



**The Republic of Kosovo**  
**Republic of Kosovo - Republic of Kosovo**  
*Assembly - Skupština - Assembly*

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 Law No. 04/L-037 on Higher Education in the Republic of Kosovo,

Adopts:

**STATUTE OF THE UNIVERSITY OF PRISTINA (UP)**  
**"HASAN PRISTINA"**

**CHAPTER I**  
**GENERAL PROVISIONS**

**Article 1**

**Establishment**

1. The University of Pristina was established in accordance with the Law on the Establishment of the University ("Official Gazette of SAPK" no. 33/69) on November 18, 1969 and operates in accordance with the Law on Higher Education of the Republic of Kosovo.
2. The University of Pristina has maintained the legal and institutional continuity of the institution established as in paragraph 1 of this article.

**Name, headquarters, structure and symbols**

**Article 2**

**Name**

1. The name of the university shall be the University of Prishtina "Hasan Prishtina". This name entered into use in 2012.
2. The university's name in use is "University of Pristina".

3. The University of Pristina uses the acronym "UP".
4. The University uses the name University of Pristina in every official, internal and international communication, in the legal acts that are authorized or issued according to this statute, in its symbols and in its public documents.
5. The University also uses the name "University of Prishtina" in English and the name "Universitas Studiorum Prishtiniensis" in Latin.
6. The University of Prishtina is the sole legal and institutional successor of the university established in accordance with the Law on the Establishment of the University ("Official Gazette of SAPK" no. 33/69) on November 18, 1969.
7. The University of Pristina represents a monument of the historical, cultural and institutional heritage of Kosovo and as such is protected by this Statute.

### **Article 3**

#### **HEADQUARTERS**

The headquarters of the university are in Pristina.

### **Article 4**

#### **The symbols**

1. The University has the following symbols:
  - 1.1. Emblem;
  - 1.2. Seal and embossing seal;
  - 1.3. Flag;
  - 1.4. The Rector's necklace;
  - 1.5. The Gown of the Rector, Vice-rectors and Deans of academic units.
2. The symbols of the university shall be determined by the Steering Council upon the proposal of the Senate.
3. Academic units of the University are obliged to use the name, emblem and flag of the university, but may add an emblem representing the academic unit to the main emblem.
4. The UP anniversary day is February 15, namely the day on which the first session of the University Assembly was held in 1970.
5. The university was established in 1969, when the law for its establishment was adopted.

### **Mission, autonomy and scope**

### **Article 5**

#### **MISSION**

1. The University is an autonomous public institution that provides academic education, scientific research, artistic work, professional consultancy and community service.
2. The University is a center of excellence and innovation and interacts with social and global developments to develop agreed-upon societal values and democracy,

domestic economy and international competitiveness.

**Article 6**  
**Equal opportunities**

1. The University respects the constitutional principles of non-discrimination and provision of equal opportunities.
2. The University is obliged to create equal opportunities for everyone, without any kind of discrimination based on gender, race, sexual orientation, marital status, language, religion, political belief or else, national, ethnic or social affiliation, financial status, status of birth or any other status.

**Article 7**  
**Gender equality**

1. The University ensures and supports gender equality.
2. In cases where male and female candidates have equal qualifications and professional achievements, preference will be given to the female candidate.
3. The University adopts an affirmative policy for advancing the position of women among the academic staff and other job positions and defines rules that guarantee gender equality in accordance with the best international standards. Such a policy should eliminate the underrepresentation of women in academic staff positions, enable the effective fight against the phenomenon of sexual harassment and guarantee a behavior appropriate to human dignity.
4. The University adopts an affirmative action policy to guarantee equal and appropriate participation for persons with special needs in accordance with local legislation and international standards.

**Article 8**  
**Academic autonomy and freedom**

1. The University enjoys the autonomy and freedom of academic teaching, scientific research, artistic work, as well as financial autonomy within its scope.
2. University facilities are subject to inviolability, except in cases determined otherwise by special laws.
3. Academic freedom in the university includes scientific and artistic freedom in scientific research and creative process, in teaching and cooperation for each member of the academic staff.

**Article 9**  
**Freedom of association and expression**

Academic staff, administrative staff and university students enjoy the right of association and expression within the structures provided by this Statute.

**Article 10**  
**Standards of integrity**

The university's academic and administrative personnel and students must behave in accordance with the highest standards of commitment, integrity, objectivity, responsibility, professionalism, honesty and leadership.

**Article 11**  
**Scope**

1. The University has the following rights and duties:
  - 1.1. To autonomously elect governing and managing authorities and determine their mandate;
  - 1.2. To regulate its structures and activities in accordance with the rules of the university, based on the provisions of this Statute, in accordance with the Law on Higher Education and other by-laws issued by it and in accordance with other laws in force;
  - 1.3. To select the academic staff and other staff, to determine the additional conditions for the admission of students and the methods of teaching and student assessment, approved by the KAA;
  - 1.4. To design and implement study programs, scientific research and artistic projects independently.
  - 1.5. To select fields of study;
  - 1.6. To grant titles to professors and other personnel, in compliance with the Law on Higher Education, the law in force on employment, as well as the scheme approved by the KAA.

**Article 12**  
**Legal subjectivity**

1. The University is a legal entity and has full legal subjectivity with respect to all rights and duties related to the issues dealt within the applicable laws, including:
  - 1.1. The right to sue;
  - 1.2. Regulation of its internal organization;
  - 1.3. Limiting the right to use the university title only to persons or organizations authorized by the Steering Council;
  - 1.4. Ownership and management of land, buildings and other capital assets;
  - 1.5. Acceptance and administration of funds from any legal source;
  - 1.6. Proposing taxes, fees and fines to the Ministry for approval;
  - 1.7. To appoint and terminate work contracts of academic and non-academic personnel as well as to exercise all the duties of an employer, as foreseen by the legislation in force;
  - 1.8. Signing contracts for goods, services and capital projects;

- 1.9. Approval of the content and structure of its scientific, artistic and professional academic programs;
- 1.10. Establishing legal relations with students and describing the conditions for their admission;
- 1.11. Establishing applied teaching and learning methodologies;
- 1.12. Applying appropriate measures for assessment and quality assurance;
- 1.13. Granting and canceling titles, diplomas, callings and scientific degrees and honorary titles;
- 1.14. Establishing commercial and non-commercial enterprises, institutes for teaching and learning, and scientific and research purposes as well as for the purpose of offering professional and artistic services.
- 1.15. Signing agreements with national and international providers;
- 1.16. Approval of the content and form of the flag, seal and other emblems; AND
  
- 1.17. Other competencies required for the conduct of its function in accordance with the law.

## **CHAPTER II ORGANIZATIONAL STRUCTURE**

### **Article 13 Main governing and managing authorities**

1. The main governing and managing authorities of the university are: the Steering Council, the Senate and the Rector.
2. All collective governing authorities of the university exercise their activity on the principle of majority voting, unless otherwise stated in this statute.
3. To run the election procedure for the governing and management bodies of the university and the deans, the Senate elects a temporary chairman, a member of the senate from among the academic staff.
4. The mandate of all governing officials and governing bodies of its members begins on September 15, unless otherwise determined by this Statute.

### **1. STEERING COUNCIL OF THE UNIVERSITY**

#### **Article 14 Duties and Responsibilities**

1. The Steering Council of the university (hereinafter "Steering Council") is a supervisory body responsible for strategic and budgetary issues.
2. The Steering Council has overall strategic responsibility for the efficient institutional operating of the university, as follows:
  - 2.1. Adopts the strategic plan of the development of the university and oversees its implementation;

- 2.2. Adopts the annual budget planning of the university and oversees its implementation;
- 2.3. Adopts the annual report of the university, prepared by the rector, with the contribution of academic units;
- 2.4. Elects and dismisses the rector;
- 2.5. Decides on the establishment, separation, extinguishment or merger of academic units after prior approval by the Senate;
- 2.6. Decide on internal regulations for financial management at the university, including the level of delegation of financial management powers at the level of academic units for management of funds received from the government and funds generated from abroad;
- 2.7. Set the rules for the general terms of service of the personnel and the provisions of disciplinary measures for the personnel and students;
- 2.8. Represents the university in relation to communication with the ministry;
- 2.9. Develops and approves the work rules of the governing council;
- 2.10. Takes decisions on other issues that are defined as the competence of this council according to the law;
- 2.11. Take positions related to developments and activities at the university;
- 2.12. Approves the regulations proposed by the rector for the internal functioning of the university, which are not of an academic nature;
- 2.13. Approves the regulations proposed by the rector for the modalities, categorizations and compensations of academic staff engagement;
- 2.14. Select the members of the audit committee;
- 2.15. Monitors the operation of the financial management and control system through the internal audit committee;
- 2.16. Decides on the legality of the use of university properties.

### **Article 15** **Annual work report**

1. The governing council will publish the annual report on the work of the university, in accordance with the requirements of the ministry. The report must provide information related to these aspects:
  - 1.1. General strategic objectives achieved;
  - 1.2. Statistical data for the entire university and its academic and organizational units regarding resources, 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 (students registered for the first time, total number of students, graduates);
    - 1.2.7. Scientific research (projects, publications, participation in conferences, papers);
    - 1.2.8. International cooperation;

- 1.2.9. The auditor's annual report on the proper use of funds.
3. In accordance with the Law on Higher Education, the governing council reports to the responsible ministry on the implementation of the strategic development plan no later than March 31 of the following year.
4. The reports must be published on the university website.

## **Article 16**

### **Composition and mandate of members**

1. The management council consists of nine (9) members with voting rights.
2. The Ministry responsible for Education, Science and Technology appoints four members with the right to vote, according to the provisions of the Law on Higher Education. They must be persons of high public reputation, with proven integrity, with relevant professional and managerial skills, as well as with other practical skills, especially from the fields of business and entrepreneurship. None of the appointed members should have direct current connections with the institution in which they are appointed or be in a working relationship with another institution of higher education in Kosovo (public and private).
3. The Ministry takes into account the criterion of gender representation when appointing members of the governing council.
4. The Senate elects five (5) members of the governing council with the right to vote from among the academic staff of the university. These members are persons of high public reputation, with proven integrity, equipped with a proven corpus of international scientific achievements, with relevant professional, managerial and other practical skills.
5. The Senate takes into account the criterion of gender representation when choosing the members of the governing council from among the academic staff of the university.
6. The members of the governing council act independently and do not represent any other individual or group interest.
7. Members of the governing council cannot be elected:
  - 7.1. Rector, vice-rector, dean, vice-dean;
  - 7.2. Members of the senate;
  - 7.3. General secretary, faculty secretary;
  - 7.4. Persons who have exercised a party or political activity in the last five (5) years from the day the competition was announced.
8. The member of the faculty council, who is elected a member of the management council, must renounce his membership in the faculty council.
9. The rector and the general secretary are members *ex-officio* of the management council without the right to vote.
10. At the invitation of the management council, the vice-rectors can also participate in the meetings.
11. The president of the students' parliament can participate in the meetings of the governing council, without the right to vote, when issues related to students are addressed.

## **Article 17**

## **Election of the chairman and vice-chairman**

1. The governing council annually elects the chairman and vice-chairman from among its members, who do not come from among the members elected by the senate.
2. The mandate of the members of the governing council lasts three years with the possibility of re-election for another term.
3. Elections for the governing council are held in June, while the mandate of the governing council begins on September 15.

### **Article 18**

#### **Quorum and decision making**

1. A quorum of six (6) members is needed to hold meetings of the governing council.
2. Decisions of the governing council are made by the majority of votes of the members present. In case the number of votes is equal, the chairperson's vote is decisive.
3. A qualified majority of two-thirds (2/3) of the votes of the members is required for the following decisions of the governing council:
  - 3.1. For the dismissal of the rector;
  - 3.2. For the approval of the annual financial plan;
  - 3.2. For the approval of the work regulation.
4. Meetings of the governing council are called by the chairman. In exceptional cases, meetings are called upon the request of two-thirds (2/3) of the members of the governing council.
5. The agenda for the meetings of the governing council is decided by the chairman, respectively the deputy chairman, in cooperation with the rector.

### **Article 19**

#### **Management board support**

1. The rector's office provides the necessary technical and infrastructural support for the governing council.
2. At the request of the council, the general secretary is responsible for providing additional information for the decisions taken by the governing council.

## **2. THE SENATE**

### **Article 20**

#### **Duties and Responsibilities**

1. The university senate is the highest academic body of the university.
2. The Senate is responsible for:
  - 2.1. General strategic issues related to research, studies, teaching and courses at the university, including:
  - 2.2. Criteria for student admission;
  - 2.3. Approval of proposals by the faculty council for the selection and advancement of academic staff;

- 2.4. Policies and procedures for evaluating students and holding exams to assess students' academic work;
- 2.5. Approval of study programs according to the proposal of academic units;
- 2.7. Academic standards for program development and syllabus development;
- 2.8. Standards for ensuring and developing the quality of teaching/study and institutional functioning;
- 2.9. The procedure for awarding qualifications and honorary academic titles;
- 2.10. The procedure for the expulsion of students for academic or other reasons;
- 2.11. Development of the university's intellectual property protection policy and its commercial use;
- 2.12. Development of regulations for assessment and performance management of academic personnel.

## **Article 21**

### **Senate councils and committees**

1. The Senate may form temporary councils or commissions to advise it on specific aspects of its work.
2. The Senate establishes the following permanent commissions and councils:
  - 2.1. Studies Committee;
  - 2.2. Commission for quality assurance;
  - 2.3. Council for the publication of texts;
  - 2.4. Central Council of Doctoral Studies;
  - 2.5. Ethics Council;
  - 2.6. Commission for Ethics in Scientific Research.
3. The Senate forms the committee on statutory issues as an advisory committee. The committee examines the cases addressed to it by the university authorities regarding the proper implementation or not of the statute and the compliance of certain acts and actions with the statute. The commission's work is regulated by special regulations.
4. The Senate draws up regulations for the composition, rules of operation and scope of these commissions and councils.

## **Article 22**

### **Composition of the senate**

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. By a member chosen from the academic staff of each academic unit (so the total number of persons is the same as the number of persons listed in point 1.3 of this article);
  - 1.5. Seven (7) members elected by the Student Parliament from among the regular students of the university. Student members of the senate must be distinguished students with an average grade of at least eight (8) and must not be repeaters of the academic year;

- 1.6. Two (2) members elected from non-academic staff.
2. The general secretary of the university is a permanent member of the senate, without the right to vote.

### **Article 23**

#### **Mandate of members of the senate**

1. The mandate of the academic and non-academic members of the senate is four (4) years.
2. The term of office of members from the ranks of students is one (1) year, without the right to re-election.
3. The mandate of the members of the senate begins on the same date as the beginning of the academic year.

### **Article 24**

#### **Presiding over the senate**

1. The senate is chaired by the rector.
2. In the absence of the rector, the senate is chaired by the vice-rector, who is appointed by the rector, according to the order of priority.

### **Article 25**

#### **Work ethics**

1. The Senate issues work regulations and regulations for the procedure for electing its members.
2. The rector determines the procedures for the meetings of the senate and its committees.

## **3.**

### **THE RECTOR**

#### **Article 26**

##### **Duties and Responsibilities**

1. The rector is the main management authority and the legal and institutional representative of the university.
2. The rector is responsible for the effective and regular work of the university and for its management.
3. In order to exercise his/her powers, the rector has the following responsibilities:
  - 3.1. Ensures the implementation of the regulations and decisions of the senate and the governing council;
  - 3.2. Manages the process of drafting the budget and development plan;
  - 3.3. Leads the realization of the annual budget and the implementation of the work plan;
  - 3.4. Performs tasks related to the process of recruitment and advancement of academic personnel;
  - 3.5. Performs tasks in relation to cooperation with academic units for issues of implementing study programs;
  - 3.6. Exercises the managerial duties of the university in relation to the operation, role and activity of the university.
4. The rector has the right to form commissions or advisory bodies.

**Article 27**  
**Procedure for electing the rector**

1. The position of the rector is announced by the management council with a public competition within a period of fifteen (15) calendar days, after consulting with the rector.
2. The competition for the post of rector is open to internal and external candidates.
3. The minimum criteria to run for the position of rector are that he/she has a high moral integrity, proven university management performance, as well as having at least the title of associate professor.
4. The candidate for rector must present a governance program and management team (profiles), against which his/her merit will be judged to be elected to such a position.
5. It is considered incompatible with the position of the rector if the candidate has exercised a party or political activity in the last five (5) years from the day the competition was announced.

**Article 28**  
**Decision making and voting**

1. The professional commission elected by the senate proposes the list of candidates elected by the majority of votes, to be elected by the governing council.
2. The professional commission has the task of verifying whether the candidates presented for the position of rector meet the conditions set by the competition.
3. The governing council interviews the candidates who have met the conditions for competition in this position. In these interviews, each candidate presents a comprehensive vision for the development of the university's future strategy and for his/her management approach.
4. The governing council has the right to reject the list of candidates proposed by the professional commission, giving reasons for it.
5. The rector is elected by an absolute majority (the majority of the total number of members) in accordance with the provisions of this statute.
6. In the event that 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 round of voting. If none of the two (2) candidates wins the absolute majority three (3) times in a row, the election procedure is repeated from the beginning, as provided in this statute.
7. The rector is appointed for a period of four (4) years, with the possibility of re-election for one (1) term.
8. The governing council, in consultation with the senate, issues the regulation for the election procedure and the rector's mandate.

**Article 29**  
**symbol**

The rector's authority is symbolized through the rector's necklace.

## **Article 30**

### **The mandate of the rector**

1. The rector's mandate begins on September 15.
2. The rector's mandate may end prematurely in case of:
  - 2.1. Resignation;
  - 2.2. Release from duty;
  - 2.3. Health reasons;
  - 2.4. Conviction with a final decision for committing a criminal offense;
  - 2.5. Completion of retirement age;
  - 2.6. Death.
3. Procedures for the dismissal of the rector can be initiated with an absolute majority of votes from:
  - 3.1. Management Council;
  - 3.2. The Senate.
4. The procedure for the rector's dismissal is determined by a regulation issued by the governing council.
5. The decision of the governing council on dismissal is valid with a qualified majority of two thirds (2/3) of the votes of the total number of members.
6. When the rector is relieved of his duties, the term of office of the vice-rectors also ends.
7. In case of dismissal, the rector and the newly elected vice-rectors will be elected for the remaining period of the term of office of the dismissed rector.

## **Article 31**

### **Election of acting rector**

1. In the case of the rector's dismissal, or in any case of the rector's position remaining vacant, the governing council elects the acting rector until the end of the rector's election procedure for the remaining period of the mandate.
2. The acting rector will hold the post of rector until the end of the term, if no more than six (6) months remain until the announcement of the university elections.
3. The person who meets the minimum criteria for candidacy, as in article 27, paragraph 2, of this statute, is elected acting rector.

## **Article 32**

### **COMPLAINTS**

1. The rector has the right to submit a complaint to the ministry against dismissal.
2. The decision of the ministry is the final decision in the administrative procedure.
3. Proceedings can be initiated against the decision of the ministry in the competent court.

## **4. VICE RECTORS**

### **Article 33**

#### **The number of vice-chancellors**

The University has a maximum of five (5) vice-chancellors.

### **Article 34**

#### **Duties of vice-rectors**

1. The duties of vice-rectors are assigned by the rector in accordance with the provisions of this statute.
2. The Rector has the right to delegate full legal responsibilities for a certain period of time.
3. Separate or joint responsibilities may be assigned to vice-rectors in the following areas:
  - 3.1. Teaching, academic personnel matters and publications;
  - 3.2. Budgets, finance and cooperation with the public and private sector;
  - 3.3. Scientific research, projects and innovation;
  - 3.4. Internationalization and academic exchange;
  - 3.5. Institutional development, quality and student affairs.

### **Article 35**

#### **Temporary exercise of the office of the rector**

The rector appoints one of the vice-rectors to temporarily exercise the rector's duties in case of impossibility or temporary disability.

### **Article 36**

#### **Appointment of vice-rectors**

1. The rector appoints vice-rectors from among university professors, after informing the senate.
2. The mandate of vice-rectors is linked to that of the rector, with the possibility of re-election for one term.

### **Article 37**

#### **The mandate of vice-rectors**

1. The mandate of vice-rectors may end prematurely in case of:
  - 1.1. Resignation;
  - 1.2. Release from duty;
  - 1.3. Health reasons;
  - 1.4. Conviction with a final decision for committing a criminal offense;
  - 1.5. Completion of retirement age;
  - 1.6. Death.
2. The procedure for the dismissal of the vice-rector can be initiated by:
  - 2.1. Management Council;
  - 2.2. The Senate.

3. The decision on the release of the vice-rector from his duties is taken by the rector.
4. In case of dismissal of the vice-rector, the rector appoints the new candidate for vice-rector, for the remaining period of the mandate.

## **5. ACADEMIC UNITS, INSTITUTES AND ORGANIZATIONAL UNITS**

### **Article 38**

#### **Constituent units**

1. The University consists of:
  - 1.1. Academic units;
  - 1.2. Institutes (central or academic units);
  - 1.3. Centers (central or academic units);
  - 1.4. Organizational units.

### **Article 39**

#### **Legal subjectivity of units**

1. Academic units, central institutes or academic units and organizational units do not have legal subjectivity, but it is considered that they have been delegated powers in the field of contracting, financial management, reporting in connection with donations, research grants, self-financing and the authorizations provided by this statute.
2. Academic units, central institutes or academic units and organizational units of the university, as well as centers, as far as the part of funding from the central budget is concerned, are special programs within the UP, namely the UP is a budgetary organization in within the Budget Law, consisting of programs.
3. Regarding the part of the financing from the central budget, the UP develops the procurement activity for all academic units, institutes and other organizational units.

## **ACADEMIC UNITS**

### **Article 40**

#### **Faculties**

1. The academic units of the university are the faculties.

### **Article 41**

#### **Faculty activities**

1. The faculty engages in the following activities:
  - 1.1. Academic education;
  - 1.2. Scientific research;
  - 1.3. Artistic creativity;

- 1.4. Other service and advisory activities.

#### **Article 42**

##### **Name, seal and emblem**

1. The academic unit has its own name and seal.
2. The academic unit carries the emblem and name of the university within its own emblem and name.

#### **Article 43**

##### **Creation and activity**

1. Academic units have the same status according to the provisions governing the institutional organization in this statute.
2. The academic unit operates within the institutional framework of the university, offering higher education programs, scientific research or artistic creativity, as well as professional services.
3. Academic units are created through the integration or dissolution of other units by decision of the governing council and after consultations with the senate.

#### **Article 44**

##### **Prerequisites for academic unit status**

1. The prerequisites for acquiring the status of an academic unit are:
  - 1.1. Activity in one or more special fields of academic education, in scientific research or in artistic creativity, within the institutional framework of the university;
  - 1.2. Sufficient infrastructure;
  - 1.3. Adequate number of academic staff that enables the fulfillment of academic requirements for a long-term period.
2. The governing council takes the final decision in consultation with the senate and after the proposal of the council of the academic unit.
3. The governing council in consultation with the senate approves special regulations for the conditions and criteria for the status of the academic unit.

#### **Article 45**

##### **Internal organization of faculties, institutes and centers**

1. Regardless of the size (the total number of academic staff, the sufficient number of full professors according to the needs of different academic fields and the percentage of permanent staff), the faculty must meet international standards (critical sizes) in order to ensure sustainable development and professional activity in all scientific fields for a long-term period.
2. The Faculty focuses its educational and research profile on the needs of the country, on the retraining and lifelong learning of professionals, as well as providing practical services to local partners.

3. Faculties decide on their internal organization by creating:
  - 3.1. Departments (general fields of science or arts), including rules for their organization and operation;
  - 3.2. Institutes (special fields of science or arts);
  - 3.3. Research units.
4. Departments are an integral part of faculties.
5. Research institutes and centers are bodies incorporated in the structure and name of the university and academic unit, but which enjoy full autonomy of financial, operational and research management for the part of non-public funding, which originates from donations, scientific and research grants and not-for-profit service activity.
6. The University exercises control through internal audit on financial performance and ensures that their expenditure is made in accordance with the principles of transparency and integrity.
7. Institutes and centers have the right to have bank accounts in a financial institution in their name, for which the director and the board of the institute or center are the managerial authority.
8. Research units are teams of academic staff that are established with the aim of advancing the research agenda through collegial cooperation in research projects and advancing the interdisciplinary nature of research activity within the academic unit.
9. Academic units develop internal regulations for their organization on the duties and responsibilities of heads and secretaries of departments in relation to the responsibilities of the dean's office, the faculty council and the studies committee in the academic unit. These regulations are approved in the faculty council.

#### **Article 46** **Types of studies**

1. The faculty offers the following types of studies:
  - 1.1. Basic studies - bachelor's degree;
  - 1.2. Integrated basic studies;
  - 1.3. Master study:
    - 1.3.1. Master of Science (Master of Science or Master of Arts), and
    - 1.3.2. Professional Master.
  - 1.4. Doctoral studies;
  - 1.5. Structured Postdoctoral Studies.

#### **Article 47** **Faculty composition**

1. In its existing composition, the university has the following faculties:
  - 1.1. Faculty of Philosophy;
  - 1.2. Faculty of Mathematical-Natural Sciences;
  - 1.3. Faculty of Philology;
  - 1.4. Law faculty;
  - 1.5. Faculty of Economics;

- 1.6. Faculty of Civil Engineering;
  - 1.7. Faculty of Electrical and Computer Engineering;
  - 1.8. Faculty of Mechanical Engineering;
  - 1.9. Faculty of Medicine;
  - 1.10. Faculty of Arts;
  - 1.11. Faculty of Agriculture and Veterinary Medicine;
  - 1.12. Faculty of Physical Education and Sports;
  - 1.13. Faculty of Education
  - 1.14. Faculty of Architecture.
2. The name of a faculty can be changed with the proposal of the council of the relevant academic unit and the approval of the senate.

**Article 48**  
**Loss of faculty status**

1. The faculty loses its status if:
  - 1.1. Subject to integration or dissolution;
  - 1.2. The faculty council requests institutional separation from the unit, which is ultimately decided by the management council.

**Article 49**  
**Dean and vice-deans**

1. Each faculty is led by the dean, who can be assisted by up to three (3) vice- deans.
2. Faculties operating in more than one location are also entitled to one vice dean for each location.

**Article 50**  
**Election of the dean and vice-deans**

1. The dean is elected by the faculty council with the votes of the absolute majority of the votes of the total number of members and is proposed to the senate for approval for a term of four (4) years, with the right to re-election for only one term.
2. Candidates for the position of dean and vice-dean must be individuals with relevant academic qualifications and have leadership skills and experience, as well as have at least the academic designation "Assistant Professor".
3. The elected dean appoints the vice-deans for the joint mandate, after informing the faculty council.
4. Before the election of the new dean, the faculty council elects a representative from among the professors of the faculty, who temporarily holds the dean's mandate in the senate until the procedure for electing the new dean is completed. Then the new dean assumes the mandate as defined in this statute.
5. The regular mandate of the dean and vice-deans begins on September 15.

**Article 51**  
**Symbol of the dean**

The dean's authority is symbolized by the dean's chain.

**Article 52**  
**Duties of the dean**

1. The dean is responsible for his/her work to the rector. The duties of the dean are:
  - 1.1. To provide effective management for administrative and managerial processes in the faculty, including the functioning of the faculty council;
  - 1.2. To provide academic leadership in the relevant fields for the development of teaching, scientific and artistic work in the faculty;
  - 1.3. To ensure the efficient, economical and effective use of funds allocated to the faculty in the annual budget, including funds generated from abroad;
  - 1.4. To undertake all the necessary measures in the implementation of the decisions determined by the faculty council and the senate;
  - 1.5. To provide sufficient information regarding the use of tools and results in teaching, scientific research and artistic creativity for the rector and the governing council according to the provisions of this statute;
  - 1.6. To represent the faculty council in the university senate;
  - 1.7. To appoint vice-deans;
  - 1.8. Leads the strategic and annual planning process at the faculty level and the drafting of the faculty's annual work report;
  - 1.9. Leads the annual planning process for the realization of study programs, including the volume of engagement of academic staff in teaching, scientific activities and service activities in the institution and community;
  - 1.10. Manages the system of monitoring and evaluating the performance of the academic staff according to the system approved by the senate;
  - 1.11. Leads the process of internal evaluations, in cooperation with vice-deans, department management and other relevant structures, according to the internal quality assurance system approved at the university level;
2. The dean can represent the university in legal matters on behalf of the faculty only with the authorization of the rector determined by regulation or otherwise.
3. The dean determines the duties of the vice dean.

**Article 53**  
**College of deans**

1. The deans of the faculties form the collegium of deans, which is led by the rector.
2. The collegium of deans issues special regulations for the organization of its work.

**Article 54**  
**The mandate of the dean**

1. The dean's mandate may end prematurely in case of:

- 1.1. Resignation;
  - 1.2. Release from duty;
  - 1.3. Health reasons;
  - 1.4. Conviction with a final decision for committing a criminal offense;
  - 1.5. Completion of retirement age;
  - 1.6. Death.
2. The procedure for the dismissal of the dean can be initiated by:
- 2.1. Management Council;
  - 2.2. the Senate;
  - 2.3. Rector;
  - 2.4. Council of the relevant faculty.
3. The procedure and reasons for the dismissal of the dean are defined in the regulation issued by the senate.
4. The decision on the dismissal of the dean is taken by the senate, according to the proposal of the council of the relevant faculty, with the absolute majority of votes of the total number of members (50%+1). In case the initiation of the dismissal is done by other authorized entities, then two thirds (2/3) of the votes of the members of the senate are needed.
5. In the event of the end of the dean's term, the term of the vice-deans also ends.
6. In the event of the end of the mandate, the dean and the newly elected vice-deans will be elected for the remaining period of the mandate.

## **Article 55**

### **The mandate of the vice dean**

1. The mandate of the vice-dean may end prematurely in case of:
- 1.1. Resignation;
  - 1.2. Release from duty;
  - 1.3. Health reasons;
  - 1.4. Conviction with a final decision for committing a criminal offense;
  - 1.5. Completion of retirement age;
  - 1.6. Death.
2. The procedure for the dismissal of the vice-dean can be initiated by the council of the relevant faculty.
3. The dean takes the decision on dismissal, after consulting with the council of the relevant faculty.
4. In the event of the end of the term of office of the vice-dean, the dean appoints the new candidate for the position of vice-dean, who is elected for the remaining period of the mandate of the relieved vice-dean.

## **Article 56**

### **Faculty council**

1. The faculty council has the following responsibilities and duties:
- 1.1. To propose the candidate for the position of dean to be approved by the senate;
  - 1.2. To propose to the senate the approval and changes of study programs;

- 1.3. To propose the number and determine the conditions for registration of new students, in accordance with the instructions issued by the senate;
  - 1.4. To make decisions of an academic nature such as the recruitment and academic advancement of academic personnel according to the regulations in force;
  - 1.5. To perform other functions in relation to the implementation of study programs, such as the approval of students' projects for research at the master's and doctorate level, the appointment of mentors and the formation of relevant commissions for the implementation of study programs;
  - 1.6. To approve, based on the policies and standards of the senate, mechanisms and instruments for ensuring the quality of programs, developing syllabi and evaluating students.
  - 1.7. To manage the process of re-election of assistants and professors according to the provisions of this statute;
  - 1.8. To perform other duties, which are defined in this statute or required by the senate.
2. For the functioning of the faculty council, the senate issues special regulations.

### **Article 57**

#### **Members of the faculty council**

1. Members of the faculty council are:
  - 1.1. Dean;
  - 1.2. Vice dean/s;
  - 1.3. Secretary of the faculty;
  - 1.4. Up to thirty (30) members chosen from among the professors of the faculty;
  - 1.5. Up to eight (8) members chosen from among the faculty assistants;
  - 1.6. One (1) member elected from the non-academic staff of the faculty;
  - 1.7. Two (2) student representatives, elected by the faculty student council. One of the representatives is the president of the student council of the faculty, as an ex officio member of the faculty council. Student members of the faculty council must be distinguished students with an average grade of at least eight (8) and must not be repeaters of the academic year.
2. The secretary of the faculty is a permanent member of the faculty council, without the right to vote.

### **Article 58**

#### **Mandate of council members**

1. The mandate of the academic and non-academic members of the council is four (4) years.
2. The term of office of the student members is one (1) year, with the exception of the ex officio member.
3. The mandate of the members of the faculty council begins on September 15.

### **Article 59**

#### **Chairing the faculty council**

1. The faculty council is chaired by the dean.

2. In the absence of the dean, the faculty council is chaired by one of the vice-deans according to the priority set by the dean.

#### **Article 60**

##### **Studies committee**

1. The study committee is established in each academic unit of the university as an advisory body for the council of the academic unit.
2. The study committee is established for each interdisciplinary program and joint study program of the university, as an advisory body for the senate, in accordance with the provisions of this statute.

#### **Article 61**

##### **Duties of the studies committee in the academic unit**

1. The study committee is responsible for:
  - 1.1. Review of proposals for new study programs;
  - 1.2. Adaptation and change of existing study programs;
  - 1.3. Requests for changing study programs by students;
  - 1.4. Developing concepts, evaluating and commenting on issues of an academic nature, in order to prepare reports, for which it is decided in the council of the relevant unit.
  - 1.5. The study committee performs the assigned tasks within the system of evaluations and internal quality assurance, including:
    - 1.5.1 Approving the plan for evaluations of academic and administrative processes;
    - 1.5.2. Reviewing reports from internal assessment processes;
    - 1.5.3. The development of recommendations for the faculty council and the dean's office  
based on the evaluation findings;
    - 1.5.4. Other duties specified in this statute and in the relevant regulations.
  - 1.6. The activities of the study committee in the field of assessments and the internal quality assurance system are carried out under the leadership of the dean's office, in coordination with the office for academic development in the faculty and are implemented according to the central system for the implementation of the quality assurance system in the university and provisions of this statute.

#### **Article 62**

##### **The composition of the study committee**

1. The members of the study committee should not necessarily be members of the council of the academic unit. The study committee has the following composition:
  - 1.1. Vice-dean for teaching (chairman);
  - 1.2. Five (5) professors;
  - 1.3. One (1) assistant;
  - 1.4. Two (2) students with an average grade of at least eight (8).
2. Members of the academic staff are elected by the council of the academic unit.

3. The student member is elected by the student council.

## **ORGANIZATIONAL UNITS**

### **Article 63**

#### **Central University Library**

1. The Central University Library is an organizational unit within the University of Pristina.
2. The acronym for the Central University Library is "BQU".
3. The Central University Library provides services to students and teaching staff, lending library materials and providing access to electronic and other information sources, as well as providing professional services to the libraries of the respective faculties.
4. The activity and functioning of university libraries is based on international library standards and is regulated by internal acts that are approved by the governing council on the proposal of the rector.

### **Article 64**

#### **Establishment of other organizational units**

1. Other organizational units may be established within the university, which are established by the decision of the governing council based on the proposal of the rector.
2. The structure and operation of organizational units is regulated by other normative acts proposed by the rector and approved by the governing council.

## **6. EDUCATIONAL ACTIVITY**

### **Programs and methods of study**

#### **Article 65**

##### **Student status**

1. The person registered at the University of Pristina has the status of a student.
2. The student's status is confirmed by the student's identification card or other official document issued by the university.

#### **Article 66**

##### **Methods of study**

1. The University offers two ways of studying:
  - 1.1. Regular studies;
  - 1.2. Regular studies *online* or in combined forms with physical presence and *online*;

- 1.3. Correspondence studies, which are organized in accordance with the special rules established by the senate.
2. The student may have the status of:
  - 2.1. Regular students;
  - 2.2. Correspondence student;
  - 2.3. Visiting student.

**Article 67**  
**Rules of study programs**

1. Studies at the university are defined within the study programs.
2. The content of the study programs for teaching is determined, based on the regulations in force, by the council of the relevant academic unit, with the proposal of the studies committee and the quality assurance committee and approved by the senate in accordance with the Law on Higher Education of of the Republic of Kosovo and in accordance with the standards set by the Kosovo Agency for Accreditation.

**Article 68**  
**Content of study programs**

1. The study programs contain:
  - 1.1. The title of the study;
  - 1.2. The type of study;
  - 1.3. Academic title (academic title);
  - 1.4. Conditions for registration;
  - 1.5. Objectives and results;
  - 1.6. Details on program contents;
  - 1.7. Value in points according to ECTS (Subjects, thesis);
  - 1.8. Teaching forms and strategies;
  - 1.9. Student evaluation methods;
  - 1.10. Basic literature.
2. The contents, structuring and drafting process of the programs and syllabuses will be determined by regulations issued by the senate.

**Article 69**  
**Credits for basic studies and integrated basic studies**

1. Basic studies (bachelor) have 180, respectively 240 ECTS points, reflecting the load of 30 ECTS for one (1) semester.
2. The Senate issues special regulations for basic studies in the field of Medicine and Veterinary Medicine, with the proposal of the council of the relevant academic unit. These programs last up to six (6) years and require up to 360 ECTS points.
3. Upon successful completion of bachelor's studies, the academic title "Bachelor of Science" or "Bachelor of Arts" is earned.
4. Upon successful completion of the studies, according to point 2, the title of Doctor of Medicine and Doctor of Veterinary Medicine is obtained.

## **Article 70**

### **Diploma thesis**

1. Bachelor's study programs can end with the thesis for the bachelor's degree or with an exam before the commission according to the definition made in the study program.
2. The thesis for the bachelor's degree is worked on individually by the student, proving that the theoretical skills achieved during the study can be successfully used to solve practical problems in the given scientific field.
3. The bachelor thesis can be elaborated together by two or three students (research group) and the contribution of each candidate must be clearly marked there.
4. The request for the elaboration of the thesis for the bachelor's degree by two or three students is decided by the council of the academic unit.
5. The procedure for the application, elaboration, defense and evaluation of the thesis for the bachelor's degree is determined by the council of the academic unit based on the provisions specified in the regulation for bachelor's studies approved by the senate.

## **Article 71**

### **Loans for master's studies**

1. Master's studies have 60, respectively 120 ECTS points, reflecting the load of 30 ECTS for one semester.
2. Successful completion of basic – bachelor's studies is a condition for registration of master's studies.
3. With the successful completion of master's studies, the academic title of scientific master (Master of Science or Master of Arts) or professional is obtained.

## **Article 72**

### **Master's thesis topic**

1. Master's study programs end with the master's thesis in accordance with the study program.
2. The thesis of the master's topic is worked on individually by the student, proving that the student has developed research skills and the theoretical knowledge and skills achieved during the study can be successfully applied to solve complex research problems in the specified scientific field for the master's level .
3. The master's thesis can be elaborated by two or three students (research group).
4. The application for the elaboration of the thesis for the master's degree by two or three students is decided by the council of the academic unit.
5. The procedure for presentation, elaboration, defense and evaluation of the master's topic is determined by the council of the academic unit according to the regulation for master's studies approved by the senate.

## **Article 73**

### **Doctoral studies**

1. Doctorate studies are the highest academic studies.
2. Regular doctoral studies are organized in at least six (6) semesters, require 180 ECTS points and successful completion of previous studies with at least 300 ECTS points.
3. The condition for obtaining the title of doctor of science is the successful completion of doctoral studies and the successful defense of the doctoral topic before the defense committee.

**Article 74**  
**Doctoral degree**

1. Successful completion of studies in accordance with the study program is certified by the university through the diploma, which is an official document.
2. The form, content of the diploma, the appendix of the diploma, as well as the issuing procedure are determined by administrative instructions issued by the ministry and other acts of the university.
3. The diploma is signed by the rector and dean of the academic unit where he completed his studies.
4. The diploma and diploma supplement are issued in Albanian and English.

**Article 75**  
**Preventing plagiarism and unauthorized levels of similarity**

The Senate issues a special regulation by which it determines the conditions, procedures and ways of preventing plagiarism and unauthorized levels of similarity for the diploma topics of basic studies, master's and doctorate.

**Article 76**  
**Special study programs**

1. Faculties have the right to establish special study programs:
  - 1.1. For dual-subject study programs;
  - 1.2. For interdisciplinary study programs;
  - 1.3. For joint study programs.

**Article 77**  
**Dual-subject study programs**

1. Dual-subject study programs are offered by academic units in a joint study program and contain two 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. With the successful completion of the studies, the joint diploma is obtained and the graduated student obtains the professional calling in both fields of study.

**Article 78**

### **Interdisciplinary study programs**

1. The interdisciplinary study programs are determined by the senate, while they are proposed by two or more academic units for the three study levels.
2. The responsibilities of each partner are defined in the study program.
3. The Senate establishes the commission for interdisciplinary studies, which is responsible for:
  - 3.1. Development of the study program;
  - 3.2. Organizational and technical issues;
  - 3.3. Procedures for implementation.
4. All proposals of the study committee must be approved by the councils of all academic units, which contribute to the study program.
5. The Senate takes the final decision on all study regulations, proposed by the studies committee and approved by the council of the academic unit.

### **Article 79**

#### **Joint study programs**

1. Joint study programs can be developed between the University of Pristina and other universities for the three study levels, based on the partnership agreement.
2. Common study programs are determined by the senate and offered by academic units for all three levels.
3. The obligations of each partner institution are determined in the study program based on the joint institutional agreement.
4. The Senate selects the members for the joint inter-university study commission or equivalent designation according to the agreement of the partner universities, which is responsible for:
  - 4.1. Development of the study program;
  - 4.2. Organizational and technical issues;
  - 4.3. Implementation of procedures and processes in function of the implementation of the program according todetailed specifications in the study program and partnership agreement.
5. All proposals of the study committee must be approved by the councils of the academic units of all universities, which contribute to the study according to the regulations in force or according to the partnership agreement between the parties.

### **Article 80**

#### **Other courses and programs**

1. Academic units have the right to offer micro-credential or other courses and programs for the public and professionals, such as executive, practical and professional education and training programs.
2. The modalities of development and delivery of courses and other programs are regulated by the provisions approved by the senate, while the certificates are signed by the rector or the dean.

3. As part of the institutes or as part of the academic unit, other courses are offered as a service to society, economy and professionals. The certificates of these courses and services are signed by the dean.

### **Article 81**

#### **The role of academic units and cooperation in doctoral studies**

1. Doctoral studies are proposed by academic units in their respective fields and approved by the senate.
2. In order to ensure quality and promote the mobility of doctoral students and teachers, doctoral studies are open to any form of cooperation with similar institutions inside and outside the country.

### **Article 82**

#### **Doctoral study tips**

1. Within the framework of doctoral studies, the doctoral studies council is formed as a permanent council of the senate.
2. Within the academic unit, the faculty that organizes doctoral studies, the doctoral studies council is formed as a permanent council of the academic unit council.

### **Article 83**

#### **Mentor and doctoral topic**

1. During the first year of doctoral studies, the doctoral student proposes the mentor and the topic.
2. The mentor is chosen from among the academic staff qualified for mentoring based on the relevant accreditation standards and who are in regular employment at the university. For mentoring, as needed, a co-mentor can also be proposed.
3. The doctoral student begins the procedure of submitting the draft proposal of the doctoral topic by submitting the request and the council of the academic unit, with the proposal of the doctoral studies council, appoints the committee for the evaluation of the topic and the proposal of the mentor within a period of one (1) month from the date of protocoling of the submitted request.
4. The committee for the assessment of the topic gives the assessment for the original scientific contribution or for the original artistic contribution and for the applicability of the research from a financial and organizational point of view, as well as makes the proposal of the mentor, at the latest within one (1) month after the submission of the request.
5. The doctoral thesis project is defended before the doctoral studies council of the academic unit, the evaluation committee and the proposed mentor, fifteen (15) days after the submission of the evaluation committee's report.
6. The council of the academic unit, with the proposal of the doctoral studies council, proposes the topic and the mentor for approval to the university senate. The Senate must decide on the dissertation proposal within two (2) months of the request. The decision may:
  - 6.1. To accept the original proposal;
  - 6.2. Ask the candidate to expand or change the topic;

6.3. To ask the council of the academic unit to propose another topic and/or mentor.

#### **Article 84**

##### **Dissertation submission**

1. The dissertation candidate must submit the completed doctoral thesis to the council of the academic unit for evaluation within three (3) years from the day the topic was accepted by the UP Senate. The candidate must in advance provide the consent and opinion of the mentor, written and signed for the research carried out and the original scientific contribution achieved.
2. The candidate may ask the council of the academic unit to extend the dissertation or research period for another year.
3. In the event that the candidate does not submit the completed doctoral thesis for evaluation within the regular or continuous period of the dissertation, it is considered that the candidate gives up the specific topic of the dissertation.

#### **Article 85**

##### **Dissertation evaluation process**

1. After the candidate has submitted the completed dissertation, the council of the academic unit, with the proposal of the doctorate studies council, within a period of one (1) month from the day of submission of the thesis for assessment, must form the commission composed of at least three (3) members for the evaluation of the doctoral thesis. The members of the committee for the evaluation of the doctoral thesis must have at least the academic title of assistant professor and meet the criteria defined in the relevant regulation approved by the senate.
2. At least one member is employed at a university outside Kosovo. The mentor cannot be a member of the committee for the evaluation of the work.
3. The committee is obliged to make a complete evaluation of the dissertation within two (2) months, including the written report and the suggestion for evaluation. The report of the committee 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 version provided;
  - 4.2. Dissertation rejection due to failure;
  - 4.3. Returning the dissertation for completion or change.
5. In case the dissertation is returned for addition or change, the council of the academic unit determines the appropriate period, which must 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 justifications and clarifications for the proposed and implemented changes.
7. Upon approval of the evaluation committee's report, the council of the academic unit forms the doctoral defense committee. The committee for the defense of the doctoral thesis consists of at least three (3) members. Commission for the protection of the work of

The doctoral committee may have the same composition as the committee for the evaluation of the doctoral thesis.

8. The decision of the council of the academic unit to approve the dissertation must be ratified by the senate.

#### **Article 86**

##### **Doctoral dissertation defense**

1. Once the approval of the dissertation has been confirmed by the senate, the defense of the dissertation will be held within two (2) months. The exact date is set by the dean of the academic unit in coordination with the dissertation committee.
2. During the public defense of the dissertation, minutes will be kept by the secretary of the commission, who is appointed by the dean of the academic unit.

#### **Article 87**

##### **Content characteristics of the doctoral dissertation**

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 88**

##### **Earning the title of doctor of science**

1. After the successful completion of the dissertation defense, the candidate obtains the academic title "Doctor of Sciences" (Dr. Sc.) or equivalent, as may be determined in the special regulations issued by the senate.
2. Upon the proposal of the dean of the academic unit, where the candidate successfully defends the dissertation work, the rector ceremoniously grants the scientific degree (scholarship).
3. The ceremony will be public and formal. The procedure of the ceremony will be determined by special rules, issued by the senate.

#### **Article 89**

##### **Content of the Doctor of Science degree document**

1. The Doctor of Science degree document contains:
  - 1.1. The name of the university;
  - 1.2. The name of the academic unit, where the dissertation was defended;
  - 1.3. Name, surname, date and place of birth of the candidate;
  - 1.4. The title of the dissertation;
  - 1.5. The date of the defense of the dissertation.
2. The degree document is signed by the rector and dean of the academic unit where the dissertation was successfully defended.
3. The degree document is authenticated with the university seal.

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

#### **Article 90**

##### **Abolition of the title of doctor of science**

1. The academic title "Doctor of Science" can be removed in case of proof that:
  - 1.1. The dissertation was not the candidate's own work;
  - 1.2. The dissertation was not the result of the candidate's personal achievement;
  - 1.3. The dissertation is based on relevant parts of previous scientific results published by individuals or other institutions;
  - 1.4. It is plagiarism or copyright infringement;
  - 1.5. It is another unethical practice.
2. Appeals for removal may be submitted to the council of the academic unit by any individual or institution, supported by detailed written data.
3. After the appeal, the council of the academic unit forms a commission of three (3) members from the professors of the same scientific discipline as the dissertation.
4. Members of the appealed dissertation committees will not be elected to this committee.
5. The Commission presents an evaluation report regarding the reasonableness of the complaint and proposes further procedures within two (2) months after the procedure has started.
6. After the committee's report and proposal, the council of the academic unit decides to reject or accept the appeal for removal at the next meeting.
7. In case the council of the academic unit accepts the appeal, the senate will vote on this decision in the next meeting. The doctor of science in question should be invited to testify before the senate.

#### **Article 91**

##### **Regulations for doctoral studies**

The Senate issues regulations for doctoral studies to detail and specify the aspects of program development, organization and realization of doctoral studies.

#### **Article 92**

##### **Specific rights of the doctoral student**

1. After completing the first year of doctoral studies, the doctoral student has the right to engage in teaching and research assistant duties.
2. The rules and procedures of engagement, including compensation, are determined by a special decision of the senate.

#### **Article 93**

##### **Structured postdoctoral studies**

1. The University may offer structured postdoctoral studies.

2. Post-doctoral studies have the typical form of structured individual research and can be combined with attending doctoral level courses or other special courses.
3. Research at the postdoctoral level is supervised by academic personnel who have at least the title of associate professor.
4. Structured postdoctoral studies are proposed by the council of the academic unit and approved by the university senate.
5. Procedures and details of the implementation of postdoctoral studies, including funding rules and certification of candidates, are detailed in the relevant regulation of the senate.

#### **Article 94**

##### **Knowledge of studies at all three study levels**

1. In accordance with the rules of the Lisbon Convention on Recognition and in accordance with the special regulations of the ministry, the university accepts the qualifications (titles, diplomas, exams) of recognized or licensed local or foreign institutions of higher education.
2. In accordance with the legal and by-law acts as well as the practices of the ministry for the recognition of higher education diplomas, the university recognizes certain study periods for the purpose of fulfilling the requirements of the study program.
3. The recognition procedure is determined by rules approved by the senate.

#### **Article 95**

##### **Procedure in controversial cases**

1. In controversial cases, when the data are not sufficient to make a decision, the request for recognition must be addressed to the relevant study committee and the following information must be provided:
  - 1.1. Complete file with all data;
  - 1.2. Available data and comments about the specific case from the National Council for Recognition or equivalent institution.
2. The studies committee submits the report to the senate with a proposal for a decision within two months from when the request was submitted.
3. The commission's decision may be as follows:
  - 3.1. Full recognition of the diploma from abroad;
  - 3.2. Submission of the list of additional courses/examinations required for full recognition;
  - 3.3. Rejection of the request due to major inconsistencies in the study programs.

#### **Article 96**

##### **Language of teaching**

1. The University organizes teaching in the Albanian language and in other languages according to the specification in the program.

2. The academic unit can organize teaching and offer courses or programs in other languages for internationalization or similar purposes. The same rules and provisions apply to these as for courses in the Albanian language, unless otherwise decided by other acts.

#### **Article 97**

##### **Academic year**

1. The University organizes studies in accordance with existing study programs during the academic year, which lasts twelve (12) months.
2. The academic year begins on September 15 and ends on September 14.
3. The active study period (lectures, exercises, evaluations) is divided into two semesters. Winter semester, which begins on September 15 and ends on December 30. Summer semester starting on February 15th and ending on May 31st.
4. The subject is taught up to 15 weeks per semester.

#### **Article 98**

##### **Admission to undergraduate studies**

1. Each candidate who passes the matura test enjoys the right to compete for studies at the bachelor's level according to the legislation in force.
2. The conditions for admission to basic - bachelor's studies are:
  - 2.1. Successful completion of primary and secondary school with at least 12 years of schooling in Kosovo, certified by a relevant diploma;
  - 2.2. Successful completion of primary and secondary school with at least 12 years of schooling, certified by a relevant diploma obtained in the outside world, if it is equivalent to a high school diploma. The decision on the recognition of the diploma and its equivalence is taken by the relevant ministry.
3. The Senate, according to the proposal of the academic unit, within the framework of competitions for student admission, determines the detailed criteria for the selection and admission of students, the organization of entrance exams, the appeal process and the implementation of differential exams for certain categories of students.

#### **Article 99**

##### **Admission to master's studies**

1. Students in master's studies are accepted on the basis of competition, according to the results of preliminary studies and their equivalence and the results in the entrance exams.
2. The criteria for admission and the admission process from application to appeal for master's studies will be determined by the senate according to the proposal of the academic unit.

#### **Article 100**

##### **Admission to doctoral studies**

1. Admission of students to doctoral studies is done through a public competition, which is announced by the university.

2. The following have the right to compete for enrollment in doctoral studies:
  - 2.1. Graduates with the academic title of master in the value of 300 ECTS;
  - 2.2. Graduates in the basic studies (5–6 years) of Medicine.

### **Article 101**

#### **Determination of the number of places for studies**

The number of places for bachelor's, master's and doctoral studies, which are financed by public funds, is determined by the senate for each year based on the number allowed by the decision of the accrediting authority and approved by the ministry.

### **Article 102**

#### **Student rights**

1. Students who are admitted to the university have the right:
  - 1.1. To participate in all the lectures, seminars and lessons organized in the subjects of the chosen study program according to the progress of the studies;
  - 1.2. To use university libraries and other services for students;
  - 1.3. To participate in the elections for student representatives in university bodies.
  - 1.4. Students have the right to complain about the quality of the teaching process or the infrastructure of the university;
  - 1.5. They offer their assessment of the quality of studies and services for the system built by the university for this purpose.

### **Article 103**

#### **Responsibilities of students**

1. Students who are admitted to the university have an obligation:
  - 1.1. To respect the regulations issued by the university;
  - 1.2. To respect the rights of staff and other students;
  - 1.3. To continue the lectures in accordance with the rules of the specific study program;
  - 1.4. To respect the rules of the ethical code;
  - 1.5. To pay payments and fees that are set.

### **Article 104**

#### **Disciplinary procedures**

1. The council of the academic unit permanently or temporarily expels from the university students who seriously violate the ethical rules.
2. Students accused of violations have the right to be heard by the disciplinary committee, which advises the council of the academic unit.
3. Expelled students have the right to appeal to the appeals committee at the level of the academic unit as a second instance.
4. The regulations defining these procedures are issued by the governing council after consulting the student parliament.

## **Article 105**

### **Complaints and the office of the ombudsperson**

1. Students have the right to complain against the decision taken by the university bodies, academic units and organizational units that are related to their rights, obligations and responsibilities.
2. Such appeals are submitted to the study committee of the academic unit within fifteen (15) working days after the announcement of the decision.
3. The study committee is obliged to submit the report on the decision made to the council of the academic unit within thirty (30) working days after receiving the complaint.
4. The appeal about the decision in the second instance is decided by the senate.
5. Students have the right to challenge the senate's decision in the competent court.
6. The rector's office establishes the office of the ombudsperson for students as an additional and alternative mechanism available for students to handle cases of the implementation of the regulations for students' rights.
7. Students can contact the ombudsperson's office regarding cases of misuse, abuse, violation of rights or violation of the principles of good administration at the university that affect the well-being and progress of students in their studies.
8. The Ombudsperson offers independent opinions about issues raised for interpretation by students.
9. The Office of the Ombudsperson does not replace the existing disciplinary and complaint mechanisms in this article, nor the ethics council mechanism defined in this statute.
10. The Senate, on the proposal of the rector, issues regulations for the functioning of the ombudsperson's office for students within the rector's office.

## **Article 106**

### **Student progress**

1. Successful completion of the year in accordance with the study program is a prerequisite for the student to register for the next year. The student cannot take the exams of the following year without completing the exams of the previous years, while the minimum criterion of collecting at least 30 ECTS of the previous year will be applied in the registration of the following year for the continuation of the lectures. The Senate can decide to increase this standard with another decision.
2. The student who could not successfully finish the year must re-enroll in the same year of studies.
3. The student must complete all the obligations of the program, excluding the completion of the subject of the bachelor's degree or the subject of the master's degree, at least up to twice the duration of the studies according to the study program.

## **Article 107**

### **Loss of student status**

1. The regular student loses the status for the following reasons:
  - 1.1. When he decides to leave his studies;

- 1.2. When did he finish his studies;
- 1.3. When he fails to register in the academic year;
- 1.4. When he has not completed his studies in the double period of the duration of his studies;
- 1.5. When you reach the maximum number of years of serial registration without successfully completing your studies;
- 1.6. In the case of exclusion, based on the decision issued after the disciplinary procedure.
2. The student can ask once to extend the duration of studies for one or two years. The decision is taken by the council of the academic unit. If a positive decision is made, 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 by 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 Council of the Faculty of Arts;
  - 3.3. For individuals with physical disabilities, including visual and hearing disabilities, or mental disabilities, certified by a doctor's certificate.
4. The decision on registration is taken each year by the council of the academic unit.
5. The student can request a temporary suspension from the status of a regular student in proven cases such as:
  - 5.1. Serious illness;
  - 5.2. Care for children under three (3) years of age;
  - 5.3. Pregnancy and childbirth;
  - 5.4. Others justified.
6. The dean of the academic unit takes the final decision.

### **Article 108**

#### **Maintaining regular student status**

1. The status of a regular student is maintained within two years after all exams have been completed. During this time, the student must take the diploma exam to successfully complete his studies.
2. The student who has exceeded the stipulated time 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 109**

#### **Serial registration**

1. The student may re-register as a regular student without any hindrance regarding the period of temporary suspension of the regular student status based on this statute.
2. The period of temporary suspension of the status of a regular student based on this statute is not counted in the duration of studies.

3. If the curriculum valid at the time of the student's first registration is not developed in the following year of the student's registration after the temporary suspension of the status of a regular student based on this statute, the study committee of the academic unit decides on the differential exams or for other additional obligations as a condition for continuing studies.

#### **Article 110**

##### **Changing the study program**

1. Changing the study program is possible between study programs in order to achieve the same level of education in accordance with the provisions of this statute.
2. The student can change the program by switching to a new program in the second year onwards of studies in case of changing the program, such as changes in the name of the program after the accreditation/reaccreditation process.
3. The student can change the direction of study by moving to a nearby program inside or outside the academic unit and the process of allowing the movement, the criteria, and the equivalence of achievements in the old program are set by the academic unit but not contradicting the provisions of statute and other acts of the university.
4. Academic units must not overlook the capacities available for the program in which the student is enrolled, as well as respect the quota restrictions for that program set by the accreditation authority. Changing the direction of study cannot be done if the student has not completed the obligations of the first year in the old program.

#### **Article 111**

##### **Procedure for changing the study program**

1. The student must submit the request for changing the study program to the study committee of the academic unit where he wants to continue his studies. Attached to the request must be evidence of successful completion of the requirements based on the previous study program.
2. The study committee determines the individual obligations for changing the study program in accordance with the specific rules of the study program.
3. The decision to change the study program must be taken by the council of the academic unit with the proposal of the study committee.

#### **Article 112**

##### **Changing the program from another university**

When changing the study program from another university to the University of Pristina, the same rules will apply as when changing the study program within the university.

#### **Article 113**

##### **Mobility of students**

1. In accordance with the study program, the student can choose and register certain subjects in other academic units of the university if the chosen subject is not developed in the faculty where the student is registered.
2. Course registration can be done with the permission of the academic unit where the student is registered and with the agreement of the academic unit where the student registers the course.
3. In case of permission, the student is given the certificate for the permission to register the given course and the amount of ECTS credits that will be earned upon completion of the course. ECTS credits earned will be counted in the student's study program.
4. In the student's official document, the data on the registered subject, the fulfillment of the student's obligations and the success shown are recorded. For ECTS credits earned, the student is issued a certificate from the academic unit where the student earned them.
5. The international mobility of students and between universities in Kosovo is regulated by a special act of the university. With this act and in agreement with the university from which the guest student comes, the rights and obligations of guest students, payments for studies and other issues related to the guest student will be regulated. The same act also regulates the provisions of the stay of university students in a university outside Kosovo within the framework of mobility agreements.

#### **Article 114**

##### **Student assessment**

1. The Senate approves the general regulations for the evaluation system of the students' performance in the framework of their work in the realization of the study program.
2. The study programs and course syllabi reflect the principles of continuous assessment of students' work, which should incorporate combined elements of the following methods:
  - 2.1. Intermediate tests;
  - 2.2. Final tests or written or verbal exams;
  - 2.3. Written works;
  - 2.4. Presentations;
  - 2.5. Practical demonstration;
  - 2.6. Interpretation and presentation of artistic creativity and other works;
  - 2.7. Study projects.

#### **Article 115**

##### **Marks**

1. All academic units of the university shall apply the following grades to describe the level of student success:
  - 1.1. 10 and 9 (excellent);
  - 1.2. 8 (very good);
  - 1.3. 7 (good);
  - 1.4. 6 (sufficient);
  - 1.5. 5 (insufficient).
2. The candidate successfully completes the course/subject when his success reaches at least grade 6 (sufficient).

3. For certain aspects and levels of study, the "pass" / "fail" assessment can also be used, as determined by the senate.

#### **Article 116**

##### **Exam deadlines**

1. Exams for bachelor and master studies are held during the exam period set by the academic unit in the winter (January), spring (June) and autumn (September) periods.
2. The exact period for each term is determined by the general calendar of studies, which is accepted by the senate and open to the public. Details about the start and end date of each exam term and the course of other related processes are determined by the academic units.
3. Exam schedules will be determined in such a way that the student does not have more than one exam/test on the same day.

#### **Article 117**

##### **Appeal against assessment**

1. The student has the right to submit a written complaint to the dean of the academic unit against the grade received. The appeal must be submitted within two working days after the results have been announced.
2. Complaints can be made for the following reasons:
  - 2.1. For the final exam – a complaint is submitted against the assessment in the final exam;
  - 2.2. For non-compliance with the provisions of the continuous evaluation specified in the relevant syllabus, the evaluation provisions in the study program or the provisions in the central regulations for the evaluation of students' work.
3. Teachers are obliged to keep the evidence for the assessment of the students' achievement in their subject/course. The retention period is determined by Senate rules.

#### **Article 118**

##### **Reappearing in the exam**

1. The student has the right to take the final exam up to three (3) times.
2. The student, after complaining, with a well-founded justification, may be allowed by the dean of the academic unit to undergo the final exam for the fourth time before an evaluation committee appointed by the dean.
3. In the event that the student fails to successfully complete the subject/course three times in a row, or four times in case of entering the exam before the committee, the student is forced to follow the subject/course from the beginning again.

## **7. SCIENTIFIC ACTIVITY**

## **Article 119**

### **Development of scientific research**

1. The University conducts scientific research and artistic work with the aims of:
  - 1.1. Continuous development of the educational process;
  - 1.2. Acquaintance of students with scientific research and artistic work;
  - 1.3. Continuation of the scientific - professional and artistic development of young people;
  - 1.4. Establishing the international network of researchers and artists;
  - 1.5. Preparation and presentation of competitive interdisciplinary academic and artistic projects.
2. Scientific research is carried out by the academic units of the university in two ways:
  - 2.1. From basic research with the aim of creating new knowledge;
  - 2.2. From applied research that is closely related to public needs and interest.
3. Scientific research and artistic creativity are carried out according to these basic conditions:
  - 3.1. Through public funds provided by the university;
  - 3.2. Through private funds from individual third-party contractors.
  - 3.3. Through competition in local and international projects.

## **Article 120**

### **Responsibilities of the university and academic staff**

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 the 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 as well as the councils of the relevant academic units.
3. The individual assessment of artistic work and scientific research will be taken into account in the professional evaluation and in the professional development.

## **Article 121**

### **Development of research in other locations**

1. Scientific research and artistic creativity are done within the facilities and spaces of the university.
2. With the proposal of the council of the academic unit, the rector may grant permission to the academic staff to carry out research and creative work in certain locations outside the university and to participate in joint projects with other institutions.

## **Article 122**

### **Reporting of research or creative output**

1. The scope and results of research-scientific activities and creative work will be reported individually for each year by an academic employee before the council of the academic unit.
2. Each academic unit must present the profile of scientific research and artistic work to the rector and the senate every year.
3. All data regarding scientific research and artistic work, as specified in this statute, must be collected as standardized statistical records and must be stored in a central database, enabled by the rectorate.
4. For the purposes of paragraph 3 of this article, a Central Research Council is established, headed by the vice-rector responsible for science or research issues, which will continuously collect, update and classify the publications of the staff in a central database.

### **Article 123**

#### **Year off for research**

1. University professors have the right to ask the senate to be allowed a free year of focused research (*yearsabbatical*) in a foreign university or research institute.
2. The positive decision of focused research for one year requires:
  - 2.1. Presentation for the research project;
  - 2.2. At least five (5) years of engagement in teaching and research at UP;
  - 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 released 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.
5. The employee has the right to serial use of the free year for focused research with full salary after a period of engagement in teaching and research of at least five (5) years.
6. The employee may be allowed free time with the proposal of the council of the relevant academic unit and the decision of the rector.

### **Article 124**

#### **University Publishing Council**

1. The University functions as a publisher, editor of texts, monographs and other scientific and professional journals in accordance with the regulation on publications, issued by the senate, after consulting the governing council.
2. Regarding university publications, the senate forms the publishing council, which consists of ten members. The vice-rector for teaching is an ex-officio member of the publishing council with the right to vote.
3. The members of the publishing council are elected according to the respective fields of science and art. For sciences that are not included in the publishing council, the senate appoints a professional editor.
4. The publishing council elects the chairman from among its own ranks. The term of office of the members of the publishing council is four (4) years.

5. The elected members of the publishing council are also editors of scientific publications from the scientific, professional and artistic fields to which they belong.

**Article 125**  
**Priorities for publications**

1. Annual priorities for publication are determined by the senate based on the number and type of requests made by academic staff through academic units.
2. The university senate issues regulations regarding the conditions and procedure of publication, reprinting and translation of publications.

**Article 126**  
**University Bulletin**

1. The university bulletin is published regularly and serves as the official newspaper of the university.
2. The general secretary of the university is the responsible editor of the university bulletin.
3. The academic unit publishes professional scientific-artistic journals. The creation of new journals of academic units is approved by the council of the respective unit.

**Article 127**  
**Student magazine**

1. Students have the right to publish a university student magazine.
2. The rector appoints the editor responsible for the student magazine, after consulting with the editorial staff of the student magazine.
3. The editorial board consists of six (6) members, who are elected by the student parliament.
4. Students engage as paid journalists in the student magazine up to six (6) months. Details about job duties and employment procedures are described in the regulation issued by the editors.

**Article 128**  
**Students' Day**

1. October one (1) is Students' Day.
2. This day is marked with various activities as a sign of honor and respect for the student movement that began on October 1, 1997.
3. On this day, UP also awarded the "distinguished student" award.

**8. DEVELOPMENT AND QUALITY ASSURANCE**

**Article 129**  
**Quality system and standards**

1. The University develops its own quality assurance system in order to maintain quality and achieve the objectives of its mission and activity.
2. The internal quality assurance system is in accordance with local standards for quality assurance and accreditation of programs and institutional accreditation as well as in harmony with standards and references at the European level such as ENQA standards (*European Network of Quality Assurance*).

#### **Article 130**

##### **Internal quality assurance system**

1. As part of the internal quality assurance system, the university organizes internal evaluations for the entire spectrum of the university and its services.
2. The evaluations analyze the efficiency and effectiveness of the university's operation in all areas of action.
3. The quality assurance system provides the assessed units and responsible government bodies with indicators for quality assurance and improvement measures, as well as decisions related to personnel, resources and organization.

#### **Article 131**

##### **Objectives of internal evaluations**

1. Internal evaluations have the following purposes:
  - 1.1. Promotion of good practices;
  - 1.2. Identifying areas for improvement and suggesting the necessary improvements;
  - 1.3. Completion of local standards for accreditation and reaccreditation of programs and institutions.

#### **Article 132**

##### **Types of assessments**

1. Estimates foreseen within the internal quality assurance system include:
  - 1.1 Establishment and adaptation of study programs;
  - 1.2. Reforming study programs;
  - 1.3. Organizational measures such as the establishment, adaptation and merger of institutional units;
  - 1.4 Achieving social goals at program, academic or institutional unit level;
  - 1.5. Evaluation of study programs and organization of studies;
  - 1.6. Evaluation of teaching quality;
  - 1.7. Evaluation of research activities;
  - 1.8. Evaluation of artistic work;
  - 1.9. Evaluation of the international activity of the unit or university;
  - 1.10. Assessment of administrative services for students;
  - 1.11. Evaluation of managerial practices at the faculty or university level.

#### **Article 133**

### **Evaluation of teaching quality**

1. The evaluation of the quality of teaching by students is done at the end of each semester through anonymous questionnaires.
2. Questionnaires are drawn up in detail by the Quality Assurance Committee at the University level.
3. Student assessment of the quality of teaching is an integral part of the system of assessment and performance management of academic personnel, which will be detailed in a separate regulation.

### **Article 134**

#### **Management of the assessment process**

The dean of the academic unit manages the evaluation process at the faculty level, while the rector and the central quality assurance committee lead the evaluations at the institutional level.

### **Article 135**

#### **Regulation for evaluation processes**

1. The Senate of the University issues special regulations for the internal quality assurance system which defines the standards, instruments and assessment processes at the institution, academic unit or program level.
2. The regulation also determines the way of using the results from these evaluations, including, but not limited to:
  - 2.1. Institutional accreditation and re-accreditation;
  - 2.2. Accreditation and reaccreditation of study programs;
  - 2.3. Informing the development planning at the unit or university level;
  - 2.4. Budget planning within the university.

### **Article 136**

#### **Provision of data and information**

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

### **Article 137**

#### **Report of work and fulfillment of duties**

1. All chairpersons and leaders of institutes or other organizational subunits of the university will provide the annual report of the work and the fulfillment of duties to the deans of their academic units.
2. The annual work report contains:
  - 2.1. Latest data about teaching in the academic year;
  - 2.2. Artistic work data and research data of the last calendar year.

**Article 138**  
**Content of the report of work and fulfillment of duties**

1. The work and task fulfillment report contains sufficient data regarding:
  - 1.1. Academic teaching:
    - 1.1.1. The number of students (enrolled, total number, graduates, passing and progress of students from year to year);
    - 1.1.2. Academic teaching;
    - 1.1.3. Study programs and subjects;
    - 1.1.4. Teachers, teachers' responsibilities and lectures given;
    - 1.1.5. Exams and seminar papers;
    - 1.1.6. Diplomas and doctoral dissertation;
    - 1.1.7. Student assessment results.
  - 1.2. Scientific research:
    - 1.2.1. Published scientific articles, monographs and other scientific publications;
    - 1.2.2. Scientific project reports;
    - 1.2.3. Participation in conferences and presented papers;
    - 1.2.4. Research projects financed by public and private sources;
    - 1.2.5. Academic personnel financed by private sources;
    - 1.2.6. Other relevant parameters of scientific research.
  - 1.3. Artistic creativity.
  - 1.4. Other service, advisory activities and realized projects.
2. A standard and detailed form is issued by the senate for each academic unit with the proposal of the rector and after consulting with the dean of the relevant academic unit.
3. The rector determines a special procedure for the annual collection of work reports with the proposal of the general secretary.
4. All data on the performance of tasks are reported no later than March 31 of the following year.

**Article 139**  
**Drafting, collection and storage of work reports**

1. Work reports will be drafted, collected and stored in a computerized and standard manner.
2. The Central Administration of the University provides the appropriate instruments for collecting data on the way of work and is responsible for data storage and analysis.
3. The competent person of each academic unit decides on the right of access to the unit's data.
4. The general secretary, as the administrative representative of the university, has unlimited access to all data.

## **9. ACADEMIC STAFF**

### **Article 140**

#### **Duties and role of academic staff**

1. Academic personnel have freedom of expression. Academic staff members have the freedom to question and test acquired knowledge and express new ideas, dissenting opinions without putting themselves at risk of losing their job or whatever job status or privilege they may have at the University.
2. The academic staff has the freedom to publish the results of their research and creative work, which is conditioned by the regulations of this statute regarding the use of intellectual property rights for the benefit of the university.
3. Based on the rules issued by the senate, academic personnel who show distinguished results in research work and document it with at least two (2) scientific publications in journals indexed in *Web of Science*, can be released for one third (1/3) of the teaching rate for a certain period at the request of the academic staff member. Provisions and procedures are established by the senate by acts such as the performance management system and/or other acts.
4. In cases where the member of the academic staff manages to publish ten (10) works in journals indexed on the platforms as the first author *Scopus* OR *Web of Science* within five (5) years, upon his/her request, may be released for one year with pay.

### **Article 141**

#### **The guiding principles of the academic staff**

1. The academic staff of the university is obliged to respect:
  - 1.1. The spirit of humanity;
  - 1.2. The autonomy of the university;
  - 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.

### **Article 142**

#### **Participation in the work of the institution**

1. Academic personnel must regularly participate in the meetings of bodies and commissions where they are assigned as members and perform such duties with dedication and professionalism.
2. In case of conflict of interest related to the content, the delegated members of the workers do not participate in the meetings of the governing bodies of the university.

### **Article 143**

#### **Rights of organization and association**

Academic staff have the right to peaceful assembly and the right to form a trade union, staff union or professional union to represent their collective interests before the university authorities and for other purposes defined in the Law on Higher Education and other laws in force.

#### **Article 144**

##### **Right of appeal**

1. Academic and non-academic personnel have the right to file a complaint against decisions made by university bodies, academic units or organizational units regarding their rights, obligations and responsibilities.
2. Such appeals must be submitted within fifteen (15) working days after the relevant decision has been published.
3. The appeal against the decision, unless otherwise specified in this statute, must be decided in the first instance by:
  - 3.1. The council of the academic unit, if the decision in the first instance was made by the dean;
  - 3.2. The administrative council of the organizational unit, if the decision in the first instance was made by the director;
  - 3.3. The rector, if the decision in the first instance was made by the vice-rector or the general secretary;
  - 3.4. The Senate, if the decision in the first instance was made by the council of the academic unit or the administrative council of the organizational unit;
  - 3.5. The governing council, if the decision in the first instance was made by the rector or the senate;
  - 3.6. Ministry, if the decision in the first instance was made by the governing council.
4. In the cases of councils or appeals commissions of the university's collective bodies, the reasoned decisions of these councils or commissions can be returned for reconsideration only one (1) time.

#### **Article 145**

##### **Types of contracts**

1. All jobs will be based on full-time contracts and half-time contracts.
2. Exceptionally, the governing council may determine the possibility of contracts with other engagement volume.
3. The governing council issues special regulations for collective contracts for academic staff in accordance with the laws in force.

#### **Article 146**

##### **The effects of the regular employment relationship**

1. Personnel in regular employment cannot have another full-time employment contract in any other institution.

2. Personnel in regular employment, who may be engaged, elected or appointed in any other public institution, do not have the right to be elected to management bodies, but have the right to vote.

#### **Article 147**

##### **Responsibilities and composition of the academic staff**

1. The academic staff has the responsibilities, which are determined by the contract and other accompanying documents for the duties of the staff, as follows:
  - 1.1. Teaching and assessment;
  - 1.2. Scientific research;
  - 1.3. Artistic creativity;
  - 1.4. Services to the development of the institution such as functions in commissions, working groups, mentoring and project management;
  - 1.5. Services for the University and the academic unit;
  - 1.6. Community service through the university.
2. The system of evaluation and management of academic staff performance and academic advancement should reflect the tasks above.
3. The academic staff consists of:
  - 3.1. Regular professors;
  - 3.2. Associate professors;
  - 3.3. Assistant professors;
  - 3.4. University assistant;
  - 3.5. Foreign language lecturers and tutors (Faculty of Arts);
  - 3.6. University researchers;
  - 3.7. Visiting professors;
  - 3.8. Visiting researchers and researchers;
  - 3.9. Engaged professors and assistants (*adjunct*).
4. The official abbreviations for academic staff are:
  - 4.1. Regular professor – Prof.
  - 4.2. Associate Professor - Prof. assoc.
  - 4.3. Assistant Professor - Prof. asst.
  - 4.4. University assistant – Asst.
  - 4.5. Researcher.
5. In accordance with the provisions of this statute, the senate issues accompanying regulations for the process of academic advancement and re-election.
6. The Senate issues regulations and instruments, including criteria and measures for the implementation of academic staff performance evaluation. The dean of the academic unit is responsible for evaluating and managing the performance of the academic staff of the respective unit.

#### **Article 148**

##### **Appointment of academic staff**

1. The academic staff is 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 by the senate, it is returned to the council of the academic unit for reconsideration.
- 3.If the council of the academic unit, even after reconsideration, brings the same proposal, the senate takes a final decision.
- 4.Appointment procedures will be done in a transparent manner.
- 5.All appointments are made after the evaluation committee, formed by the council of the academic unit, examines the application documentation. The evaluation committee evaluates the candidates, who are considered to have fulfilled the conditions for the offered position.
6. The evaluation committee reports to the council that formed it within a certain period.
- 7.No one can be a member of the evaluation committee if they are the spouse, partner or member of the immediate family of the candidate to be appointed.

### **Article 149**

#### **Complaints**

#### **Commission**

1. The rector, in special cases, can establish a complaint committee *ad hoc*, who will be competent to assess all appeal claims of unsuccessful candidates. The appeal committee will have a composition of at least three (3) members, who must be full international professors in the four hundred (400) best universities in the world according to the ranking made by the "Times Higher Education World University Rankings" or "QS World University Rankings".
- 2.The appeal committee will examine the procedural and material regularity of the selection of candidates and will report to the rector and the senate on the findings in each appeal.
- 3.If the appeal commission reports that it has found serious violations in the selection procedure and if it strongly recommends a different result from the evaluation of the original commission, the rector and the senate will decide on changing the decision of the original commission. In such a case, the rector will first obtain the opinion of the council of the relevant academic unit and will inform the initial selection committee about the findings.

### **Article 150**

#### **Additional rules of the senate**

Other issues regarding the standards of election, re–election and academic advancement and the relevant procedures are determined by the rules issued by the senate in accordance with this statute.

### **Article 151**

#### **Transfer, "brain gain" program and cases of extraordinary need**

- 1.Academic personnel who are in a regular employment relationship at a university that is among the four hundred (400) best universities in the world according to the ranking made by "Times Higher Education World University Rankings" or "QS World University Rankings" have the right to transfer to the university without being subject to public competition procedures. The request for transfer is made with the proposal of

- to the rector, dean or council of the relevant academic unit and approved by the senate.
2. The selection of academic personnel in the format or as part of the "brain gain" program will be regulated through a special regulation of the senate and the same is not subject to the voting of candidacies by the councils of academic units. The purpose of this program is to recruit talented and internationally competitive staff who have completed at least one or more levels of study abroad.
  3. In such a case, the selection process is subject to the evaluation of an international commission with full professors from the four hundred (400) best universities in the world according to the ranking made by "Times Higher Education World University Rankings" or "QS World University Rankings".
  4. In cases of extraordinary need, the rector, after receiving the permission of the senate and the governing council (for the budget part), may announce a competition for academic staff with a fixed contract of no longer than two (2) years, after consulting the dean of the relevant academic unit.
  5. Extraordinary need is considered the situation when an academic unit, or its important program, risks extinction due to the lack of responsible academic personnel. The selection of academic staff in these cases is subject only to the appointment procedure in the senate.

#### **Article 152**

##### **General conditions for appointment and promotion**

1. Academic titles are awarded in accordance with the provisions of this statute and in accordance with the Law on Higher Education.
2. The conditions for appointment and advancement in any academic staff title are relevant qualifications and relevant experiences for the workplace. A decisive component for the evaluation of the relevant qualifications are the candidate's publications on the platforms *Web of Science* and *Scopus*, which may also include local publications indexed on these platforms.
3. Issues related to the specifics of platforms and journals, the status of corresponding authors and co-authors in papers, are determined by regulations approved by the senate.
4. All publications of the candidate, including articles and monographs, as well as participation in scientific conferences, must be in the field for which the election, re-election or advancement of the relevant academic staff is considered.
5. The first professorship is assistant professor. Professorial appointments must respect the duration limits according to this statute and cannot be exceeded.

#### **Article 153**

##### **Principles of the appointment and promotion process**

1. The appointment and advancement of academic staff will be done in accordance with the provisions of this statute and based on merit and transparency. The procedure for the appointment and advancement of academic staff will be based on the principle of prohibition of

- conflict of interest, the prohibition of incompatibility with the function and in respect of integrity in academic and reasoned decision-making.
2. Academic personnel who are in a regular employment relationship outside the UP, have a mandate or other commitment and in the UP are in the capacity of an external collaborator or with a secondary payment, cannot be subject to the process (competition) for academic advancement. For advancement to the highest academic calling, academic personnel according to this paragraph can be promoted only after the passage of one (1) year from the end of the mandate, regular work outside the UP or other commitment.
  3. According to the provisions of this statute, candidates who have employees in the relevant academic unit, persons in a family relationship cannot be elected (appointed).
  4. Family relationship in the sense of paragraph 3 of this article and for the purpose of preventing conflict of interest and nepotism is considered the relationship: spouse or cohabiting person, direct blood relative without restrictions, indirect relatives up to in the fourth degree, adoptive, adapted, as well as in the gender of *krushkija* up to the second degree.

#### **Article 154**

#### **University Assistant**

1. For the title of university assistant, the candidate must meet the following conditions:
  - 1.1. To have successfully completed master's studies in the relevant field, respectively for the Faculty of Medicine to have completed the Faculty of Medicine.

In the Faculty of Medicine, for the position of assistant for clinical subjects, a candidate who is a specialist or is at least in the third year of specialization can be selected for the first time if there is no specialist in the field in which he applies;
  - 1.2. Be no older than thirty-five (35) years when first appointed. Exceptionally, the candidate can be selected as a university assistant until the age of forty (40) if he has the degree of doctor of science (or, in the case of clinical subjects in the Faculty of Medicine, has completed specialization);
  - 1.3. Be enrolled in doctoral studies upon re-election. In the Faculty of Medicine, in the case of re-selection for clinical subjects, to have completed the specialization in the field in which he applies.
  - 1.4. Have an average grade in bachelor (or integrated) and master's studies of not less than eight (8), in each of these fields of study, regardless of whether he has the degree of doctor of science.
  - 1.5. In the case of the second re-election, the candidate must have completed his doctoral studies, except in the Faculty of Arts. This requirement applies to calls acquired after the effective date of this statute.
2. All appointments, as well as the duration of employment, is for four (4) years.
3. The re-election process in the same call is managed at the level of the academic unit, without the need for a public competition, if there is a positive evaluation according to the performance evaluation system, including the evaluation of students. The final decision is made by the Senate.

4. The assistants hold the exercise classes in the bachelor and master studies.  
Exceptionally, the assistant who has been reelected, in the absence of the professor for the subject, may be authorized to hold lectures limited to bachelor studies with the authorization of the council of the academic unit and under the supervision of a teacher from the department.

**Article 155**  
**Assistant professor**

1. For the title of assistant professor, the candidate must meet the following conditions:
  - 1.1. Have the degree of doctor of science (in the Faculty of Arts equivalent to it);
  - 1.2. To have a number of publications reviewed in international scientific or artistic journals with at least two (2) works published and reviewed in international journals, as first author or correspondent, where at least one must be the first author;
  - 1.3. To have created artistic works or had public presentations, when it comes to the Faculty of Arts;
  - 1.4. Demonstrate teaching ability by presenting a portfolio of professional work that includes a statement of teaching philosophy. The candidate who is recommended for the position by the evaluation committee holds a public lecture before the council of the academic unit and a group of students, before the decision is taken by the council of the academic unit. In special cases, the council of the academic unit may also invite other candidates with well-founded reasoning.
2. Re-election in the same title can only be done if the candidate has at least one additional paper as first author or correspondent published after the appointment in the current title and has a positive evaluation according to the performance evaluation system, including the evaluation of to the students.
3. The process of re-election and advancement is managed at the level of the academic unit, without the need for a public competition. The final decision is made by the Senate.
4. All appointments for titles, as well as the duration of employment, are for four (4) years.

**Article 156**  
**Associate Professor**

1. For the title of associate professor, the candidate must meet the following conditions:
  - 1.1. Have the degree of doctor of science (equivalent to it in the Faculty of Arts);
  - 1.2. Have at least one selected chapter published in a text published by a credible international publishing house or a book for student use or monograph that cannot be a doctoral thesis;
  - 1.3. To have at least three (3) works published in international scientific or artistic journals published after the appointment in the current title, as first author or correspondent, of which at least one (1) as first author;
  - 1.4. To have created real artistic works or to have had public presentations, when it is the case for the Faculty of Arts;
  - 1.5. Demonstrate teaching skills according to the system of evaluation and performance management of academic staff, including evaluation by students.

2. Re-election in the same title can only be done if the candidate has published at least one

(1) additional paper as first author or correspondent, published after the appointment in the current title. For re-election, teaching ability must be proven according to the system of evaluation and performance management of academic personnel, including evaluation by students.

3. The process of re-election and advancement is managed at the level of the academic unit, without the need for a public competition. The final decision is made by the Senate.

4. All appointments for titles, as well as the duration of employment, are for four (4) years.

### **Article 157**

#### **The regular professor**

1. For the title of full professor of the academic unit, the candidate must have the following qualifications:

1.1. Have the degree of doctor of science (equivalent to it in the Faculty of Arts);

1.2. Show high level and academic competence and scientific experience for the subjects, which is proven by:

1.2.1. Have at least one selected chapter published in a text published by a credible international publishing house after the last call or a book for student use or monograph, which cannot be a doctoral or patent thesis, after the last call;

1.2.2. Have at least four (4) works published in international scientific or artistic journals, published after the appointment in the preliminary title, as first author or correspondent, of which at least two (2) as first author;

1.2.3. Regular or periodic participation in national and international conferences;

1.2.4. Known artistic creations or works or having had public presentations and having contributed when it is the case of the Faculty of Arts; in particular, it must have contributed to the development of culture and art;

1.2.5. Experience leading or participating in projects resulting in accessible and formal publication of results or leading or participating as a member of the research group of academic/scientific projects or manager of a project with external funding for the university or faculty;

1.2.6. Demonstrate teaching skills according to the performance management and evaluation system, including evaluation by students;

1.2.7. Successful mentoring of at least three (3) Master's subjects or subjects of a comparable level of studies;

1.2.8. Be at least in the process of mentoring or co-mentoring a doctorate; five years after the entry into force of this statute, this requirement is replaced by successful mentoring or co-mentoring of at least one doctorate;

1.2.9. To have proven leadership skills in the university, such as the exercise of managerial functions or leadership of permanent or temporary committees at the university or faculty level, including evaluation committees for academic works.

2. All appointments for this title, as well as the duration of employment, are made for an indefinite period.
3. The teacher with the title of full professor must publish at least one (1) additional paper as first author or correspondent every four (4) years.

**Article 158**  
**Minimum criteria and their change**

The criteria for the selection, re-selection or maintenance of the academic titles defined in this statute are considered the minimum requirements and can be changed by the senate with special regulations according to the needs of the university for accreditation or following the world trends of higher education.

**Article 159**  
**University researcher**

1. For the title of university researcher, the candidate must meet the following conditions:
  - 1.1. To have successfully completed master's studies in the relevant field, namely for the Faculty of Medicine to have completed the Faculty of Medicine (in the case of clinical subjects, to have completed specialization or to be at least in the third year of specialization in the case of re-election) and have completed doctoral studies in a relevant scientific branch;
  - 1.2. Be no older than 35 years (respectively 40 years in the Faculty of Medicine) when appointed for the first time;
  - 1.3. Have at least three (3) scientific papers published in international journals of the category *Web of Science* and/or *Scopus*, of which at least two (2) as the first author.
2. All appointments, as well as the duration of employment, are made for three (3) years, with the possibility of extension.
3. University researchers carry out research activities and must publish no less than two (2) international scientific papers within a year according to the standards for selection, re-selection and advancement of academic personnel.
4. According to the instructions of the dean of the academic unit and with the approval of the council of the academic unit, researchers assist or engage in holding lectures and exercises at the level of basic studies.
5. The primary task of the researcher is the engagement in research groups, implementation of research projects and assistance and direct engagement in the design and management of research projects.
6. The rules for managing the researcher's performance and specific tasks are regulated by other acts approved by the senate.

**Article 160**  
**Foreign language lecturer and tutor**

1. For the title of lecturer of foreign languages, the candidate must meet the following conditions:
  - 1.1. To have successfully completed master's studies in the chosen language;

- 1.2. Have excellent language skills;
- 1.3. Have the average grade of bachelor and master studies no less than eight (8), in each of these studies.
2. Lecturers in faculties other than the mother faculty have all the rights and obligations for holding lectures.
3. For the title of tutor, the candidate must meet the following conditions:
  - 3.1. To have successfully completed master's studies, piano direction;
  - 3.2. Have an average grade of not less than eight (8), in each of these studies.
4. All appointments for titles, as well as the duration of employment are for three (3) years.

#### **Article 161**

##### **Special regulation for the Faculty of Arts**

The Senate issues a special regulation for the equivalence of the academic staff of the Faculty of Arts, at the proposal of the Council of the Faculty of Arts, in accordance with the provisions of this statute, within six (6) months after the entry into force of this statute.

#### **Article 162**

##### **The specifics of the activity at the Faculty of Medicine and the relationship with SHSKUK**

The specifics of the implementation of the teaching and research activity that are related to the Faculty of Medicine and the Clinical University Hospital Service of Kosovo (SHSKUK), respectively the tertiary level, are defined in a special regulation that is drafted and proposed by the Faculty of Medicine and approved by the senate. The implementation of this regulation is also mandatory for SHSKUK.

#### **Article 163**

##### **Removal of title**

1. The Senate, with reason and strong arguments and with the recommendation of the Ethics Council, may remove the title from the holder.
2. Reason and strong argument contains:
  - 2.1. Forgery or cheating during assessment or examination;
  - 2.2. Plagiarism or copyright infringement in the preparation of the diploma or other written work;
  - 2.3. Other unethical practice.
3. Failure to meet the criteria for re-election or maintenance of the title means return to the previous title.

#### **Article 164**

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

1. The management council, with the proposal of the senate, issues the regulation of the ethical code of the university. The code of ethics contains clear rules for the prohibition of inappropriate and unauthorized behavior for academic staff, students and other staff members, and the sanctions that are imposed on entities that consume such violations.

2. The scope of the ethical code will respect the principle of personal integrity, academic integrity, copyright, honesty in scientific research, transparency and the protection of the rights of others.
3. The Code of Ethics also defines the specific structure and powers of the Council of Ethics, which is a body that adjudicates allegations of ethical violations.
4. The Ethics Council consists of prominent members of the university.
5. The Council will fulfill its controlling mandate in cases of plagiarism violations through the reports of international commissions *ad hoc*, with professors from four hundred (400) of the world's best universities according to "Times Higher Education World University Rankings" or "QS World University Rankings", who have expertise in the field in which there is a claim of copyright infringement.
6. The code of ethics will provide for sanctions for ethical violations, including the possibility of removing the titles and dismissal of academic staff and the removal of sanctioned students. The list of sanctions provided for in the code of ethics must be clear, proportionate to the goal to be achieved, applicable and such that it achieves the goal of properly addressing the responsibility of the addressee. In such a case, the council's decision must be confirmed by the senate in order to have legal effect.

#### **Article 165**

##### **Rules for disciplinary liability, removal of titles, suspension and termination of the work relationship**

1. The disciplinary responsibilities of university employees and the measures to be taken are determined by the regulations issued by the governing council.
2. The procedures and conditions for the removal of titles, suspension or termination of employment relationships of the staff are determined by special regulations issued by the governing council after consulting the senate.

#### **Article 166**

##### **University honors, awards and recognitions**

1. The University awarded honorary titles to deserving persons.
2. The Senate will issue special regulations for the decision-making process and procedure in the selection of winners of honorary titles, prizes for distinguished students and acknowledgments.

#### **Article 167**

##### **Title "Professor Emeritus"**

1. The title "Professor Emeritus" can be assigned to the retired professor of the academic unit by the senate with the proposal of the council of the relevant academic unit and with the support of at least two councils of the academic units.
2. The candidate for the title "Professor Emeritus" is distinguished by special academic and scientific achievements during the period of his activity. His qualifications are considered to be

irreplaceable for a medium-term period by the academic unit. This need must be detailed by the study committee of the academic unit.

3. "Professor Emeritus" will have 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, while the formal title of "Professor Emeritus" is permanent.
4. Other issues regarding the rights and responsibilities of the "Professor Emeritus" are determined by an individual contract concluded by the rector with the proposal of the dean of the special academic unit.

#### **Article 168**

##### **The title "Honorary Doctor" (*Doctor Honoris Causa*)**

1. The title "Honorary Doctor" ("Doctor Honoris Causa") is awarded to:
  - 1.1. Great achievements in the field of science and art;
  - 1.2. Significant contribution to the development of human relations in the support and consolidation of peace;
  - 1.3. Significant contribution to the development of the University, science, art and culture.

#### **Article 169**

##### **Title "Honorary Member of the University"**

1. The title "Honorary Member of the University" is awarded to:
  - 1.1. Continuous internal support and political support for the university;
  - 1.2. Significant budgetary or financial contribution to the development of the university.

### **10. STUDENT REPRESENTATION**

#### **Article 170**

##### **The rights of organization and association of students**

1. Students have the right to form professional associations or associations for any purpose in accordance with the regulations in force.
2. Students have the right to peaceful assembly.
3. Students have the right to establish student organizations, to which all students can belong.
4. Each student organization has its own charter that is approved by its members in accordance with the general regulations issued by the governing council. The statute will include the principles of equal opportunities and non-discrimination.

#### **Article 171**

##### **Forms of representation of students' interests**

1. Formally, students' interests will be represented within the university through these bodies:
  - 1.1. The student parliament, at the university level;
  - 1.2. The student council, at the faculty level.
2. Members of the Student Parliament and Student Councils will be elected in accordance with the applicable election procedures.
3. Student organizations have the right to propose members for the Student Parliament and student councils of the faculties based on the results of the elections every two (2) years.
4. The details of the election criteria and procedure will be determined by special regulations issued by the governing council in consultation with the Student Parliament.
5. The limit for the nomination of members of student organizations is:
  - 5.1. Three percent (3%) of the total number of votes at the faculty level for faculty student councils;
  - 5.2. Five percent (5%) of the total number of votes for the Student Parliament.
6. The term of office of the members of the Student Parliament and the Faculty Student Council lasts two (2) years, without the right to re-election.
7. The student parliament and the student council of the faculty exercise their duties and make decisions based on the principle of the majority of votes.

**Article 172**  
**Budget for Parliament and student councils**

The management council allocates an appropriate annual budget for the activity of the student parliament and student councils in the faculties, with a reasoned proposal of the student parliament.

**Article 173**  
**Student Parliament**

1. The student parliament is the highest body of student representation.
2. The total number of members of the student parliament is seventeen (17).
3. Members are proposed by the student organizations based on the total number of votes obtained 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. The President of the Student Parliament is elected by the vote of the majority of the members of the Student Parliament.
5. The governing council issues the work regulations for the student Parliament.
6. The student parliament elects the members of the senate from the list of those proposed by the student councils in the faculties. The president of the student parliament is an ex officio member of the total number of student members of the senate.

**Article 174**  
**Student council**

1. Each faculty has a student council. The student council is a student representation body in the relevant faculty.
2. The student council examines and decides on all issues related to the rights and responsibilities of students at the faculty.
3. The total number of members of each student council is one percent (1%) of the total number of regular students enrolled in that academic unit, with a minimum of five (5) and a maximum of twenty-one ( 21) members.
4. Members will be proposed by the student organizations based on the total number of votes achieved during the student elections for each academic unit, according to the priority lists of candidates published by the student organizations at the beginning of the election campaign.
5. The members of each student council elect the president and a vice president.
6. The governing council issues work regulations for student councils.
7. Each student council proposes a list of three (3) candidates for student senate members, to be elected by the student Parliament.

#### **Article 175**

##### **Participation and representation of students' interests in the faculty council**

1. The student council realizes its interests regarding the smooth running of the teaching process, through its representatives in the faculty council.
2. Student members of the faculty council participate in the proposal of candidates for dean and vice dean.
3. The student council of each faculty elects the student members of the council of the respective faculty.
4. The president of the student council is an ex officio member of the total number of student members of the faculty council.

### **11. THE INTERNAL ORGANIZATION OF THE ADMINISTRATION IN THE UNIVERSITY AND**

#### **IN THE FACULTY**

##### **Article 176**

##### **Non-academic staff**

1. The non-academic personnel of the university will include persons who commit to:
  - 1.1. Leadership and professional duties;
  - 1.2. Internal administration services;
  - 1.3. Administrative and support.
2. The specific responsibilities and qualifications for each position are determined in accordance with the legislation in force and the internal acts issued by the governing council.

##### **Article 177**

##### **Principles of administration organization**

1. The University will provide efficient and useful administrative services to enable the academic staff to fulfill their objectives and responsibilities in the field of academic training, scientific research and artistic work, in the best possible way, as provided herein statute.
2. The university forms administrative offices at the university level and for each academic and organizational unit.

#### **Article 178**

##### **Internal organization of university services**

1. The management council, with the proposal of the rector, issues regulations about the internal organization of university services.
2. With the proposal of the general secretary, the rector issues regulations about the systematization of jobs within the Central Administration of the University.
3. With the proposal of the secretary of the unit, the dean issues regulations about the systematization of jobs within the administrative office of the faculty.

#### **Article 179**

##### **The general secretary of the university**

1. The general secretary is the highest executive and administrative official of the university, with special rights and responsibilities defined in his contract, which is signed by the chairman of the governing council.
2. The secretary of the university is the leader of the university administration. He is the leader of the Central Administration of the University.
3. The secretary is responsible to the rector for efficient, economical and effective administration at all levels of the university. In this position, the general secretary is responsible for all *What* issues that are not the competence of other bodies or leaders.

#### **Article 180**

##### **Election of the general secretary**

1. The general secretary of the university is elected by the governing council according to the proposal of the professional commission appointed by the rector based on the rules of the relevant law in force and the public competition.
2. The mandate of the general secretary is four (4) years, with the right to re-election for only one four (4) year mandate.

#### **Article 181**

##### **Criteria for the position of general secretary**

1. Candidates competing for the position of general secretary of the university must fulfill the following conditions:
  - 1.1. Have a master's degree or equivalent with at least four (4) years of studies in law, economics or relevant fields for the leadership and management of the administration of an educational / university institution;

- 1.2. Have at least seven (7) years of work experience in a managerial position;
- 1.3. Have proven professional, organizational and managerial skills and results;
- 1.4. To have sufficient knowledge about the processes of education, art and research;
- 1.5. Have sufficient knowledge of relevant legal and budgetary processes and procedures related to higher education;
- 1.6. To represent a figure with high personal integrity, with a non-partisan and non-political past;
- 1.7. Have international experience or, at least, preferably, knowledge of English or another international language.

### **Article 182**

#### **Duties and responsibilities of the general secretary**

- 1. The general secretary of the university has the following duties and responsibilities:
  - 1.1. It is the highest official of the administration;
  - 1.2. Is the official responsible for efficient, economic and effective management of the university;
  - 1.3. He is the leader of the Central Administration of the University;
  - 1.4. He is the head of secretaries of the faculties;
  - 1.5. He is the head of department directors within the Central Administration of the University;
  - 1.6. Is the official responsible for the technical preparation of the budget process;
  - 1.7. He is the responsible editor of the university newsletter;
  - 1.8. It is responsible for granting the right to access a specific database;
  - 1.9. He is responsible for other matters requested by the governing council and the rector, which are not defined by this statute.

### **Article 183**

#### **Central University Administration**

- 1. The Central Administration of the University is responsible for professional, administrative and technical issues related to:
  - 1.1. Education, scientific research and artistic work;
  - 1.2. Administration of recognition of studies;
  - 1.3. Personnel administration;
  - 1.4. Legal aspects;
  - 1.5. The development plan of the university;
  - 1.6. Accounting and finance.
  - 1.7. Property maintenance and documentation;
  - 1.8. Files;
  - 1.9. Circulation of goods;
  - 1.10. Information system management;
  - 1.11. Central database;
  - 1.12. Other general aspects of university administration.

2. All these tasks are coordinated by the general secretary.

#### **Article 184**

##### **Administrative offices in faculties**

1. Administrative offices of 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 faculty or organizational unit.

#### **Article 185**

##### **The secretary of the faculty**

1. The secretary of the academic unit is the head of the administrative office of the faculty or organizational unit. It is responsible that the assigned functions of the administrative office are fulfilled effectively and efficiently. He is responsible for his work to the dean and the general secretary.
2. Candidates for secretaries must fulfill the following qualifications:
  - 2.1. Have a university degree with at least four (4) years of studies or a master's degree;
  - 2.2. They must be from the professional field of economics, justice, or fields relevant for management of administrative processes;
  - 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 management skills;
3. The selection of the secretary is made according to the rules of the public competition.

#### **Article 186**

##### **Files and other data of administrative offices**

1. The general secretary is responsible for maintaining accurate records of the university's administrative offices.
2. Regarding these data, stable files must be kept for:
  - 2.1. Candidates appearing for admission;
  - 2.2. Students enrolled in all study and scientific research programs;
  - 2.3. Graduates;
  - 2.4. Personnel with contract;
  - 2.5. Ownership;
  - 2.6. Financial accounts;
  - 2.7. Research, creative and consultative projects;
  - 2.8. Commercial contracts;
  - 2.9. Academic work reports;
  - 2.10. Ratings:
    - 2.10.1. Personal reports;
    - 2.10.2. External and internal assessments;

- 2.10.3. Other matters requested by the governing council, the rector or the senate.

**Article 187**  
**Cooperation with the general secretary**

All staff and students must cooperate with the general secretary of the university, providing the information required to be kept according to the previous article.

**Article 188**  
**Data storage method**

1. All data must be stored in a standardized electronic manner. These data are stored in the central database at the service of every faculty, institute and organizational unit and are maintained by the University Information Center, such as:
  - 1.1. Number of students and student book;
  - 1.2. Budget figures;
  - 1.3. Infrastructure data;
  - 1.4. Work reports and evaluations.
2. The general secretary of the university is responsible for granting the right of access to a specific database. The regulations are issued by the rector at the proposal of the general secretary, after consultation with the deans or directors of institutes and organizational units.

**Article 189**  
**Storage of private data**

All data related to the personnel are kept respecting their private nature, and can only be opened for certain purposes in accordance with the legislation in force and the provisions of this statute.

**12. PLANNING, FINANCIAL MANAGEMENT AND REPORTING**

**Article 190**  
**The process of financial management in universities and academic units**

The Ministry of Finance provides the appropriate funding for the university to fulfill its obligations and responsibilities arising from the provisions of this statute.

**Article 191**  
**Sources of budget revenues**

1. The University, in accordance with the provisions of this statute, has the right to receive funds from the following sources:

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

#### **Article 192**

##### **Concluding contracts and investing funds**

1. The University is free to conclude a contract for any purpose related to higher education, scientific 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 the law in force and have the consent of the ministry covering education and the ministry responsible for finance;
  - 1.2. Public funds are not put at risk.

#### **Article 193**

##### **The right to use land, buildings, assets and equipment**

From the institutions of the Republic of Kosovo (hereinafter the public institutions), as long as the conditions defined by the Law on Higher Education of Kosovo are met, the university is granted the right to use social and public land, buildings, public assets and equipment to served the public interest.

#### **Article 194**

##### **Temporary funding measure**

If the university does not obtain reaccreditation for any program, in accordance with the Law on Higher Education, the ministry may, through the by-law, take temporary measures for its financing and the receipt of tuition payments and other income until the reaccreditation , closing or merging, as provided by the Law on Higher Education of the Republic of Kosovo.

#### **Article 195**

##### **Allocation and deposit of funds**

1. Funds are allocated by the Ministry of Finance in accordance with the Law on public finance management and responsibilities, the Budget Law during the financial year, according to the budget request approved by the Assembly of the Republic of Kosovo.
2. The funds allocated by the Ministry of Finance for the university are deposited in the budget code of the UP, to be administered by the rector in accordance with the provisions of this

statute. Sub-accounts will be formed for each academic and organizational unit available and under the responsibility of the dean or its director.

#### **Article 196**

##### **Criteria for budget allocation**

1. Budget allocation by the Ministry of Finance will take into account the evaluation results and work reports provided by the university, as well as the remarks and recommendations provided by the Kosovo Accreditation Agency.
2. The budget allocation by the Ministry of Finance will not take into account any of the private funds presented by the university or its organizational academic units.

#### **Article 197**

##### **Right to limited budget transfer**

Within the budget limits approved by the Budget of Kosovo, the Governing Council has the right to make a limited transfer of the budget between budget lines up to a maximum of 10% per year, as well as to change the funds allocated according to economic categories.

#### **Article 198**

##### **Annual budget report**

1. All academic units are obliged to prepare the annual budget report and submit it within the legal deadline to the UP central administration.
2. The spent budget will be reported no later than January 31 of the following year.
3. Budget reports will be prepared based on the standards set by the Ministry of Finance – Treasury.
4. The Department of Budget and Finance of the University will prepare the annual report on budget expenditure based on the legal provisions in force.

#### **Article 199**

##### **Budget procedures**

1. Budget procedures contain the following actions:
  - 1.1. The elaboration of the report on the development of annual revenues and expenses will be made by the Department of Budget and Finance in cooperation with the deans, directors of institutes and organizational units for: the rector, the governing council and the Ministry of Finance;
  - 1.2. The preparation for the initial budget requests will be made by the Department of Budget and Finance in cooperation with the deans and organizational units;
  - 1.3. The budget hearings about the requests with the academic and organizational units will be organized by the rector and the director of budget and finance of the UP;
  - 1.4. The annual report of budget expenditures will be presented in a comprehensive manner with data on the approved and spent budget according to economic categories;

- 1.5. The data on the fulfillment of duties and activities are based on the provisions for reporting the activity and fulfillment of duties with this statute.

#### **Article 200**

##### **Budget for academic units and capital investments**

1. The approved budget for each academic and organizational unit presents the current state of finances for the current budget year and consists of the economic categories that are determined by the laws in force 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 the university.

#### **Article 201**

##### **Saving budget data**

Data for the budget process are stored in the database in the Central Administration and academic and organizational units.

#### **Article 202**

##### **Student payments**

1. Student payments are made for specific services provided by the university at the time of the study program.
2. Annual student payments are comprehensive in accordance with the special regulations of the ministry and constitute all services provided during the regular course of studies, in accordance with the provisions of this statute.
3. Student fees apply to basic studies - bachelor's, master's and doctoral studies.
4. The governing council issues detailed regulations for the type and amount of student payment that will be in accordance with the relevant regulations issued by the ministry.

#### **Article 203**

##### **Distribution of revenue from student fees**

1. Student payments will be transferred to the university account.
2. During the annual budget procedures, a corresponding percentage of student payments is returned to the academic unit from which they were received for the development of educational services, in accordance with this statute.
3. The governing council decides that this certain percentage is distributed fairly and transparently.
4. The remaining part of student payments is kept as a reserve budget. This amount is designated for the development of special study programs, for financing student mobility, for short-term scientific purposes and is allocated by the governing council.

#### **Article 204**

##### **Annual reporting at academic unit and university level**

The rector has the task of preparing the annual income and expenditure plan for review by the governing council, as well as the budget and resources management report approved by the Ministry of Finance according to the legal provisions in force.

#### **Article 205**

##### **Faculty budget**

1. Faculties have the planned budget within the university and have the possibility of setting priorities through commitment–expenditure requests. Academic units enjoy full autonomy to self–manage the part of the funding they secure through research funds, donors or other forms of self–financing.
2. The academic unit drafts the proposal for the annual budget within the framework of the rules and procedures in force, reflecting the real needs for teaching, research and artistic obligations, as well as based on the achievements and challenges of previous years and development priorities.
3. Income from donations, research and scientific grants and own service activity are reflected in the unit's budget according to the law, and for them the academic unit enjoys planning and spending autonomy, reflecting the principle of delegation of managerial and executive autonomy according to the regulations of the Governing Council and legislation in force including the rules of the entity/agency from which these funds are generated. For this income category, academic units enjoy the authority to open and maintain a bank account in commercial banks. Its maintenance is subject to control by the internal and external auditor, and the dean of the faculty is responsible to the governing council and the rector for the legal and contractual regularity of their management.

#### **Article 206**

##### **Annual report**

1. The managing authority, which has been given the authorization, has the duty to submit to the rector the detailed annual report regarding all aspects of the relevant management, including:
  - 1.1. Contracts and agreements;
  - 1.2. General use of resources;
  - 1.3. Account and budget flow;
  - 1.4. Employment of special personnel;
  - 1.5. Use of equipment and buildings;
  - 1.6. Fulfillment of project objectives.
2. The managing authority is responsible for submitting such a report even for the shortest period, at the request of the rector.
3. In case of misuse of the authorization, the rector has the right to suspend the authorization until a final decision is taken by the governing council of the university.

#### **Article 207**

##### **Annual financial plan**

The governing council will draw up the annual financial plan based on budget procedures in accordance with this statute and applicable laws.

#### **Article 208**

##### **Audit Committee**

1. The audit committee is an independent advisory body for the management council, the rector and support for the internal auditors.
2. The audit committee is established by the management council and functions based on the criteria defined by the Ministry of Finance.
3. The audit committee consists of three (3) or five (5) members, where two-thirds (2/3) are external from the relevant audit field, while the rest from the university's internal staff.
4. The audit committee has a three-year mandate, with the possibility of reappointment, but not for more than two consecutive mandates.
5. The audit committee prepares the charter of the internal audit committee, which includes the composition of the audit committee, participation in meetings, schedule, frequency of meetings, authority, duties and reporting procedures. The statute is signed by the chairman of the audit committee and approved by the management council.

#### **Article 209**

##### **Internal audit unit**

1. In order to establish a greater operational efficiency, a greater budgetary and fiscal discipline, as well as respecting the rules related to the fair use of funds, the university, in accordance with the laws in force, creates the audit function of internal.
2. Internal audit is an independent advisory activity that assists the university in meeting its objectives, providing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control and governance processes.
3. The university authorities will take all necessary measures to ensure the independence of the internal auditor.
4. The internal audit unit carries out its activities in accordance with the laws and by-laws in force.
5. The governing council, the rector, the general secretary and the auditors, in accordance with the provisions of this statute, have unlimited rights of access to all official data and documents of the university and its personnel.

### **13. TRANSITIONAL, FINAL AND REPEAL PROVISIONS**

#### **Article 210**

##### **Approval of the statute and continuity of mandates**

1. This statute is approved by the university senate at the proposal of the governing council.
2. The elections will be held according to the order that ensures continuous procedures in accordance with the provisions of this statute, respecting the existing mandates.

#### **Article 211**

##### **Programs in progress**

All study programs, which are being implemented at the time of entry into force of this statute, are considered approved in accordance with the decisions on their accreditation or re- accreditation issued by KAA and the ministry.

#### **Article 212**

##### **Final and Transitional Provisions**

1. The University of Pristina, academic units, institutes, centers and organizational units will harmonize the existing acts and regulations in accordance with this statute, within six (6) months after its entry into force.
2. Until the issuance of the acts as in point 1 of this article, the acts in force will be applied except in cases where they are contrary to this statute and the Law on Higher Education.
3. All non-academic personnel contracts continue with the same conditions in accordance with the legislation in force.
4. All academic staff contracts will continue with the same conditions until the date specified in the contract. Continuation of contracts is done in accordance with this statute.
5. All elections, re-elections and academic advancements of academic personnel will be made according to the provisions of this Statute from the date of entry into force.
6. Current academic positions that academic personnel have in regular employment are not affected by the provisions of this Statute.
7. With the entry into force of this Statute, the duration of the contracts and the validity of the academic calls are extended as long as the period of four (4) years from the date of entry into force of this Statute, or another period, will be reached. This period cannot be shorter than the period for which the last choice was made.

#### **Article 213**

##### **Repealing provision**

With the entry into force of this statute, the provisions of the Statute of the University of Pristina dated October 12, 2012 cease to be valid.

**Article 214**  
**Entry into force**

This statute enters into force on the day of approval in the Assembly.

**Adopted on 11 July 2024**

**Glauk Konjufca**

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**President of the Assembly**