



UNIVERSITY OF PRISHTINA

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Based on Article 14, paragraph 2, subparagraph 2.9 of the Statute of the University of Prishtina, the Steering Council of the University of Prishtina, in its meeting held on 13.02.2025, approved:

REGULATION

On the work of the steering council of the university of Prishtina "Hasan Prishtina"

I. GENERAL PROVISIONS

Article 1

Purpose

This Regulation defines the nature of the work of the Steering Council of the University of Prishtina "Hasan Prishtina" (hereinafter UP), such as: the convocation of the meeting, the holding, the manner of decision-making and the implementation of decisions, as well as other relevant issues.

Article 2 [Definitions and Abbreviations]

1. For the purposes of this regulation, the following expressions and abbreviations have the meaning as follows:
 - 1.1. **Ministry** - The Ministry responsible for education;
 - 1.2. **University** - The University of Prishtina "Hasan Prishtina";
 - 1.3. **Council** - The Steering Council of the University of Prishtina "Hasan Prishtina".

Article 3 [Responsibilities and Functions of the Governing Council]

1. The main governing and managerial authorities of the University are: the Governing Council, the Senate, and the Rector.

2. The Steering Council is a supervisory body, responsible for strategic and budgetary issues. The Steering Council has general strategic responsibility for the effective institutional functioning of the university, which are detailed in the Statute.

Article 4 [Composition of the Governing Council]

1. The Steering Council consists of nine (9) members with the right to vote.
2. The Ministry appoints four (4) members with the right to vote, and they are appointed according to the provisions of the Law on Higher Education.
3. The Senate elects five (5) members with the right to vote to the Steering Council from the academic staff of the University, according to the provisions of the Statute and the internal acts in force.
4. A member of the Faculty Council who is elected as a member of the Steering Council must resign from membership in the Faculty Council and managerial bodies within the academic unit.
5. The Rector, the Pro-Rector for Finance, and the General Secretary are ex officio members of the Steering Council without the right to vote.
6. The members of the Steering Council act independently and do not represent any other individual or group interest.

II. CONSTITUTIVE MEETING, COMPOSITION, AND MANDATE OF MEMBERS

Article 5 [Constitutive Meeting of the Governing Council]

1. The constitutive meeting of the Steering Council is convened by the oldest member from the composition elected by the Senate.
2. The oldest member, within the meaning of paragraph 1, chairs the constitutive meeting only until the chairperson of the Steering Council is elected.

Article 6 [Verification of the Mandate of the Members of the Governing Council]

1. At the first meeting, the Steering Council verifies the mandate of its members, based on the report of the General Secretary regarding the regularity of the election of the members of the Steering Council by the Senate, as well as the appointment of members to the Steering Council by the Ministry, with the proposal for mandate verification.
2. The report is voted on in two parts, once for the members elected by the Senate and once for the members appointed by the Ministry.
3. If it finds that the appointments were not made regularly or if a conflict of interest exists for one or more members, the Steering Council requests the respective institution to repeat the elections, or appointments, within a period of two weeks.

4. In case of contesting the election or appointments, the constitutive meeting of the Steering Council is interrupted until the elections or appointments have been repeated and successfully realized.

Article 7

After the verification of the mandate, the present members of the Steering Council sign the following declaration: *"I declare that I will perform my duties with honor and fidelity, with fairness and without bias, that I will contribute to the fulfillment of the duties of the Governing Council, that I will exercise my mandate with conscience and responsibility, that I will represent the interests of the University with conscience and dedication, and that I will adhere to the Statute of the University and the Law on Higher Education of Kosovo"*.

Article 8 [Duration of the Mandate of the Members]

1. The mandate of the members of the Steering Council lasts three (3) years, with the possibility of re-election for one more mandate.
2. Elections for the Steering Council are held no later than June, and the mandate of the Steering Council begins on September 15.

Article 9 [Election of the Chairperson and Deputy Chairperson]

The Steering Council annually elects the Chairperson and Deputy Chairperson from among its members, who do not come from the ranks of members elected by the Senate.

III. MEETINGS OF THE GOVERNING COUNCIL

Article 10 [Notice of Meeting, Form of Holding]

1. The Chairperson of the Steering Council convenes the meetings, determines the time and place of the meeting, and prepares the agenda of the meeting in cooperation with the Rector.
2. The members of the Steering Council are notified in a timely manner about the holding of the next meeting and the agenda. Invitations are made by suitable means or in any other technical form that ensures safe delivery and information. The agenda along with the materials are distributed to the members at least 48 (forty-eight) hours before the meeting.
3. Meetings are held with the physical presence of members. With the consent of the majority of all members, the meeting can also be held with the participation of members via video conference or other appropriate means of simultaneous remote communication.
4. During the relevant meeting of the Governing Council, a decision can be made to convene a future meeting. In these cases, members who are not present must be invited separately, according to paragraph 2 of this article.

5. In the absence of the Chairperson, the Deputy Chairperson presides over the meeting. If neither the Chairperson nor the Deputy Chairperson can attend the meeting, the convened meeting of the Steering Council is chaired by the oldest member (with the right to vote).
6. The Chairperson convenes meetings as needed. During the regular study period, the meetings of the Steering Council are held at least every four weeks.
7. Extraordinary meetings can be held at any time according to the foreseen procedures. Only the issue raised is discussed at the extraordinary meeting.
8. When the necessary quorum is not met at the opening of the meeting, a second meeting with the same agenda is called on another day, according to paragraph 2 of this article.
9. In the event of the dismissal of the Chairperson and the Deputy Chairperson, the oldest member (with the right to vote) of the Steering Council organizes the election procedure without any delay.
10. Meetings are open to the public, except in cases when the Steering Council decides otherwise. In the case of meetings open to the public, the date, time, and place of the meeting are announced by suitable means to enable the participation of interested parties.
11. The Chairperson has the right to invite experts or other persons to the meeting at any time.
12. The Chairperson is obliged to convene a meeting of the Steering Council if at least 2/3 of the members request it and if the purpose is justified in writing.
13. If the Chairperson/Deputy Chairperson of the Steering Council does not respond to the request of at least 2/3 of the members to convene a meeting within a period of three (3) days, the meeting is convened by the oldest member (with the right to vote).

Article 11 [Support of the Steering Council and Preparation of Materials]

1. The Rector's Office provides the necessary technical and infrastructural support for the Governing Council.
2. Upon request of the Council, the General Secretary is responsible for providing supplementary information for the decisions made by the Governing Council.

Article 12 [Participation in the Meeting]

1. All members of the Steering Council are obliged to participate in the meetings of the Governing Council.
2. Before the meeting of the Steering Council begins, the members will sign the attendance list, which is part of the minutes. A member of the Steering Council may be absent from the meeting for reasonable causes. For non-attendance at the meeting, the member of the Council must notify the Chairperson in time.
3. The Rector, the Pro-Rector for Finance, and the General Secretary are ex officio members of the Governing Council, without the right to vote.
4. Upon invitation of the Governing Council, the Pro-Rectors may also participate in the meetings.

5. The Chairperson of the Student Parliament may participate in the meetings of the Governing Council, without the right to vote, when issues concerning students are addressed.

Article 13 [Conflict of Interest Situation]

1. A member of the Steering Council is considered to have a conflict of interest regarding a certain matter, in accordance with the relevant applicable legislation in the Republic of Kosovo and the Statute.
2. Unless the Council decides otherwise, upon knowledge of the cause, the member must withdraw from the right to vote or leave the meeting during the time when the relevant issue is discussed, when the decision may result in personal benefits for them or their relatives, which constitutes a conflict of interest according to the law in force.

Article 14 [Opening of the Meeting and Approval of the Agenda]

1. The Chairperson opens, presides over, interrupts, and concludes the meeting.
2. At the beginning of the meeting, the Chairperson ascertains the quorum, proposes the agenda, opens the discussion about the agenda, and confirms the approval of the agenda.
3. The members of the Steering Council have the right to propose the amendment and supplement of the agenda, justifying the proposal.
4. Materials for requests, which are attached during the meeting, can be approved by the majority of votes of the total number of members with the right to vote.

Article 15 [Course of the Meeting]

1. After the approval of the agenda, the review and decision-making on the issues within the approved points of the agenda proceeds.
2. The meeting begins with the approval of the extract of the minutes of the previous meeting. When there are no remarks on the text, it is considered approved, and, if voting is requested, the voting is done by raising a hand. For this point, the floor is given only to the member who has remarks. After approval, the extract is signed by the Chairperson.
3. The report and justification for each point of the agenda are presented by the Chairperson or the person appointed by the Chairperson, after which the Chairperson opens the discussion.
4. All present members of the Steering Council can participate in the discussion and present opinions and proposals regarding the issues that will be decided at the meeting.
5. The Chairperson gives the floor according to the order of appearance for discussion. No one can discuss at the Council meetings without having received the floor from the Chairperson of the meeting.
6. The Chairperson gives the floor to the speaker, ascertains the closing of the review of the certain topic, puts the issue to a vote, ascertains the approval or rejection of the proposal, takes measures to ensure the smooth running of the meeting, ascertains the conclusion of the

meeting, and takes other necessary actions for the leadership and direction of the meeting according to this regulation.

7. The Chairperson has the right to ask the speakers to stick to the topic.
8. The Chairperson has the right to interrupt the meeting temporarily, for a maximum of 30 minutes. With the consent of the Governing Council, this interruption can be extended.
9. The Chairperson has the right to interrupt the meeting if they determine that there are no normal conditions for holding the meeting.

Article 16

The Governing Council, based on the proposal of the Chairperson or any member of the Governing Council, may decide that the review of some specific issues be interrupted and prepared in more detail for the future meeting.

Article 17 [Submission of Requests and Complaints]

1. Every member of the Steering Council has the right to submit a request-complaint for the certain topic.
2. The Chairperson has the right to request that the request-complaint be submitted in writing.

IV. QUORUM, MANNER OF VOTING, AND DECISION-MAKING

Article 18 [Quorum]

1. For holding the meetings of the Governing Council, a quorum of six (6) members is required.
2. The decisions of the Steering Council are valid only if the quorum is confirmed at the time of voting.

Article 19 [Manner of Voting]

1. The decisions of the Steering Council are taken by open or secret vote. Open voting is carried out by voice, signs, or any other appropriate form, while secret voting is done with ballots, by calling each member individually.
2. Decisions can also be approved by a circulatory procedure; in case no member expresses opposition. Decisions by circulatory procedure are taken with the majority of votes of the members.
3. The circulatory procedure is the voting procedure in which members vote individually, in writing, without the need for a meeting.
4. The Steering Council decides on the manner of voting at the relevant meeting, unless the Statute provides otherwise.
5. Voting is done: "for", "against", and "abstention".

6. Voting is individual and the right to vote is not delegated.
7. Decisions related to the election of an individual are taken by secret vote.
8. After the review and conclusion of discussions, according to the agenda point, the Steering Council makes a decision or conclusion according to the agenda point.
9. Before voting, the Chairperson formulates the proposal for the decision or request related to that agenda point.
10. If there are multiple proposals for decisions or conclusions, those in the material are voted on first, and then the other proposals.
11. Based on the results of the voting, the Chairperson of the Council ascertains whether the proposal for the decision or conclusion is approved or rejected.

Article 20 [Secret Voting Procedure]

1. The secret voting procedure is applied for:
 - 1.1. The election of the Rector;
 - 1.2. The release of the Rector from duty;
 - 1.3. The election of the General Secretary;
 - 1.4. The initiation of the procedure for the release of the Pro-Rector from duty;
 - 1.5. The initiation of the procedure for the release of the Dean from duty;
 - 1.6. Issues that have an impact on the private matters of any member of the Governing Council;
 - 1.7. Issues where the Chairperson or the majority of present members request a secret vote.
2. The secret voting procedure is implemented by an ad hoc commission formed by the Council, composed of three (3) members. At least one member of this commission must be from the ranks of members elected by the Senate or from the ranks of members appointed by the Ministry.
3. The secret ballot, with one candidate, must contain at least the object of voting and the voting alternatives "for", "against", and "abstention". On the ballot paper, the member marks with a distinguishable and clear sign the choice made in the alternative for which they vote. In case the ballot contains more than one candidate, the sign is placed for the choice made next to the names placed in the quadrant.
4. Abstention or unfilled votes will be counted as votes against, within the meaning of the Law on General Administrative Procedure.
5. After voting, the commission counts the votes and announces the result after the secret vote, in the presence of the members and other participants.
6. Based on the results of the voting, the Chairperson of the Council ascertains whether the proposal for the decision or conclusion is approved or rejected.

Article 21 [Decision-Making]

1. The Steering Council makes decisions with the majority of votes of the members present. In case of a tie, the Chairperson's vote is decisive, except when they have a legal impediment to vote according to the law. A tie vote will be assessed as a rejection of the proposal.
2. For the following decisions of the Governing Council, a qualified majority of 2/3 of the votes of the members is required:
 - 2.1. For the release of the Rector from duty;
 - 2.2. For the approval of the annual financial plan;
 - 2.3. For the approval of the regulation on work.

V. MAINTAINING ORDER IN THE MEETING

Article 22

1. The Chairperson opens, directs, closes, and is responsible for ensuring order and smooth running during the meetings of the Governing Council.
2. The Chairperson and the participants in the meeting of the Steering Council are obliged to adhere to this regulation.

Article 23 [Pronouncement of Measures for Violation of Order]

1. The Chairperson draws the attention of any member or participant when they:
 - 1.1. Discuss an issue that is not on the agenda;
 - 1.2. Take the floor without the Chairperson's permission;
 - 1.3. Obstruct another speaker with their intervention;
 - 1.4. Use inappropriate language;
 - 1.5. Commit any act or display behavior that disrupts and hinders the normal work of the meeting;
 - 1.6. Incite or exercise violence.
2. For violation of order in the meeting, the following measures may be pronounced:
 - 2.1. Warning;
 - 2.2. Interruption of speech;
 - 2.3. Warning with notice of removal from the meeting; and
 - 2.4. Removal from the meeting.
3. Measures as in sub-paragraphs
4. 2.1 and 2.2 are pronounced by the Chairperson, while measures as in sub-paragraphs 2.3 and 2.4 of paragraph 2 of this article are pronounced by the Steering Council with a majority of votes, if the participant, even after being given the floor, hinders the smooth running of the meeting.
5. The participant who has been pronounced the measure of removal from the meeting is obliged to immediately leave the meeting. The measure is valid only for that meeting.

VI. ELECTION OF THE RECTOR

Article 24 [Announcement of the Competition, Election Procedure, and Mandate]

1. The position of the Rector is announced by the Steering 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 professional commission elected by the Senate has the duty to verify whether the candidates submitted for the position of Rector meet the conditions foreseen by the competition.
4. The professional commission elected by the Senate proposes the list of selected candidates with a majority of votes, to be elected by the Governing Council.
5. The Steering Council has the right to reject the list of candidates proposed by the professional commission, justifying it.
6. The Steering Council interviews the candidates who have met the conditions for competition for this post. In these interviews, each candidate presents a comprehensive vision for the development of the future strategy of the university and for his/her managerial approach.
7. The Rector is elected by secret ballot through ballots. The ballot shall contain all the candidates determined in the list of the professional commission. Each member of the Steering Council has the right to circle one candidate on the ballot. Ballots that have more than one candidate circled shall be considered invalid. The total number of votes is counted for each candidate. The candidate who achieves the absolute majority of votes of the total number of members with the right to vote is elected Rector.
8. The Rector is elected by the votes of the absolute majority (the majority of the total number of members), in accordance with the provisions of the Statute. In the event that no candidate wins this majority in the first round of voting, then the two candidates with the highest number of votes qualify for the second ballot.
9. If neither of the two candidates wins the absolute majority three times in a row, the election procedure shall be repeated from the beginning, as stipulated in this Statute.
10. The appointment of the Rector is made for a period of four (4) years, with the possibility of re-election for one (1) additional term.
11. The Rector's mandate begins on September 15.
12. The Governing Council, in consultation with the Senate, issues the regulation for the election procedure and the mandate of the Rector.

Article 25 [Election of the Acting Rector]

1. In the case of the release of the Rector from duty, or in any case of the position of the Rector becoming vacant, the Steering Council elects the Acting Rector until the conclusion of the procedure for the election of the Rector for the remaining period of the mandate.
2. The Acting Rector will hold the post of Rector until the end of the mandate, if there are no more than six (6) months left until the announcement of elections at the university.
3. The person elected as Acting Rector must meet the minimal criteria required for candidacy, as in Article 27 of the Statute.

VII. MINUTES OF THE STEERING COUNCIL MEETING

Article 26

1. The meetings of the Steering Council are recorded.
2. Minutes are kept at every meeting of the Governing Council.
3. The minutes must contain the following elements:
 - 3.1. The place, date, and time of the beginning and end of the meeting;
 - 3.2. The points of the agenda;
 - 3.3. The members who participated and those who were absent;
 - 3.4. Essential notes on the course of the meeting;
 - 3.5. Summarized discussions; and
 - 3.6. Decisions, conclusions, recommendations.
4. The minutes must be prepared within one week after the meeting and as an extract must be sent to the members of the Steering Council when sending the material for the next meeting.
5. The members of the Steering Council can request that their vote against and the corresponding justification be included in the minutes.
6. The minutes are approved at the next meeting of the Governing Council. After approval, the minutes are jointly signed by the chairperson and the person who kept the minutes.
7. The minutes are stored in the University's archive with the review materials, according to the agenda points, as long-term documents.

IX. COMMISSION WORK

Article 27

1. The Steering Council can form temporary commissions to address specific aspects related to its work.
2. Commissions are auxiliary bodies of the Steering Council and are formed in accordance with the Statute and other internal acts for specific work issues

X. ACTS OF THE GOVERNING COUNCIL

Article 28

1. The Steering Council issues:
 - 1.1.Regulations;
 - 1.2.Decisions;
 - 1.3.Conclusions;
 - 1.4.Recommendations.
2. The Steering Council provides authentic interpretation of the acts it approves.
3. The minute-taker is obliged to prepare the decisions and recommendations from the meeting of the Governing Council, while the relevant committee prepares the regulations.

XI. FINAL PROVISIONS

Article 29

1. The provisions of this Regulation apply to all members, invited third parties, and those involved in the procedures of the Governing Council.
2. The Chairperson of the Steering Council is responsible for the proper implementation of this Regulation.
3. The Steering Council provides the authentic interpretation of this Regulation.

Article 30

For issues related to the work, authorizations, and function of the Steering Council that are not regulated by this Regulation, the provisions of the Statute, the Law on Higher Education, and other relevant legislation in force shall apply.

Article 31

1. This Regulation enters into force immediately upon approval by the University Governing Council.
2. With the entry into force of this Regulation, the provisions of Regulation no. prot. 977, dated 29.4.2013, cease to be valid.

Article 32

Amendments and supplements to this Regulation shall be made through the same approval procedure.

Altin Sahiti

Chairperson of the Steering Council,