



# UNIVERSITETI I PRISHTINËS UNIVERSITY OF PRISHTINA

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Based on article 20 of the Statute of the University of Prishtina, the Senate, at the meeting held on 27.09.2024, issues:

## REGULATION

### *On the work of the The Senate of the University of Prishtina*

#### I. GENERAL PROVISIONS

##### Article 1

##### Purpose

With this regulation the way of work of the Senate of the University of Prishtina is determined such as: calling the meeting, holding it, decision-making, the procedures of election, implementation of decisions, as well as other important issues for the Senate work, its commissions and other bodies.

##### Article 2

##### Definitions and Abbreviations

1. For the needs of this regulation the following phrases and abbreviations have the meaning as follows:
  - 1.1 **The Ministry** – Ministry responsible for Education
  - 1.2 **The University** – University of Prishtina
  - 1.3 **The Senate** – The Senate of the University of Prishtina

##### Article 3

##### The responsibilities and functions of the The Senate

1. The main governing and managing authorities of the University are: Steering Council, the Senate and the Rector.
2. The Senate is the highest academic body.
3. The Senate is responsible for general strategic matters associated with research, studies and teaching at university, including:
  - 3.1. Criterias for student admission;

- 3.2. Approval of proposals from faculty councils for appointment and advancement of academic staff;
- 3.3. Policies and procedures for student evaluation and holding exams for finding the academic work of the students;
- 3.4. Approval of study programmes according to proposals by academic units;
- 3.5. Academic standards for developing study programs and study syllabuses;
- 3.6. Standards for the security and development of learning/studying quality and institutional functioning;
- 3.7. Procedure for giving qualifications and academic title of honour;
- 3.8. Procedure for expulsion of students for academic issues or other;
- 3.9. Development of the policies for defending intellectual property of the University of Prishtina and its commercial exploitation;
- 3.10. Development of the regulative for evaluation and managing performance of the academic staff.

### **Article 3**

#### **Councils and committees of the the Senate**

1. The Senate establishes permanent committees and councils and can form temporary councils or committees, to advise it regarding specific aspects of its work.
2. The Senate establishes these permanent committees and councils:
  - 2.1. Committee for studies;
  - 2.2. Committee for quality security;
  - 2.3. Committee for publishing;
  - 2.4. The main comitee for doctoral studies;
  - 2.5. Council for ethics;
  - 2.6. Committee for ethics in scientific research.
3. The Senate forms the committee for statutory issues as an advising committee. The committee reviews the cases addressed beforehand from the University authorities regarding the right implementation or not of the Statute and the compactability of the acts and certain actions with the statute. The work of the committee is regulated with a special regulation.
4. The Senate designs regulation for composition, rules of functioning and the scope of authority for these committees and councils.

### **Article 5**

#### **Constitution of the Senate**

1. Sentate consistutes of these members with the voting rights:
  - 1.1. Rector;
  - 1.2. Vice-rectors;
  - 1.3. Deans from every academic unit (faculties)

- 1.4. An elected member from academic staff of each academic unit (therefore the general number of the individuals is the same as the number of the individuals listed on point 1.3. of this act);
  - 1.5. Seven (7) members chosen from Students' Parliament from the ranks of full time students of the University. The student members of the The Senate must be distinguished students with an average not less than eight (8) and must not be retained for the academic year;
  - 1.6. Two (2) chosen members from the non-academic staff;
2. General secretary is a permanent member of the The Senate, with no voting rights.

## **II. CONSTITUTIVE MEETING, CONSTIUTION AND MEMBERS MANDATE**

### **Article 6 Constitutive meeting of the Senate**

1. Constitutive meeting is called by the rector on duty of the University.
2. The rector on duty leads the consitutive meeting only until the temporary chairperson of the the Senate is choosen.

### **Article 7 Verification of the mandate of the Senate members**

1. On the first meeting, the Senate verifies the mandates of its members, based on the report presented by the general secretary, in relation to the regularity of electing the members of the the Senate from academic units (faculties), with the proposal for verification of mandate.
2. Election for the report is done as a whole, if it has not been constituted in any mandate. In case that any mandate has been contested, initially it applies for all uncontested mandates, and then it is elected one by one for each contested mandate.
3. If the Senate finds that the election of any member has not been done rightfully, the Senate will require from the relevant academic unit to repeat the contested election.
4. The member of the Senate, whose decision for verification of mandate has been contested or postponed, has the right to continue participating in meetings, but with no voting rights. His/her participation is not considered in the quorum.

### **Article 8 Ethical declaration**

After the verification of mandate, the members of the Senate sign the declarate as follows:

*“I declare that I will perform my duties with honour and loyalty, with justice and no biasing, with conscience and responsibility, and I will represent with conscience and commitment the interests of the University and will be restraining to the University’s Statute.”*

## **Article 9**

### **Duration of the members mandate**

1. The mandate of academic and non-academic members of the Senate is four (4) years, with the right to be re-elected.
2. The mandate for the members from the students ranks is one (1) year, without the right to be re-elected. The students can practice the mandate of the senator for more than one (1) year, with exception in the case where the mandate is practiced according to official duty (ex officio) from the head of the Students Parliament, without the right to be re-elected.
3. The mandate of the member of the Senate begins from the moment of verification of the mandate, in accordance with the Statute.

## **Article 10**

### **Chairing of the Senate**

1. The Senate is lead by the rector.
2. In absence of the rector, the Senate is lead by the vice-rector, who is elected by the rectore, in order of preidence.

## **Article 11**

### **Election of the temporary chairperson of the Senate**

1. The temporary chairperson of the Senate is elected from the ranks of the proposed candidates at the Senate, with the majority of the votes from the general number of the members with a voting right.
2. If none of the proposed candidates do not win the majority of votes as in paragraph 1, the second round of voting is organized only for the candidate with a bigger number of votes. In the second round of voting the candidate/s with an equal number of voting is/are included. If the majority of the votes from the general number of the members with a voting right is not won, the candidate/s is/are considered as rejected and the the Senate is obliged to propose other candidates.
3. In case of inability of election as in paragraph 2, because of equal vote share, the voting will be repeated only for one more excpetional voting round. In this round too, to be considered as elected, the candidate must win the majority of votes from the general number of members with a voting right.

### **III. MEETINGS OF THE SENATE**

#### **Article 12**

##### **Notice of meeting and form of holding**

1. The Rector, according to function, determines the time, place and prepares the agenda of the Senate meeting.
2. Members of the Senate are notified at a suitable time, for the development of the following meeting and agenda. Invites are done with suitable tools or in another technical form, with which the dispatch and information are safe. The agenda, along with the materials, is distributed to members, at least forty-eight (48) hours before holding the meeting. In exceptional cases, when emergency actions are called for, the invitations can be distributed even in a shorter period.
3. The meetings are held with physical presence of the members. With the approval of the majority of the members, the meeting can be also held with online participation of the members or through videoconference or other tools which are suitable for simultaneous communication in distance.
4. During the relevant meeting of the Senate it can be decided for the call of any future meeting. In these cases, the members who are not present must be specially invited, according to paragraph 2 of this article.
5. In case of the chairpersons absence, the meeting is led by the vice-rector, which is chosen by the rector as precedes. If even the vice-rectors do not have the opportunity to participate in the meeting, the called meeting of the Senate is led by the oldest present member of the ranks from academic staff.
6. The chairperson calls the meetings as needed. During the regular study period, the Senate meetings are held at least once a month. The day of holding the meetings is determined by the chairperson.
7. The exceptional meetings can be held at anytime according to the provided procedures. Agenda for this meetings should be limited to an important point, whereas it is discussed only for the raised issue.
8. When the needed quorum is not realised at the opening of the meeting, in the second meeting with the same agenda it is called on another day, according to paragraph 2 of this article.
9. In the case of early termination of rector and vice-rectore mandate, the chairperson of the Senate is taken automatically by the oldest member from the ranks of the academic staff.
10. The Senate meetings are open for the public, except when otherwise is decided by the Senate. In the case of open meetings for the public, the date, time and place of the

development of the meeting, will be informed with suitable tools to ensure participation of interested parties.

11. The Senate, with a normative act, determines rules for public behaviour, media representation and other individuals, who follow the Senate meetings. The chairperson can order expulsion of the individuals who do not respect the rules. The Senate can prohibit participation permanently in these meetings to individuals in the sense of this paragraph, if they have repeated the behaviour with their actions, with which the work of the Senate has been disrupted, and have discredited or violated the integrity of the University and the personality of its staff.
12. The chairperson has the right, at any time, to invite experts or other individuals to the meeting.
13. The chairperson is obliged to call the Senate's meeting if it is being required from at least 1/3 of the members of the Senate. In this case, the request must be argued in writing and contain the issues that will be reviewed.
14. If the chairperson of the Senate does not answer the request within a duration of three (3) days, the meeting is called by the oldest member from the ranks of the academic staff.
15. In the cases of temporary inability or incapability of the rector to practice the duty, the chairperson of the Senate, according to the function, is the vice-rector named to practicing temporarily rector's duty, according to legal definition of the Statute.

### **Article 13**

#### **Preparation of materials**

1. The Rector's office offers the needed technical and infrastructural support for the Senate
2. With request of the Senate, the general secretary is responsible for ensuring supplemental information for decisions taken by the Senate.
3. The preparations of the materials for the meeting are taken care of by the chairperson, in coordination with the vice-rectors and general secretary.
4. The chairperson is obliged to include the reasoned written proposals in the agenda, sent at least seventy-two (72) hours before the meeting. The written proposal must be signed by the contestant, whereas the submission can be done personally, as well as through mail or in electronic mail.

### **Article 14**

#### **Participation in the meeting**

1. All members of the Senate are obliged to participate in the meeting.
2. Before the Senate meeting starts, members will be signing in the attendance list, which is part of the record. The member of the Senate can be absent from the meeting for justified

reasons. For not attending the meeting, the member of the The Senate must inform the chairperson beforehand.

3. The general secretary of the University is a permanent member of the Senate, without a right of voting.

### **Article 15**

#### **Situation of conflict of interest**

1. For a member of the Senate it is considered that there is conflicts of interest regarding certain issues, in accordance to the relevant legislation executed in the Republic of Kosovo and with the Statute.
2. If the Senate does not decide differently, with knowing the cause, the member must withdraw from the voting rights or leave the meeting during the time when the relevant issue is being discussed, as the decision can result in personal benefit for them, or their relatives, which creates conflict of interest, in accordance to the applicable law.

### **Article 16**

#### **The beginning of the meeting and the approval of the agenda**

1. The chairperson opens, leads, interrupts and concludes the meeting.
2. In the beginning of the meeting, the chairperson finds if there is quorum, proposes the agenda, starts the discussion around the agenda, and finds the approval of the agenda.
3. The members of the Senate have the right to propose change and additions to the agenda, by reasoning the change and the urgency for such change. The agenda is approved with the majority of the vote of present members who also vote.
4. The material for the request, which is attached during the meeting, can be approved by the majority of the votes of the present members who also vote.

### **Article 17**

#### **The progress of the meeting**

1. After the approval of the agenda it continues to reviewing and deciding for the issues that are part of the approved points of the agenda.
2. The meeting starts with the approval of the record's extract of the previous meeting. When there is no remarks for the text, it is considered approved, and if it needs for voting, voting is done by raising hands. For this point, the word is given only to the member who has remarks. After approval, the extract is signed by the chairperson.
3. The members of the Senate have the right to present remarks on the record and request for changes and additions. On the merits of the remarks on the record it is decided with the majority of the votes of present members and that vote.

4. The report and reasoning for each point of the agenda is presented by the chairperson or the person determined by the chairperson, after who the chairperson opens the discussion.
5. Every present member of the Senate can take part in the discussion and present their thoughts and proposals regarding the issues, for which it will be decided in the meeting.
6. The chairperson gives the word to the speaker, finds the conclusion of reviewing on a specific topic, the issue is set to a vote, finds the approval or refusal of the proposal, takes measures for ensuring the process of work in the meeting, finds the end of the meeting and takes other needed actions for the lead and direction of the meeting according to this regulation.
7. For every point of the agenda, the participants can discuss mostly up to two (2) times, for three (3) minutes.
8. The chairperson has the right to ask from the speaker to restrain to the topic that is being reviewed. Every participant that considers that regarding their speech any fact has been deformed, with the permit of the chairperson, has the right to present a reply immediately after the discussion is done by the participant, to whom the reply is presented for. The right to reply is done immediately after the end of the relevant discussion and is limited to two (2) minutes. Countereply immediately in a duration of one (1) minute.
9. The chairperson has the right to interrupt temporarily, to set a pause during the meeting mostly up to 30 minutes. In agreement with the Senate, this interruption can continue.
10. The chairperson is responsible for respecting the Work Regulation, progress of the meeting and the behaviour of members according to rank.
11. The chairperson has the right to interrupt the meeting, if he finds that there are no normal conditions for the meeting to be held.

#### **Article 18**

##### **Interruption of reviewing specific matters and preparation for the following meeting**

The Senate, based upon the proposal of the chairperson or of any other member, can decide for the review of some specific issues to be interrupted and be prepared more in detail for the following meeting.

#### **Article 19**

##### **Filing requests and complains**

1. Every member of the Senate has the right for filing request-complaint for the specific issue.
2. The chairperson has the right to require that request-complaint to be filed with writing

#### **IV. QUORUM, MANNER OF VOTING AND DECISIONMAKING**

**Article 20**  
**Quroum**

1. For holding the meetings of the Senate the quorum is needed from the majority of the general number of the Senate members, with a voting right. Quorum is found by the chairperson, in the beginning of the meeting.
2. Decisions of the Senate are absolute only if the quorum is verified at the time of voting.
3. The absence of quorum creates reason for the interruption of work and conclusion of the meeting of the Senate.

**Article 21**  
**Manner of voting**

1. The Senate decisions are taken by voting openly or secret. Open voting is realised by voice, signs or any other suitable form, whereas secret voting is done with ballots, each member being called one by one.
2. Decisions are approved with a circulating procedure, in case that any member does not express opposition. Decisions with circulating procedure are taken with the majority of the votes of the members.
3. Circulating procedure is the voting procedure, in which the members vote individually, by writing, without the need of meeting.
4. For the manner of voting, the Senate decides in the relevant meeting, if it is not provided differently with the University's Statute.
5. Voting is done: "pro", "con" and "abstention".
6. Voting is done individually and the voting rights can not be delegated.
7. Decisions that regard with an individual's choice, are done by secret voting.
8. After the review and end of discussion, according to the point of the agenda, the Senate takes decisions or conclusions according to the point of the agenda.
9. Before voting, the chairperson formulates the proposal of the decision or the request regarding to that point in the agenda.
10. If there are more proposals of the decisions or of the conclusions, firstly it is voted for those on the material, then for the other proposals.
11. Based on the voting results, the chairperson of the Senate finds that the proposal of the decision or request has been approved or refused.

**Article 22**

## **The procedure of secret voting**

1. Voting with secret votes is done for:

- 1.1. Election of the members for Steering Council;
- 1.2. Election of the temporarily chairperson of the Senate;
- 1.3. Election of the professional committee for proposal for the candidates list for rector;
- 1.4. Initiation of the release procedure of the rector's duty;
- 1.5. Initiation of the release procedure of the vice-rector's duty;
- 1.6. Initiation of the release procedure of the dean's duty;
- 1.7. Issues that have influence upon private matters of any of the Senate members;
- 1.8. Issues where the chairperson or the majority of the present members require secret voting;

2. Voting with secret vote is done through ballots.

3. The procedure of secret voting is implemented from the ad hoc committee formed by the Senate, in constitution of three (3) members with voting rights. The committee elects the head of the committee from its ranks.

4. The Senate, with a voting majority, determines the proposal's text which is voted secretly.

5. Before it is continued with voting, the chairperson informs the members from which is the needed majority to decide. In cases where a higher number of candidates than the number which will be chosen is shown or proposed, before the voting starts, the chairperson proposes to the Senate the methodology of reducing the candidates lists and the number of the voting ranks.

6. The committee calls the members of the Senate one by one and submits the ballots, verified by the University's stamp, and for this a special evidence is held.

7. Secret voting, with one candidate, must maintain at least the object of voting and the alternatives of voting "pro", "con" and "abstention". In the ballot, the members write a distinctive remark and make it clear the alternative which they are voting for. In the case that the ballot contains more than one candidate, the remark stands for the choice done above the names that stand in the quadrat.

8. Abstention or non-filled will be counted as counter votes, in the sense of the Law for the General Administrative Procedure.

9. After voting, the committee does the counting of the votes and communicates the results of secret voting, in the presence of the members and other participants.

10. For the results of secret voting, the committee prepares a report. The report contains data for the number of the submitted ballots; of the ballots found in the ballot box; of the valid and invalid ballots; of the "pro" or "con" ballots, or for the individual candidates, as well as the declaration if the proposal is approved, respectively if the candidate is elected, or for the qualified candidates for the next round of voting. The report is signed from all of the committee members and it is an integral part of the record of the Senate meeting.

11. Based on the voting results, the chairperson of the Senate finds that the proposal of the decision or the conclusion as been approved or refused.

### **Article 23 Decision-making**

1. The Senate takes decisions with the majority of the votes of the present members, except in cases that are determined differently with the Statute and with this regulation.
2. Before voting, the chairperson informs the members of the Senate that which majority is important for making the decision.
3. The vote counting for these issues is done in the presence of the members.

## **V. ELECTION OF STEERING COUNCIL MEMBERS**

### **Article 24 General Principles**

1. The Senate elects five (5) members of Steering Council with voting rights from the ranks of the university's academic staff. These members are individuals with a high public reputation, testified integrity, equipped with a testified corups of international scientific accomplishments, with relevant professional abilities, managing, as well as practical abilities.
2. The Senate is considerate of the gender representative criteria when it elects the members of the Steering Council from the ranks of the university's academic staff. At least two (2) elected members are from each gender.
3. The Senate announces the elections for the members of the Steering Council from the ranks of the university's academic staff.
4. Elections for the Steering Council are held in June, whereas the mandate for Steering Council starts on the 15th of September.
5. The Senate determines the calendar for the election procedure and forms the election committee of three (3) members for managing the process of election of the members of Steering Council.
6. The decision of the Senate for the announcemenet of the election from paragraoh 3 of this article is published on the official webpage of the University of Prishtina, in the webpage of the academic units and other official electronical platforms of the University of Prishtina.
7. The procedure described on the articles 24-31 of this Regulation is implemented even in the case of early termination of a mandate of one or more members of the Steering Council or if there are unfulfilled seats in the Steering Council. In these cases, the Senate announces

elections for the unfulfilled seats on the Steering Council for at most fifteen (15) days after the early termination of the mandate of one or more members of Steering Council or after it is known that the place is left unfulfilled for whatever reason.

### **Article 25** **The right for election**

1. Each member of the academic staff of the University in a regular employment contract has the right to stand for election as a member of the Steering Council.
2. Exceptions of paragraph 1 of this article, as can not run for election as members of Steering Council are: the Rector, Vice-Rectors and members of the Senate.
3. Running for candidation is done within a deadline determined by the Senate by submitting a motivation letter and the CV.

### **Article 26** **Review of the candidate's documentation**

1. With the end of the stand for election procedure, the election committee reviews the documentation of the presented candidates.
2. The election committee determines if the presented candidates fulfill the conditions from article 25 of this Regulation, as well as if the documentation of the application is completed.
3. Regarding this, the committee presents a report to the Senate, with the proposal of the candidates list who fulfill the criterias for standing for election.
4. The report of the election committee, along with the candidates' documentation, is sent to the members of the Senate at least one (1) week before holding the election meeting.

### **Article 27** **Election meeting**

1. At the beginning of holding the election meeting, the Senate reviews the report of the election committee and determines the final list of the candidates that fulfill the criterias from article 25 of this regulation.
2. Election of the Steering Council members is done with secret voting.
3. The election committee, with the help of administrative services of the University of Prishtina, prepares the ballots with the names of the candidates ranked in alphabetical order.
4. The election committee ensures the conditions for secret voting and transparent counting of the votes.

5. Voting for the Steering Council members, is developed in mostly three (3) cycles of voting. For each cycle of voting, in the case of equal vote distribution, it can be organised up to two exceptional voting cycles.
6. After each cycle the counting of the votes is done and the results are communicated, as well as, eventually, the list of the candidates for the following cycle is determined.

**Article 28**  
**First elective cycle**

1. In the first cycle, each member of the Senate must select up to five candidates in the ballot. The ballots with more than five (5) selected candidates are considered as invalid.
2. Considered as elected are those candidates who have won the majority of the votes from the general number of the Senate members.
3. If the number of the candidates who have won the majority of the general number of the votes goes up to five, then the candidates who have won votes the most are considered elected, but not more than three (3) from the same gender.

**Article 29**  
**Second elective cycle**

1. If in the first cycle of voting five (5) members of the Steering Councils have not been elected, the second cycle of voting is organised.
2. In the second cycle the candidates who have won the most votes in the first cycle, but not the majority of the votes from the general number of the Senate members are qualified.
3. The number of such candidates can be mostly three times larger of the unfulfilled votes in the Steering Councils. If among them there is candidates with an equal number of votes, the list includes all the candidates.
4. If the number of the candidates left is smaller than triple of the unfulfilled seats, then all the candidates are included in the second cycle.
5. In the second cycle, every member of the Senate must choose at most as candidates as the unfulfilled places in the Steering Council. Ballots with more selected candidates than the number of the unfulfilled seats in the Steering Council are considered as invalid.
6. The candidates who have won the majority of votes of the general numbers of the members of the Senate are considered elected.
7. If the number of the candidates who have won the majority of the general number of the votes becomes bigger than the number of unfulfilled seats, then the candidates who have won the most votes are considered elected.

**Article 30**  
**Third elective cycle**

1. If in the first cycle and the second cycle of election five members of the Steering Council have been not elected, a new elective cycle is organised.
2. In the third cycle the candidates who have won the most votes in the second cycle, but not the majority of the votes from the general number of the Senate members are qualified. The number of such candidates can be at most double the unfulfilled seats in the Steering Council. If among them there are candidates with an equal number of voting, the list includes all the candidates.
3. If the number of the candidates left becomes smaller than double the unfulfilled seats, then all the candidates are included in the third cycle.
4. In the third cycle each member of the Senate should circle mostly as many candidates as there are unfulfilled seats in Steering Councils. Ballots with more circled candidates than the number of unfulfilled seats in the Steering Councils are considered invalid.
5. The candidates who have won the most votes are considered elected.

**Article 30**  
**Exceptional cycle of voting**

1. If in one of the cycles of voting, there are candidates with an equal number of voting, among the candidates who have fulfilled the criterias to be elected as members of the Steering Council, whereas the number of the unfulfilled seats is smaller than the general number of the candidates who have fulfilled the criterias to be elected as members of the Steering Council, then exceptional cycle of voting is organised.
2. In the exceptional cycle of voting the candidates with an equal number of votes in the sense of paragraph 1 of this article are qualified.
3. In the exceptional cycle of voting, each member of the Senate must select as many candidates as there are unfulfilled seats in the Steering Council. Ballots with a bigger number of selected candidates than the number of unfulfilled seats in the Steering Council are considered invalid.
4. The candidates who have won the most votes are considered elected.
5. In case of the inability of election because of the equal distribution of votes, the exceptional cycle of voting will be repeated.
6. If the second exceptional cycle does not produce winning candidates, the procedure for fulfilling the unfulfilled seats will be repeated in accordance with this Regulation.

## **VI. VOTING FOR THE APPROVAL OF THE DEAN AND TEMPORARY DELEGATION'S ELECTION**

### **Article 32**

#### **Voting for the approval of the dean's election**

1. The dean is elected from the Faculty Council with the votes of the absolute majority of the votes from the general number of the members and it is proposed to the Senate for the approval of mandate in a period of four (4) years, with the right to be re-elected for one more mandate.
2. The candidates for the role of dean should be individuals with relevant academic qualifications and have ability and experience in leading, and have at least the academic call for "Assistant Professor".
3. The elected dean names the vice-deans for a collective mandate, after informing the Faculty Council.
4. The regular mandate of the dean approved by the Senate starts on the fifteenth (15th) of september.
5. Before the election of the new dean, Faculty Council elects a representative from the faculty's professors, who temporarily maintains the mandate of the dean at the Senate until the procedure of electing the new dean ends. Then the new dean takes the mandate right as determined in the Statute.
6. The proposal of the Faculty Council for the dean is approved with the votes of the absolute majority of votes from the general numbers of the members of the The Senate.
7. In case of early termination of the dean's mandate, the newly elected dean will be elected according to the same procedure for the left period of the mandate.
8. In case that the left period of the mandate is less than six (6) months, the Rector predetermines an acting officer of the dean.

## **VII. TITLE HONOUR, AWARDS AND UNIVERSITY CERTIFICATES**

### **Article 33**

#### **General Principles and special rules**

1. University gives titles of honours to deserved individuals.
2. According to the determinations of the Statute, the University shares these titles of honours:
  - 2.1. "Professor Emeritus";
  - 2.2. "Doctor of Honour" (Doctor Honoris Causa);
  - 2.3. "Member of Honour".

3. The Senate will draw special regulations for the process and procedure of decisionmaking in selecting the winners for the titles of honour, awards for distinguished students and certificates.

## **VIII. MAINTAINING ORDER AT THE MEETING**

### **Article 34**

#### **Progress of the meetings of the Senate**

1. The chairperson opens, leads, and closes and is responsible to take care of order and progress during the development of the Senate meeting.
2. The chairperson and participants at the meeting of the Senate are obliged to restrain to this regulation.

### **Article 35**

#### **Imposing measurements for violation of order**

1. The chairperson draws attention to every member or participant, when:
  - 1.1. Discusses issues that are not part of the agenda;
  - 1.2 Take the word without the chairperson's permission;
  - 1.3 With his interruption disrupts the other speaker;
  - 1.4 Uses inadequate language;
  - 1.5 Does any action or showcases behaviour, with which disturbs and disrupts normal work of the meeting;
  - 1.6 Motivates and practices abuse.
2. For violation of order in the meeting, these measures can be imposed:
  - 2.1 Comment;
  - 2.2 Interruption of word;
  - 2.3 Remark with a warning for dismissal from the meeting; and
  - 2.4 Dismissal from the meeting
3. The measurements such as in the sub-paragraphs 2.1 and 2.2, are imposed by the chairperson, whereas the measurements such as in the sub-paragraphs 2.3 and 2.4 of paragraph 2 of this article, are imposed by the The Senate with a majority of votes, if the participant even after the interruption of word disrupts the progress of the meeting.
4. The participant, to who the measurement of dismissal from the meeting has been imposed, is obliged to leave the meeting immediately. The measurement applies only for that meeting.

## **IX. RECORD FROM THE MEETING OF THE SENATE**

### **Article 36**

#### **Registration and content, preparation and preservation of the record**

1. The meetings of the Senate must be recorded in the audio version.
2. In each meeting there is a record.
3. The record must contain these elements:
  - 3.1. The place, date and time of the beginning and end of meeting;
  - 3.2. The points of the agenda;
  - 3.3. The participants who were present and those who were absent;
  - 3.4. Essential notes for the procedure of the meeting;
  - 3.5. Summarized discussions and
  - 3.6. Decisions, conclusions and recommendations.
4. The record must be prepared up to a week after the meeting as well as an extract to be delivered to the members of the Senate with the case of delivering the material for the next meeting.
5. The members of the Senate can require that their con vote and relevant reasong to be included in the record.
6. The record is approved in the future meeting of the Senate. After the approval, the record is signed collectively by the chairperson and recordkeeper.
7. The record is preserved in the archive of the University along with the reviewing materials, according to the points of the agneda, as a long-term documentation.

## **X. COMMITTEE'S WORK**

### **Article 37**

#### **Establishment of temporary committees**

1. The Senate can establish temporary committees for advicing it rgearding special aspects of its work.
2. Committees are helping bodies and are established in accordance with the Statute of the University and help the Senate regarding special issues of its work.
3. The content and time scope of the committee is determined with the decision of the Senate.

## **X. ACTS OF THE THE SENATE**

### **Article 38**

#### **Acts, interpretation and preparation**

1. The The Senate draws:
  - 1.1. Regulations;
  - 1.2. Decisions;
  - 1.3. Conclusions;
  - 1.4. Recommendations.

2. The Senate gives authentic interpretation of the acts that it approves.
3. The recordkeeper is obliged to prepare the decisions, conclusions and recommendations from the meeting of the Senate, whereas the regulations are prepared from the relevant committee.

## **XI. FINAL PROVISIONS**

### **Article 39**

#### **Validity, implementation and interpretation**

1. The provisions of this regulation apply to all the members, third parties or the ones charged in the procedures of the Senate.
2. For the right implementation of this regulation the chairperson of the Senate is responsible.
3. The Senate gives the authentic interpretation of this regulation .

### **Article 40**

#### **Issues not regulated by the regulation**

For the issues regarding the work, authorizations and functions of the Senate which have not been regulated with this regulation, the provisions of the Statute, Law for Higher Education and other relevant legislation in force is executed.

### **Article 41**

#### **Change and addition**

Change and addition to this Regulation, is done with the same procedure of approval.

### **Article 42**

#### **Entry into force**

1. Regulation entries into force immediately after the approval from the Senate of the University
2. With entry into force of this regulation, the provisions of Regulation with prot. No. 1/131, date 1.6.2015, cease to be valid.

*Chairperson of the UP Senate*  
Rector, Prof. Dr. Qerim Qerimi

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