Council of Doctoral Studies, within one month from the day of submission of the thesis for evaluation, must form the commission consisting of three (3) members for the evaluation of doctoral thesis. The members of the Commission for the evaluation of the doctoral thesis must have at least the academic title of assistant professor.

2. At least one member is not a teacher in doctoral studies, nor employed in the faculty, which is the institution responsible for studies, while if possible he is employed in another university in Kosovo or in a university outside Kosovo. The mentor cannot be a member of the Work Evaluation Committee.

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

4. The council of the academic unit, after the report of the commission, decides on:

4.1. acceptance of the dissertation in the offered version;

4.2. rejection of the dissertation due to failure;

4.3. returning the dissertation for completion or change.

5. In case the dissertation is returned for completion or change, the Council of the academic unit determines the appropriate period, which should be a period of at least two (2) months and at most six (6) months.

6. The completed or amended dissertation must be submitted to the Council of the academic unit together with the opinion of the mentor or mentors.

7. On the occasion of the approval of the report of the Evaluation Commission, the Council of the academic unit forms the commission for the defense of the doctorate. The commission for defense of doctoral thesis consists of three (3) members. The commission for defense of the doctoral thesis can be the same commission that has evaluated the doctoral thesis.

8. The decision of the Council of the academic unit for the approval of the dissertation must be ratified by the Senate.

### **Article 122**



1. Once the approval of the dissertation has been confirmed by the Senate, the defense of the dissertation is held within two (2) months. The date of the defense is set by the Dean of the academic unit, in accordance with the Dissertation Commission.

2. During the public defense of the dissertation, the minutes are taken by the Secretary of the Commission, who is appointed by the Dean of the academic unit.

### **Article 123**

1. Upon successful completion of the dissertation defense, the candidate obtains/is awarded the academic title of Doctor of Science (Dr. Sc.) or equivalent, as defined in special regulations issued by the Senate.

2. On the proposal of the Dean of the academic unit, where the candidate has successfully defended the dissertation, the Rector awards the scientific degree (scientific title) in a ceremonial manner.

3. The ceremony is public and formal. The procedure of the ceremony is determined by special rules issued by the Senate.

### **Article 124**

1. The doctoral degree diploma contains:

1.1. name of the University;

1.2. name of the academic unit where the dissertation is defended;

1.3. name, surname, date and place of birth of the candidate;

1.4. the title of the dissertation;

1.5. date of defense of the dissertation.

2. The diploma document is signed by the Rector and the Dean of the academic unit where the dissertation is defended.

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

4. The form and other elements of the diploma document will be defined in a special regulation issued by MEST.

## **Article 125**

1. The academic title Doctor of Science can be revoked in case of proof that:
  - 1.1. the dissertation was not the work of the candidate himself;
  - 1.2. the dissertation was not the result of the candidate's personal achievement;
  - 1.3. the dissertation is based on relevant parts of previously published scientific results by individuals or other institutions;
  - 1.4. it is tracked plagiarism or copyright infringement;
  - 1.5. it is another unethical practice.
2. The procedure for revoking the title of Doctor of Science can be initiated after any request based on and supported by detailed written data.
3. Upon request, the Council of the academic unit forms a commission of three (3) members from professors of the same scientific discipline with the dissertation.
4. The members of the disputed dissertation commissions shall not be elected in this commission.
5. The Commission submits an evaluation report regarding the reasonableness of the request and proposes further procedures, within two (2) months after the start of the procedure. The person whose doctorate is being certified must be summoned to present his / her version of the request for revocation of the doctorate before the commission.
6. After the report and the proposal of the commission, the Council of the academic unit decides to reject or accept the request for revocation, in the first following meeting.
7. In case the Council of the academic unit accepts the request, the Senate shall vote for this decision in the next meeting.

## **Article 126**

The University is responsible for keeping records of awarded and revoked doctoral degrees.

## **Article 127**

Regarding the organization of doctoral studies, the Senate issues Regulations.

## **Article 128** **Academic titles**

Academic titles are awarded in accordance with the provisions of this Statute and in accordance with the Law on Higher Education.

#### **Article 129**

The Senate, on the recommendation of the Rector, may revoke the title of holder of a scientific degree, if any of the conditions from Article 125 paragraph 1 of this Statute exist.

#### **Article 130**

1. The successful completion of studies, in accordance with the study program is certified by the University through a diploma that is an official document.
2. The form, content of the diploma, appendix of the diploma, as well as the issuance procedure is provided by an administrative instruction issued by the MEST.
3. The diploma is signed by the Rector and Dean of the academic unit where the studies are completed.

#### **Article 131**

##### **Recognition of studies**

1. In accordance with the regulations of the Lisbon Convention on Recognition and in accordance with the special regulations of the MEST, the University accepts the qualifications (titles, diplomas, exams) of recognized or licensed local or foreign institutions of higher education.
2. In accordance with the Administrative Instruction of MEST on the principles and procedures for the recognition of diplomas of higher professional schools and university degrees obtained outside the Republic of Kosovo, it is the competence of the University to recognize the diplomas of higher professional schools and university degrees, as well as certificates of certain periods of study, in order to continue studies.
3. If the qualifications are recognized, the student has the right to continue his/her studies at the University.

#### **Article 132**

1. The recognition procedure is led by the professional official of the University administration.

2. The decision for recognition of studies is based on the information extracted from the relevant European database and is coordinated with the National Council for Recognition, which is responsible for the application of the Lisbon Convention for Recognition.
3. The Senate authorizes the Rector to make the recognition for all cases that are clear.
4. Information about the acceptance of the qualification is always kept by the University administration.

### **Article 133**

1. In disputed cases, when the data are not sufficient to make a decision, the Senate Study Committee should be asked for recognition and the following information should be provided:
  - 1.1. complete file with all data;
  - 1.2. available data and case-specific comments from the National Recognition Council or equivalent institution.
2. The Committee on Studies submits the report to the Senate with a proposal for a decision, within two (2) months from the submission of the request.
3. The decision of the Commission may be as follows:
  - 3.1. full recognition of the diploma from abroad;
  - 3.2. submission of the list of additional exams required for the purpose of full recognition;
  - 3.3. rejection of the application due to major inconsistencies in the study programs.

### **Article 134 Academic year**

1. The University organizes studies in accordance with existing study programs during the academic year, which lasts twelve (12) months. The academic year begins on October 1<sup>st</sup> and ends on September 30<sup>th</sup>.
2. The active period of studies (lectures, exercises, seminars, colloquia/mid-term exams) is divided into two (2) semesters. Winter semester starting on October 1<sup>st</sup> and ending on January 15<sup>th</sup>. Summer semester starting on February 16<sup>th</sup> and ending on May 31<sup>st</sup>.
3. The course can be taught in weeks (fifteen (15) semester weeks), during one or two (2) semesters or can be held as block-lectures in one (1) semester.

4. The calendar of studies is issued by the Senate no later than May 31<sup>st</sup> and contains the schedule of lectures (lectures, exercises, seminars, colloquia), exam terms and sessions.

### **Article 135**

The Senate issues Regulations on student engagement and overall workload.

### **Article 136** **Language of studies**

1. The University offers studies in Albanian and other official languages of Kosovo.
2. With the decision of the Senate, on the proposal of the Council of the academic unit, the lectures can be held in other languages as well.
3. On the proposal of the Council of the academic unit, the Senate may decide whether the study programs shall be offered exclusively in foreign languages if there are relevant arguments (promotion of academic exchange, situation in the labor market, interest of students, academic orientation of teachers) which support these measures and favor the academic development of the University.

### **Article 137** **Change of study programs**

1. The student can change the study program, completing the studies in one study program and starting teaching in another study program in the same unit or in the other academic units of the University.
2. The change of the study program is possible between the 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 allowed to start the new study program if at least fifty percent (50%) of the exams have been passed successfully during the old study program and are accepted in the new study program.
4. According to paragraph 3 of this Article, the student is allowed to enroll in the new study program:
  - 4.1. at least in the second year of studies or,
  - 4.2. in the year of study that follows the old study program.
5. The change of the study program cannot be done if the student has to re-enroll in the first year of studies in the new study program, in accordance with paragraph 3 and 4 of this Article.

### **Article 138**

1. The student must submit the request for the change of the study program to the Study Commission of the academic unit. Attached to the application must be evidence of successful completion of the requirements, based on the previous study program.
2. The Study Commission of the faculty determines the individual obligations for changing the study program in accordance with certain rules of the study program.
3. The decision to change the study program must be taken by the Council of the academic unit on the proposal of the study commission.
4. The appeal against the decision on the refusal to change the study program must be made to the Council of the academic unit by the student, within eight (8) working days after the publication of the decision.

### **Article 139**

During the change/transfer of study program from another public university to UKZ, are applied the same rules as the change of the study program within the University.

### **Article 140**

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

1. The person enrolled in UKZ has the status of a student.
2. Student status is verified with the student booklet (student index or card).
3. The content and form of the index/student card are determined by a special regulation issued by the Senate.

### **Article 141**

1. The university offers three (3) study modes:
  - 1.1. full-time studies;
  - 1.2. part-time studies;
2. The student may have the status of:
  - 2.1. full-time student;

2.2. part-time student;

2.3. guest students.

### **Article 142**

1. Students who are admitted to the University have the following rights:

1.1. to participate in all lectures, seminars and lessons organized in the courses of the chosen study program according to the progress of studies;

1.2. utilise the University libraries and other student services;

1.3. to participate in the elections for student representatives in university bodies, to participate regularly in the meetings of bodies and commissions, where they are appointed as members, and to perform such tasks with commitment and honesty. In case of conflict of interest regarding the content, the delegated student members do not participate in the meetings of the governing bodies of the University;

1.4. to present new ideas and controversial opinions without risking losing the student seat or the privileges they may be entitled from the University;

1.5. complain about the quality of the teaching process or the University infrastructure;

1.6. to oppose a decision or action of the University against them in the MEST and in the competent court.

### **Article 143**

1. Students who are admitted to the University have the following obligations:

1.1. respect the regulations issued by the University;

1.2. respect the rights of staff and other students;

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

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

1.5. behave well both inside and outside the University premises so as not to discredit the University;

1.6. respect the rules of the Code of Ethics;

1.7. pay fees and charges that are fixed.

#### **Article 144**

1. Successful completion of the year in accordance with the study program is a prerequisite for the student to enroll in the next year of studies.
2. A student who has not been able to successfully complete the year must re-enroll in the same year of study.
3. The maximum number of re-registered/enrolled years is equal to the number of regular years of the respective studies.

#### **Article 145**

1. The regular student loses the student status for the following reasons:
  - 1.1. when he/she decides to leave studies;
  - 1.2. when he/she completes the studies;
  - 1.3. when he/she fails to enroll in the academic year;
  - 1.4. when he/she has not completed the studies in the double period of the duration of his/her studies;
  - 1.5. when he reaches the maximum number of re-registration/enrollment of years without successfully completing the studies.
  - 1.6. in the case of expulsion, based on the decision issued after the disciplinary procedure.
2. The student may once request that the duration of the studies be extended for one or two (2) years. The decision is made by the Council of the academic unit. In case of a positive decision, the student will have the status of a regular student again.
3. The council of the academic unit applies the special rules for maintaining the status of a regular student in the following cases:
  - 3.1. for special achievements in the field of sports, certified with amateur or professional status at the regional level or above;
  - 3.2. for special achievements as a well-known artistic creator, confirmed by the relevant media reaction and confirmed by the relevant Faculty Council.



- 3.3. for individuals with physical disabilities, including sight and hearing, or mental disabilities, certified by a physician/doctor.
4. The decision for enrollment is taken every year by the Council of the academic unit.
5. The student may request temporary suspension from full-time student status in cases proven to be:
  - 5.1. severe illness;
  - 5.2. care for children under the age of three (3);
  - 5.3. pregnancy and maternity leave;
  - 5.4. other justified cases.
6. The final decision is made by the Dean of the academic unit.

#### **Article 146**

1. The status of regular student is maintained within two (2) years after the completion of all exams. During this time the student must pass the diploma exam/thesis to successfully complete the studies.
2. A student who has exceeded the time allotted to successfully complete the degree can submit a request to the Dean of the academic unit for the extension of this period for another year.

#### **Article 147**

1. The student can be re-registered/enrolled as a full-time student, without any obstacles, in relation to the period of temporary suspension of full-time student status. The period of temporary suspension of full-time student status does not count towards the duration of studies.
2. If the valid curriculum at the time of the first student enrollment does not take place in the following year of student enrollment after the temporary suspension of full student status, the Study Commission of the academic unit decides on differential exams or other obligations additional as a condition for continuing studies.

#### **Article 148**

1. The council of the academic unit expels from the University permanently or temporarily students who seriously violate the rules. Students accused of violations have the right to be heard by the Disciplinary Commission, which advises the Academic Unit Council. The expelled

students have the right to appeal to the Appeals Commission at the level of the academic unit as a second degree.

2. Regulations elaborating these procedures are issued by the Steering Council after consultation with the Student Parliament.

### **Article 149**

1. Students have the right to appeal against the decision taken by the bodies of the University, academic units and organizational units related to their rights, obligations and responsibilities.

2. Such appeals are submitted to the Studies Commission of the academic unit within fifteen (15) working days after the announcement of the decision.

3. The Studies Commission is obliged to submit the report on the decision taken to the Council of the academic unit, within thirty (30) working days after receiving the complaint/appeal.

4. The appeal against the decision in the second instance is decided by the Senate.

5. Students have the right to dispute the decision of the Senate in the competent court.

### **Article 150** **Student mobility**

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

2. The registration of the course can be done with the permission of the academic unit where the student is enrolled and with the consent of the academic unit where the student registers the course.

3. In case of admission, the student is given a certificate on the admission for registration of a certain course and the amount of ECTS credits, which are obtained upon completion of the course. ECTS credits earned are credited to the student's study program.

4. In the official document of the student are recorded the data for the registered course, the fulfillment of the obligations of the student and the success shown. For ECTS credits earned the student is issued a certificate from the academic unit where the student earned them.

5. International mobility of students between universities in Kosovo is regulated by a special act of the University. This act and the agreement with the university where the guest student comes

from will also regulate the rights and obligations of the guest students, tuition fees and other issues related to the guest student.

### **Article 151**

#### **Students' organization**

1. Students have the right to establish student organizations within the University, to which all students can be part of.
2. Each student organization in its name must have the name of the University.
3. Each student organization has its own statute, which is approved by its members, in accordance with the general regulations issued by the Steering Council. The statute will include the principles of equal opportunities and non-discrimination.
4. Student organizations exercise activity only on issues of studies process and organization of student life at the University.

### **Article 152**

1. The interests of students will be represented within the University with the following bodies:
  - 1.1. Student Parliament at University level;
  - 1.2. Student Council at academic unit level.
  - 1.3. Student interests are also represented in the Student Union of Kosovo.

### **Article 153**

1. Members of the Student Parliament and Student Councils shall be elected in accordance with the procedures for parliamentary elections.
2. Student organizations have the right to nominate members for the Student Parliament and the Student Council of academic units, based on the election results, every two (2) years.
3. The details of the election procedure shall be determined by Special Regulations issued by the Steering Council, in consultation with the Student Parliament.
4. The limit for the nomination of members of student organizations is:
  - 4.1. three percent (3%) of the total number of votes at the level of the respective academic unit for the student Councils of the academic units;

- 4.2. five percent (5%) of the total number of votes for the Student Parliament.
5. The mandate of the members of the Student Parliament and the Student Council of the academic units lasts two (2) years, without the right of re-election.
6. The Student Parliament and the Student Councils of the academic units exercise their duties according to the principle of a majority of votes.

#### **Article 154**

1. The Student Parliament is the highest body of student representation.
2. The total number of members of the Student Parliament is nine.
3. Members are nominated by student organizations, based on the total number of votes cast in the student elections and according to the priority lists of candidates published by each student organization at the beginning of the election campaign.
4. Members of the Student Parliament elect the President and the Vice-President.
5. The Steering Council issues the Regulations of Procedure/Work for the Student Parliament.
6. The President of the Student Parliament is an ex officio member from the total number of student members of the Senate. The Student Parliament elects the member of the Senate from the list of nominees, prepared by the Student Council of the academic unit.

#### **Article 155**

1. Student councils are the student representation bodies in each academic unit.
2. The total number of members of each student council is one percent (1%) of the total number of full-time students enrolled in that academic unit, with a minimum of five (5) and a maximum of twenty-one (21) members.
3. Members are nominated by the student organization, based on the total number of votes won during the student elections, for each academic unit, according to the priority lists of candidates published by the student organization, at the beginning of the election campaign.
4. The members of each Student Council elect a Chairman and a Vice-Chairman.
5. The Steering Council issues the Rules of Procedure for student councils.
6. Each student council proposes a list of candidates for the student member of the Senate to be

elected by the Student Parliament.

7. The President of the Student Council is an ex officio member from the total number of student members of the Faculty Council. The Student Council of each academic unit elects a student member of the Academic Unit Council.

#### **Article 156**

The Steering Council allocates an appropriate annual budget for the activity of the Student Parliament and the student councils based on the projects proposed by the Student Parliament.

#### **Article 157**

Students are entitled to peaceful assembly/meetings.

#### **Article 158**

Students are entitled to form professional associations or associations for any purpose, permitted by the Law on Higher Education of Kosovo.

#### **Article 159** **Scientific Research**

1. The University conducts scientific research and artistic works with the aim of:

- 1.1. artistic achievements, innovation and scientific productivity;
- 1.2. continuous development of the educational process;
- 1.3. familiarization of students with scientific research and artistic work;
- 1.4. continuation of scientific - professional and artistic development of youth;
- 1.5. establishment of an international network of scholars and artists;
- 1.6. preparation and presentation of competitive interdisciplinary study and artistic projects.

2. Scientific research is conducted by the academic units of the University in two (2) ways:

- 2.1. basic research without immediate practical use;
  - 2.2. applied research that is closely related to the needs and public interest.
3. Scientific research and artistic creativity are conducted according to these basic conditions:
- 3.1. through public funds provided by the University;
  - 3.2. through private funding from individual contractors to third parties.
  - 3.3. through competition in international projects.

#### **Article 160**

1. The University is obliged to provide suitable conditions for scientific research and artistic creativity and to enable the academic staff to achieve competitive results at national and international level.
2. The academic staff of the University is obliged to do scientific research and creative work, in accordance with their professional skills and the obligations arising from the strategic instructions of the Senate, and the councils of the respective academic units.
3. Individual assessment of artistic work and scientific research is a condition for professional and academic promotion.

#### **Article 161**

1. The University provides infrastructural conditions for scientific research and artistic creativity for its academic staff.
2. On the proposal of the Council of the academic unit, the Rector may grant permission to the academic staff to conduct research and creative work in certain locations outside the University and to participate in joint projects with other institutions.

#### **Article 162**

1. The scope and results of research - scientific and creative activities will be reported individually each year by an academic staff member before the Council of the academic unit.
2. Each academic unit must submit/present annually the profile of scientific research and artistic work, to the Rector and the Senate.
3. All data regarding scientific research and artistic activities, as defined in this Statute, should be collected as standardized statistical records and should be stored in a central database, provided

by the Rectorate.

### **Article 163**

1. Academic staff has the right to request the Senate's permission for a year leave of absence for focused research (sabbatical year) in a foreign university.
2. A positive decision of focused research for one year requires:
  - 2.1. application for the research project;
  - 2.2. at least two (2) years of full engagement in teaching and research;
  - 2.3. proven scientific competence and recognition within the international scientific community;
  - 2.4. invitation for scientific research from a foreign institute or university
3. During the sabbatical year, the employee will receive the full salary.
4. After the year of focused research, the employee has the right to return to the same job position with the same conditions as before.

### **Article 164**

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

1. All jobs will be based on full-time contracts and part-time contracts.
2. The Steering Council issues special regulations for collective agreements for academic and non-academic staff in accordance with applicable laws.

### **Article 165**

Regular employed personnel, who may be engaged/associates, selected or appointed to any other public or private institution has no right to be elected to governing bodies, but has the right to elect.

### **Article 166**

1. The academic staff of the University will be persons engaged/employed in:

- 1.1. academic teaching;
  - 1.2. research;
  - 1.3. artistic creativity.
2. Academic staff consists of:
- 2.1. Full-time professors;
  - 2.2. Associate Professors;
  - 2.3. Assistant Professors;
  - 2.4. University Assistant;
  - 2.5. Lectors.
3. The official abbreviations for the academic staff (academic titles) are:
- 3.1. Full-time Professor – Dr. Prof;
  - 3.2. Associate Professor – Dr. Asoc. Prof;
  - 3.3. Assistant Professor - Dr. Ass. Prof;
  - 3.4. Assistant – Ass.

### **Article 167**

1. The non-academic staff of the University will be persons who are engaged/employed for:
  - 1.1. leadership and professional duties;
  - 1.2. administration;
  - 1.3. technical work.
2. The specific responsibilities and qualifications for each position are determined by the job description in accordance with the legislation in force.

### **Article 168**



1. The academic staff shall be appointed by the Rector, according to the decision of the Senate based on the proposal of the Council of the academic unit.
2. If the proposal is rejected, it is returned to the Academic Unit Council for reconsideration/review.
3. If the Council of the academic unit, even after the review, brings the same proposal, the Senate makes a final decision.
4. Appointment procedures are done in a transparent manner with the announcement of the public vacancy for the position.
5. All appointments are made after reviewing the application documentation by the Evaluation Commission formed by the Council of the academic unit. The evaluation commission evaluated the candidates.
6. The Evaluation Commission reports to the Council that has formed it, within a certain deadline.
7. No one may be a member of the evaluation committee if he / she is the spouse, partner or close family member of the candidate to be appointed.
8. Other issues for evaluation procedures are defined by the rules issued by the Senate in accordance with this Statute.

#### **Article 169**

1. The criteria for appointment and promotion to any title of academic staff are relevant qualifications and experiences relevant to the job/position.
2. An oral examination shall be held to establish an employment relationship at the University. Other modalities in this regard shall be provided by a special regulation issued by the Senate.

#### **Article 170**

##### **Conditions for obtaining the academic title of full professor (Professor Doctor, Prof. Dr.) and admission to work**

1. The academic staff, who has the academic title "Associate Professor", shall apply for the academic title " Professor Doctor", at least four (4) years after obtaining the academic title "Associate Professor".
2. For the title of full professor the candidate must have:

- 2.1. the degree of doctor of science and the title of associate professor;
  - 2.2. supervised master and doctoral thesis (Doctoral mentoring is valid for three (3) years after the establishment of doctoral studies at the UKZ);
  - 2.3. a significant number of monographs (at least two (2) monographs; the published doctorate is recognised as a monograph);
  - 2.4. textbooks (at least one (1) textbook);
  - 2.5. publications in international scientific or artistic journals with at least five (5) main works published in international scientific or artistic journals, in accordance with the legal acts in force;
  - 2.6. active participation in national and international conferences, with at least five (5) active participations (proven in one form: with proceedings book, publication of abstracts or conference agenda as a reference);
  - 2.7. long-term experience in basic and applicable research projects;
  - 2.8. high educational and pedagogical skills through practice;
  - 2.9. skills for academic leadership;
  - 2.10. renowned artistic creations or works, public presentations and contribution to the development of culture and art, in the subjects of figurative and musical arts.
3. The evaluation report on the engagement and participation of the candidate in the activities provided in paragraph 2 of this Article is drafted in details by the Evaluation Commission.
  4. The appointment for the title of Full Professor, as well as the duration of employment is made for an indefinite period.

### **Article 171**

#### **Conditions for obtaining the academic title of associate professor (prof. asoc. Dr.) and admission to work**

1. The application for obtaining the academic title "Associate Professor" is made at least four (4) years after obtaining the academic title "Assistant Professor".
2. For the title of associate professor the candidate must have:
  - 2.1. the degree of doctor of sciences and the title of assistant professor;

2.2. a significant number of monographs (published doctorate is recognised as a monograph);

2.3. publications in international scientific or artistic journals with at least three (3) main works published in international scientific or artistic journals, in accordance with the legal acts in force;

2.4. demonstrate teaching skills;

2.5. demonstrate work, knowledge and mastery in the subject of the respective field;

2.6. created works of art, has held public presentations, in the case of subjects from figurative and musical arts.

3. The appointment for the title "Associate Professor", as well as the duration of employment is made according to the legislation in force.

#### **Article 172**

#### **Conditions for obtaining the academic title of assistant professor (prof. ass. dr.) and admission to work**

1. For the title of assistant professor the candidate must have:

1.1. degree of Doctor of Sciences (in the subjects of Figurative and Musical Arts equivalent degree to "Masters of Arts");

1.2. a significant number of monographs (doctoral dissertation is recognised as monograph);

1.3. publications in international scientific or artistic journals with at least one (1) main work published in international scientific or artistic journals, in accordance with the legal acts in force;

1.4. demonstrate teaching skills;

1.5. demonstrate work, knowledge and mastery in the subject of the respective field;

1.6. created real artistic works or has had public presentations, in the case for the Faculty of Arts.

2. The appointment for the title "Assistant Professor", as well as the duration of employment is made according to the legislation in force.

#### **Article 173**

#### **Conditions for obtaining the title of the assistant and employment**

1. For the title of assistant the candidate must meet the following conditions:
  - 1.1. to have successfully completed university and master studies in the respective field;
  - 1.2. be not older than until the date when he/she turns thirty (30) years old for the first appointment, for the Faculty of Medicine until the date when he/she turns thirty-five (35) years old;
  - 1.3. to be enrolled in doctoral studies at the University upon re-election;
  - 1.4. have an average grade, in each level, not less than eight (8).
2. All appointments, as well as the duration of employment are made according to the legislation in force.
3. Assistants hold practice classes in bachelor and master studies.
4. Exceptionally, the assistant who has been re-elected and is a doctoral student (PhD. Cand.), in the absence of the professor for the subject may be authorized to hold limited lectures in bachelor studies with the authorization of the council of the unit.

**Article 174**  
**Criteria for obtaining the title of Lector and corepetitor**

1. For the title of lector of foreign languages, the candidate must meet the following criteria:
  - 1.1. have successfully completed Master studies in the chosen language;
  - 1.2. have excellent language skills;
  - 1.3. have a grade point average of Bachelor and Master studies not less than 8.00, in each level of the studies.
2. Lectors in other faculties except the home faculty have all the rights and obligations for holding lectures.
3. For the title of corepetitor, the candidate must meet the following criteria:
  - 3.1. have successfully completed Master studies, piano conducting or any other musical instrument;
  - 3.2. have a grade point average of not less than eight (8.00) in each level of studies;
  - 3.3. all appointments for titles as well as the duration of employment are for three (3) years.

### **Article 175**

1. Additional regulations regarding the special qualification of the academic staff of the respective faculty shall be issued by the Senate, upon the proposal of the relevant council of the academic unit and in accordance with the provisions of this Statute.
2. The Senate issues special regulations for the equivalence of academic staff in the fields of fine arts and music, in accordance with the provisions of this Statute.

### **Article 176**

1. The retired professor of the academic unit may be assigned the title "Professor Emeritus" by the Senate upon the proposal of the council of the respective faculty and with the support of at least two (2) councils of the academic units.
2. The candidate for the "Professor Emeritus" title is distinguished for special academic and scientific achievements during the period of his activity. His qualifications are considered irreplaceable for a medium term by the academic unit. This need should be detailed by the Academic Unit Study Committee.
3. The "Professor Emeritus" has the right to teach and engage in scientific work, in accordance with his qualifications and the requirements of the special academic unit, until the age of 70 (seventy).
4. Other issues regarding the rights and responsibilities of the "Professor Emeritus" title are determined by individual contract, concluded by the Rector on the proposal of the Dean of the certain academic unit.

### **Article 177**

#### **Code of Ethics and Council of Ethics**

1. The Code of Ethics is a collegial body of the University that promotes and reviews issues related to ethics in the activity of the teaching and research process, and in other institutional activities.
2. The Steering Council, on the proposal of the Senate, shall issue Regulations on the Code of Ethics of the University employees.
3. The University has three (3) codes of ethics:
  - 3.1. Code of Ethics for students;
  - 3.2. Code of Ethics for academic staff;

- 3.3. Code of Ethics for administration.
4. The bodies of the Code of Ethics are:
  - 4.1. Council of Ethics of the University;
  - 4.2. Disciplinary Commission.
5. Council of Ethics drafts codes of conduct and submits them to the Senate for reviewing. The Senate proposes it to the Steering Council for approval.
6. The manner of reviewing complaints, decisions, relevant sanctions, execution of these decisions, and the functioning of the Council itself are provided by the Code of Ethics.
7. The members of the Council of Ethics are selected by a simple majority of votes by the University Senate.
8. Council of Ethics of the University has the following composition:
  - 8.1. the Vice-Rector, who is also the chairman;
  - 8.2. a representative from each academic unit;
  - 8.3. a student representative;
  - 8.4. a representative from the administration.
9. Council of Ethics takes decisions by a simple majority of votes.
10. The meeting of the Council of Ethics is convened by the chairman.
  - 10.1. the meeting of the Council of Ethics is held when at least two-thirds (2/3) of its members are present.

### **Article 178**

1. The disciplinary responsibilities of the employees of the University and the measures to be taken are determined by the Regulations issued by the Steering Council.
2. The procedures and conditions for the revocation of titles, suspension or termination of employment of staff are determined by Special Regulations issued by the Steering Council after consulting the Senate.

### **Article 179**

## **Rights and responsibilities of staff**

1. The academic staff has freedom of expression. They have the freedom to ask and test the knowledge gained and to express new ideas, conflicting opinions without putting themselves at risk of losing their job or any privileges they may have with the University.
2. Academic staff has the freedom to publish the results of their research and creative work, which is conditioned by the Regulations of this Statute, which has to do with the use of intellectual property rights for the benefit of the University.

### **Article 180**

#### **Adherence to rules and values**

1. The academic staff of the University is obliged to respect:
  - 1.1. the principals of humanism;
  - 1.2. University autonomy;
  - 1.3. freedom of scientific and artistic creativity;
  - 1.4. University acts and decisions based on them;
  - 1.5. principles of professional and scientific honesty;
  - 1.6. Code of ethics;
  - 1.7. the reputation of the university and the advancement of this reputation.

### **Article 181**

1. The academic staff of the University, during the educational/teaching process, is obliged to fulfill the following tasks:
  - 1.1. to prepare and offer lessons, seminars, exercises and other forms of teaching;
  - 1.2. prepare university textbooks or literature suitable for studies within the course structure and content;
  - 1.3. supervise seminar papers, Bachelor and Master diploma theses, doctoral dissertations and other student research papers;
  - 1.4. ensure smooth organization of the exams during the scheduled exam sessions.

## **Article 182**

1. The staff must regularly attend the meetings of the bodies and commissions where they are appointed as members and perform the tasks with dedication and sincerity.
2. In case of conflict of interest regarding the content, the delegated members of the employees do not participate in the meetings of the governing bodies of the University.

## **Article 183**

The staff has the right to peaceful assembly and the right to form a trade union, staff union or professional association to represent their collective interests before the University authorities and for other purposes provided by the Law on Higher Education of Kosovo.

## **Article 184**

1. Academic and non-academic staff have the right to file complaints against the decisions taken by the University bodies, by the academic units or by the organizational units about their rights, obligations and responsibilities.
2. The appeals must be submitted within fifteen (15) working days after the relevant decision is published.
3. The appeal against the decision, unless otherwise provided in this Statute, must be in the first instance by:
  - 3.1. the council of the academic unit, if the decision in the first instance is made by the Dean;
  - 3.2. the Administrative Council of the organizational unit, if the decision in the first instance is made by the director;
  - 3.3. the Rector, if the decision in the first instance is made by the Vice-Rector or by the Secretary General;
  - 3.4. Senate, if the decision in the first instance is made by the Council of the academic unit or the Administrative Council of the organizational unit.
4. The Steering Council, if the decision in the first instance is made by the Rector or the Senate that has to do with the financial issues of UKZ and for the opening and closing of study programs in UKZ.
5. The Ministry, if the decision in the first instance is made by the Steering Council.



**Article 185**  
**Honorary titles, awards and gratitudes of the University**

1. The University awarded honorary titles to meritorious persons.
2. The Senate shall issue Special Regulations on the decision-making procedure in the selection of honorary titles, awards for distinguished students and gratitudes/appreciations.

**Article 186**

1. The “Doctor Honoris Causa” title is awarded to:
  - 1.1. great achievements in the field of science or art;
  - 1.2. significant contribution to the development of human relations, support and consolidation of peace.

**Article 187**

1. The "Honorary Member of the University" title is awarded to:
  - 1.1. uninterrupted internal support and political support for the University;
  - 1.2. relevant financial contribution to the development of the University.

**Article 188**  
**Management procedures, quality control and administration**  
**Financial management and 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 189**

1. The University in accordance with the provisions of this Statute has the right to receive funding from the following sources:
  - 1.1. allocations from the Ministry of Finance, for teaching, research and artistic work of general interest based on the approved budget;

- 1.2. tuition fees and other fees paid by students;
- 1.3. payments for commercial services and other services;
- 1.4. donations, gifts and grants;
- 1.5. contracts with local, international, public and private bodies for teaching, research, art work and consulting.

#### **Article 190**

1. The University is free to enter into contracts for any purpose related to higher education, research or artistic work. The University may invest funds, other than public ones, in any enterprise that has educational, research - scientific or artistic purposes if:

- 1.1. contracts that impose obligations on the property of public assets are in accordance with applicable law and have the consent of MEST and MF;
- 1.2. public funds are not endangered.

#### **Article 191**

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

2. Funds allocated by the Ministry of Finance for the University are deposited in the budget code of the UKZ, to be administered by the Rector in accordance with the provisions of this Statute. Sub-accounts are formed for each academic and organizational unit and under the responsibility of its Dean or Director.

#### **Article 192**

Within the budget limits approved by the Kosovo Budget, the Steering Council has the right to make the limited budget transfer between budget lines a maximum of ten percent (10%) per year, and to change the funds allocated according to economic categories.

#### **Article 193**

1. The budget allocation by the Ministry of Finance shall take into account the evaluation results and work reports provided by the University, and the remarks and recommendations provided by

the Kosovo Accreditation Agency.

2. The budget allocation by the Ministry of Finance shall not take into account any of the private funds presented by the University or its academic organizational units.

#### **Article 194**

1. All academic units are obliged to prepare the annual budget report and submit it within the legal deadline to the Central Administration of UKZ.

2. The budget spent shall be reported no later than January 31<sup>st</sup> of the following year.

3. Budget reports will be prepared based on the standards specified by the Ministry of Finance-Treasury.

4. The Department of Budget and Finance of the University shall prepare the annual report on budget expenditure based on the legal provisions in force.

#### **Article 195** **Budget procedures**

The Rector of UKZ is responsible for preparing the annual plan of revenues and expenditures for review by the Steering Council, and the budget and resource management report approved by the Ministry of Finance, according to the legal provisions in force.

#### **Article 196**

The Steering Council issues an annual financial plan based on budgetary procedures in accordance with this Statute and applicable laws.

#### **Article 197**

1. Budget procedures contain the following actions:

1.1. the elaboration of the annual revenue and expenditure development report is done by the Budget and Finance Department in cooperation with the Deans, Directors of institutes and organizational units for: the Rector, the Steering Council and the Ministry of Finance;

1.2. the preparation for the initial budget requests is done by the Department of Budget and Finance in cooperation with the Deans and organizational units;

1.3. budget hearings on requests with academic and organizational units will be organized by the Rector and Director of Budget and Finance of UKZ;

1.4. the annual report of budget expenditures is presented in a comprehensive manner with the data of the approved and spent budget, by economic categories;

1.5. data on the fulfillment of duties and activity are based on the provisions for reporting the activity and fulfillment of duties with this Statute.

### **Article 198**

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

2. Requests for capital investments or other projects are presented in a specified and justified manner, based on the Strategic Development Plan of UKZ.

### **Article 199**

Data on the budget process are stored in databases in the Central Administration, and academic and organizational units.

### **Article 200** **Student tuition fees**

The Steering Council issues detailed regulations on the type and amount of student payment/tuition fees in accordance with the relevant regulations issued by the Ministry.

### **Article 201**

1. Student fees are credited to the University's account.

2. During the annual budget procedures a corresponding percentage of student payments are returned to the academic unit from where they were received for the development of educational services, in accordance with this Statute.

3. The Steering Council decides that this certain percentage be distributed fairly and transparently.

4. The rest of the student fees are kept as a reserve budget. This amount is allocated for the development of special study programs, for financing student mobility for short-term scientific purposes and is allocated by the Steering Council.

**Article 202**  
**Financial control**

1. In accordance with the laws in force, the University is subject, on an annual basis, to an external audit of regularity and financial control by the authority designated by law.
2. The authority designated by law submits to the university a report on the regularity audit. The answers given by the University, if any, regarding the report are attached to the report and are an integral part of it.
3. After the publication of the report, the governing and managerial authorities of the University submit to the authority designated by law a report, which sets out the measures which it intends to take to implement the recommendations made in the audit report of the Auditor General of Kosovo.

**Article 203**

1. In order to establish greater operational efficiency, and budgetary and fiscal discipline, as well as compliance with the rules regarding the fair use of funds, the UKZ, in accordance with applicable laws, constitute the internal audit function.
2. Internal audit is an independent advisory activity that assists the university in meeting its objectives by providing a systematic, disciplined approach to assessing and improving the effectiveness of risk management, control and governance processes.
3. The university authorities shall take all necessary measures to ensure the independence of the internal auditor.
4. The internal auditor exercises his/her activities, in accordance with the laws and sub-legal acts in force.
5. The Steering Council, the Rector, the Secretary General and the Auditors, in accordance with the provisions of this Statute, have unlimited rights to access all official data and documents of the University and its staff.

**Article 204**  
**Quality control and evaluation**

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

**Article 205**  
**Quality Assurance and Evaluation**

1. Everyone is subject to evaluation and this evaluation includes the whole spectrum of the University and its services.
2. Evaluations analyze the efficiency and effectiveness of the functioning of the University in all areas of action. It provides the assessed units and responsible governing bodies with indicators of assurance and quality improvement measures, as well as personnel and organization related decisions.

**Article 206**

The evaluations are conducted in accordance with the quality evaluation standards set by the KAA.

**Article 207**

1. Evaluations have the following effects:
  - 1.1. public motivation and evaluation in case of positive results;
  - 1.2. implement appropriate measures in order to improve performance in case of negative results.

**Article 208**

The results and effects of the evaluation will be taken into account by the governing bodies of the University and its units and they will have an impact on the budget allocation.

**Article 209**

1. Evaluation estimates:
  - 1.1. evaluation of management measures at all organizational levels in relation to:
    - 1.1.1. establishment and adaptation of study programs;
    - 1.1.2. changing study programs;
    - 1.1.3. organizational measures such as the establishment, adaptation and

amalgamation/disintegration 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 done to achieve the objectives, adapt the work and save the measures taken.

### **Article 210**

1. The evaluation of teachers' work, scientific research and artistic work is done in this way:

1.1. internal evaluations through self-assessment;

1.2. questionnaires and self-assessment by academic personnel;

1.3. anonymous student assessment questionnaires;

1.4. analysis of parameters based on the work report and fulfillment of duties.

2. External evaluations by international colleagues:

2.1. presence per hour;

2.2. expert reports.

3. The University regularly conducts external evaluations in accordance with this Statute and the standards set by the Kosovo Accreditation Agency.

4. The Senate issues regulations about the schedule, procedures and measures of all types of evaluation in accordance with this Statute and after consulting the Steering Council.

### **Article 211**

1. The evaluation of the teaching quality by the students is done twice a year through anonymous questionnaires coordinated by the special commission of studies.

2. The questionnaires are compiled in detail by the Study Commission of each academic unit, based on the standard structure of the questionnaires provided by the Senate and are stored/filed

and used in a computerized manner.

3. Ten percent of the best annual teaching quality assessment results are published by each head of the Study Commission.

4. The head of each Study Commission is obliged to discuss with the teachers ranked in ten percent (10%) of the lowest annual results by the students and to jointly decide on the measures to be taken to improve the quality of teaching.

## **Article 212**

1. All external and internal evaluations shall be performed by standard procedure, including the following actions:

1.1. the managing authorities that are responsible for the evaluation beforehand inform the University unit under evaluation about:

1.1.1. areas;

1.1.2. objectives;

1.1.3. procedures and schedules;

1.1.4. instruments.

1.2. Preparation of the version of the written report, after the completion of the evaluation for:

1.2.1. evaluation procedure;

1.2.2. results;

1.2.3. proposed measures.

1.3. The rated units are given a reasonable period of time to respond to the version of the report. These comments shall become an integral part of the evaluation report.

1.4. The final evaluation report shall be given to:

1.4.1. responsible persons of the evaluated units;

1.4.2. the managing authorities responsible for implementing these measures.

1.5. The Rector requests the implementation of the report by the managing authorities responsible for implementation after a reasonable implementation period of at most two (2) years.



### **Article 213**

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 Council of the academic unit, after consulting with the Dean;

1.3. at the initiative of the relevant Ministry, after consulting with the Steering Council and the Rector of the University.

2. The cost of assessments initiated by the relevant Ministry shall be covered by additional Government funds.

### **Article 214**

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

### **Article 215**

The performance for all academic staff is regularly assessed on an institutional basis at least every five (5) years.

### **Article 216**

#### **Work Report and the performance of the duties/tasks**

1. The heads of institutes or other organizational subunits of the University shall provide the annual report of the work and fulfillment of duties for the Deans of their academic units.

2. Annual work report contains:

2.1. recent data about teaching in the academic year;

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

### **Article 217**

Each Dean of the academic unit provides the Rector with a full annual report of the work of his / her academic unit.

## **Article 218**

1. The work report and fulfillment of tasks contains sufficient data regarding:
  - 1.1. number of students (enrolled, total number, graduates);
  - 1.2. academic teaching;
  - 1.3. study programs and courses;
  - 1.4 .teachers, teacher responsibilities and lectures delivered;
  - 1.5. exams and seminar papers;
  - 1.6. diploma theses and doctoral dissertation;
  - 1.7. student evaluation results.
2. Scientific research:
  - 2.1. published scientific articles, monographs and other scientific publications;
  - 2.2. scientific project reports;
  - 2.3. participation in conferences and papers presented;
  - 2.4. research projects funded from public and private sources;
  - 2.5. academic staff funded by private sources;
  - 2.6. other relevant scientific research parameters.
3. Artistic creativity.
4. A standard and detailed form is issued by the Senate for each academic unit on the proposal of the Rector and after consulting with the Dean of the Council of the respective academic unit.
5. The Senate determines a special procedure for the annual collection of work reports on the proposal of the Secretary General.
6. All data on the performance of duties are reported no later than March 31<sup>st</sup> of the following year.

## **Article 219**

1. Work reports will be compiled, collected and saved in a computerized and standard manner.
2. The University administration provides the necessary tools for data collection on the way of working and is responsible for data storage and data analysis.
3. The competent person of each academic unit decides on the right of access to the data of the unit. The Secretary General as the administrative representative of the Rectorate, and as the competent person in this regard has unrestricted access to all records.

**Article 220**  
**Administration and data**  
**Administrative offices**

1. The University shall provide efficient and useful administrative services to enable academic staff to meet the objectives and responsibilities in the field of academic training, research and artistic work, in the best possible way, as provided herein this Statute.
2. The University constitutes administrative offices at the University level and for each academic and organizational unit.

**Article 221**

1. The University administration is responsible for professional, administrative and technical issues related to:
  - 1.1. education, research and artistic activity;
  - 1.2. administration of study recognition;
  - 1.3. personnel administration;
  - 1.4. legal aspects;
  - 1.5. University development plan;
  - 1.6. accounting and finance.
  - 1.7. property maintenance and documentation;
  - 1.8. folders;
  - 1.9. circulation of goods;
  - 1.10. information system management;

1.11. central database;

1.12. other general aspects of University administration.

2. All the above-listed tasks are coordinated by the Secretary General.

### **Article 222**

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

2. All these tasks are coordinated by the Secretary of the academic or organizational unit.

### **Article 223**

1. The Secretary of the academic unit is the head of the Administrative Office of the academic unit. He/she is responsible for fulfilling certain functions of the administrative office effectively and efficiently. He/she is accountable for his/her work to the Dean and the Secretary General.

2. Candidates for the position of Secretary must meet the following qualifications:

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

2.2. be from the field of justice/law;

2.3. have three (3) years of professional work experience;

2.4. have sufficient knowledge in educational and research processes;

2.5. have proven organizational and managerial skills.

3. The selection of the Secretary of the academic unit is done according to the rules of the public recruiting process.

### **Article 224**

1. The Steering Council, at the suggestion of the Rector, issues regulations on the internal organization of the University services.

2. At the suggestion of the Secretary General, the Rector issues regulations on the systematization of jobs/positions within the administration of the University.

3. At the suggestion of the Secretary, the Dean or the Director issues regulations on the systematization of jobs within the administrative office of the academic or organizational unit.

### **Article 225**

#### **Files**

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

2. In relation to these data, consistent/stable files should be kept on:

2.1. candidates applying for admission;

2.2. students enrolled in all study and research programs;

2.3. graduates;

2.4. contract staff;

2.5. ownership;

2.6. financial accounts;

2.7. research, creative and consulting projects;

2.8. commercial contracts;

2.9. academic work reports;

2.10. evaluations:

2.10.1. individual reports;

2.10.2. external and internal evaluations.

3. Other issues requested by the Steering Council, the Rector or the Senate.

### **Article 226**

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

### **Article 227**

1. All data must be stored in a standardized electronic manner. This data is saved in the central database at the service of each academic and organizational unit and is maintained by the University Information Center. Such data are:

1.1. number of students and student book/registrar;

1.2. budget figures;

1.3. infrastructure data;

1.4. reports and evaluations.

2. The Secretary General of the University is responsible for granting the right of access to a specific database. Regulations are issued by the Rector on the proposal of the Secretary General and after consulting with the Deans and Directors/Heads of academic and organizational units.

### **Article 228**

All data related to the personnel are kept confidential respecting their privacy, and can be opened only for certain purposes, in accordance with the law in force and according to the provisions of this Statute.

### **Article 229**

#### **University media and publications**

1. The University functions as a publisher, editor of textbooks, monographs and other scientific and professional journals in accordance with the regulation for publications issued by the Senate after consulting the Steering Council.

2. Regarding the publications in the University, the Senate constitutes the Publishing Council, which consists of one member from each academic unit. The Rector is a member of the Publishing Council, ex officio with the right to vote.

3. The members of the Publishing Council are selected according to the respective fields of science and art. For sciences that are not included in the Publishing Council, the Rector appoints a professional editor.

4. The publishing council selects the chairman from among its members. The mandate of the members of the Publishing Council is three (3) years.

5. The selected members of the Publishing Council are at the same time editors of scientific publications from the scientific, professional and artistic field to which they belong.

### **Article 230**

1. The annual priorities for publication shall be determined by the Senate, based on the number and type of requests made by the academic staff, through the academic units.
2. The University Senate issues regulations regarding the conditions and procedure for publishing, republishing and translating publications.

### **Article 231**

1. The University Bulletin is published regularly and serves as the official newspaper of the University.
2. The Secretary General of the University is the editor-in-chief of the University Bulletin.
3. The academic unit publishes the professional scientific-artistic journal.

### **Article 232**

1. The University students' journal is published regularly.
2. The Rector shall appoint the editor-in-chief responsible for the students' journal after consulting the editorial staff of the students' journal.
3. The editorial board is formed by five (5) members who are elected by the Students' Parliament.
4. Students are hired as part-time journalists in the students' journal, up to six (6) months. Details about job duties and employment procedures are described in the Regulation issued by the editorial office.

### **Article 233**

#### **Transitional provisions**

1. All procedures that have commenced prior the entry into force of this Statute are completed according to the previous Statute. The rights acquired with the previous Statute are valid until the development of a new procedure in accordance with this Statute.

2. Within six (6) months from the approval of this Statute, the University "Kadri Zeka" in Gjilan and the academic and organizational units must draft and approve the acts and regulations for the implementation of this Statute.

3. Until the issuance of acts according to paragraph 2 of this Article, the acts in force are applicable, except in cases when they are in contradiction with this Statute and the Law on Higher Education.

#### **Article 234**

With the entry into force of this Statute, the Provisional Statute of UKZ shall be repealed.

#### **Article 235**

This Statute shall enter into force on the day of its publication in the Official Gazette of the Republic of Kosovo.

**10 December 2020**

**Vjosa OSMANI – SADRIU**

**President of the Assembly**