



**STATUTE  
OF THE UNIVERSITY OF PRISHTINA  
“HASAN PRISHTINA”**



**2012**



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

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

Adopts:

**THE STATUTE OF THE UNIVERSITY OF PRISHTINA “HASAN PRISHTINA”**

**1. General regulations**

**Article 1**  
**Establishment**

The University of Prishtina (hereinafter referred to as “UP”) is established in accordance with the Law on the Establishment of the University (“Official Gazette of SAPK” 33/69) on November 18, 1969

**Name, location, structure and symbols**

**Article 2**

The name of the University shall be The University of Prishtina “Hasan Prishtina.

**Article 3**

The seat of the University shall be in Prishtina.

**Article 4**

The university shall consist of academic and organizational units, as foreseen in this Statute.

**Article 5**

1. The University shall have the following symbols:

- 1.1. Emblem;
- 1.2. Seal and embossing seal
- 1.3. Flag;
- 1.4. Rector's necklace;
- 1.5. Gown of 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 shall have the right to use the name, emblem and flag of the University.
4. The University shall have an annual day of celebration. It shall be February 15 (the day when the first session of the University Assembly was held in 1970).

## **Article 6**

### **Mission**

1. The University shall be an autonomous public institution of higher education, engaged in academic education, scientific research, artistic work, professional consultancy, as well as in other fields of academic activity. The University shall have the following objectives:
  - 1.1. Act as a leading institutional center for the advancement of knowledge, creative ideas, and scholarship in higher education system of Kosovo;
  - 1.2. Play a leading role in the educational, scientific, cultural, social, and economic development of Kosovo;
  - 1.3. Assist in the process of promoting democratic citizenship;
  - 1.4. Aspire to create and maintain the highest standards in teaching and learning, scientific research, and artistic work;
  - 1.5. Make the most effective use of the resources available;
  - 1.6. Fully cooperate and participate in all activities of higher education at the regional, national, and international level;
  - 1.7. Fully integrate in the European Higher Education Area and the European Research Area and undertake appropriate reform steps required for the accomplishment of this mission.

## **Article 7**

The University shall be committed to creating equal opportunities for all without discrimination on any grounds such as sex, race, sexual orientation, marital status, color, language, religion, political or other belief, national, ethnic or social origin, affiliation with a national community, wealth, birth or other status.

## **Article 8**

The University shall guarantee and support gender equality. In cases when a male and a female candidate shall possess equal qualifications and professional achievements, priority shall be given to the female candidate.

## **Article 9**

Academic and nonacademic staff of the University shall conduct their duties in accordance with the highest standards of commitment, integrity, objectivity, responsibility, sincerity, honesty, and leadership.

## **Article 10**

The University shall be entitled to autonomy and freedom of academic teaching, of scientific research, and of artistic work within its remit. The premises of the University are entitled the right of immunity, except in cases determined otherwise by provisions of specific laws.

## **Article 11**

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

## **Article 12** **Rights and obligations**

1. The University shall have the following rights and obligations:
  - 1.1. Elect governing and management authorities and determine their mandate;
  - 1.2. Arrange its structures and activities through its own rules based on the provisions of this Statute, in accordance with the Law on Higher Education and other bylaws derived from it and in accordance with other laws in force;
  - 1.3. Appoint teaching and other staff, set additional conditions for admission of students, as well as the methods of teaching and assessment of students approved by the KAA;
  - 1.4. Independently develop and implement curricula, and research and artistic projects;
  - 1.5. Select fields of studies;
  - 1.6. Award titles to professors and other staff in accordance with the Law on Higher Education, with the law on employment in force, as well as with the scheme approved by the KAA.

## **Article 13**

1. The University shall have the status of legal person with all the rights and obligations in relation to the matters dealt within the applicable laws including:
  - 1.1. The right to sue and be sued;
  - 1.2. Regulation on its internal organization;
  - 1.3. Restriction of the right of use of its title solely to persons or organizations having the authorization of the University Steering Council;
  - 1.4. Ownership and management of the land and buildings and other capital assets;
  - 1.5. Receipt and administration of funds from all legal sources;

- 1.6. Proposal of taxes, tariffs and fines to the Ministry for approval;
- 1.7. Appointment and termination of work contracts of the academic and nonacademic staff, as well as exercise of all obligations of an employer, as foreseen by the legislation in force;
- 1.8. Signing of contracts for goods and services and capital projects;
- 1.9. Approval of the content and structure of its academic, artistic, and professional programs;
- 1.10. Creation of legal relations with students and description of enrollment criteria;
- 1.11. Establishment of implementation of teaching and learning methodologies;
- 1.12. Application of appropriate measures in evaluation and quality assurance
- 1.13. Awarding and annulment of titles, diplomas, scientific titles and degrees, as well as honorary titles;
- 1.14. Establishment of commercial and noncommercial 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 of the 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.

#### **Article 14**

1. Academic and organizational units of the University shall not have the status of legal persons. Academic and organizational units shall have the authorization as provided by this Statute. Academic and organizational units of the University shall be separate programs within the UP, more precisely within the Budget Law, respectively UP shall be a budget organization consisting of academic programs – units.
2. UP shall conduct procurement activities for all academic units; academic units shall have a planned budget within the UP and shall have the opportunity to determine their priorities through requests for commitment-expenditure.
3. The managing authority, that has been granted authorization, shall be obliged to submit the detailed annual report to the Rector related to all relevant managerial aspects including:
  - 3.1. Contracts and agreements;
  - 3.2. General use of resources;
  - 3.3. Calculation and budget flow;
  - 3.4. Employment of specific staff;
  - 3.5. Use of equipment and facilities;
  - 3.6. Fulfillment of project objectives.
4. The managing authority, upon the Rector's demand, shall be responsible for submission of the respective report for a shorter period as well.
5. In case of abuse of authorization, the Rector shall have the right to suspend the authorization until the final decision be taken by the University Steering Council.

## **Article 15**

The University shall be granted by the Ministry of Education, Science and Technology (hereinafter referred to as ‘Ministry’), subject to the fulfillment of the requirements under the Kosovo Law on Higher Education, the right of use of public and socially owned land, buildings and equipment.

## **Article 16**

### **University governance**

1. The principal governing bodies of the University shall be the University Steering Council, the Rector, and the Senate.
2. All governing bodies of the University shall conduct their activity on the principle of majority vote if not stated otherwise in this Statute.
3. The mandate of all governing officials and governing authorities and their members shall commence on October 1<sup>st</sup> if not stated otherwise in this Statute.

## **Article 17**

### **University Steering Council**

1. The University Steering Council (hereinafter referred to as ‘Steering Council’) shall be the principal governing body of the University.
2. The Steering Council shall have the overall strategic responsibility for the efficient institutional operation of the University.
3. The Steering Council shall be in charge of all general decisions regarding financial matters (budget, staff, infrastructure), in order to provide appropriate conditions for the sustainable operation of the University in accordance with its obligation.
4. The Steering Council shall collectively report and be accountable to the Ministry of Finances relating to appropriate and effective use of funds allocated to the University by the Ministry, or by other public source.
5. The Steering Council may appoint ad hoc advisory commission relating to particular aspects of its activity.
6. The Steering Council shall appoint the Commission for statutory matters as an advisory commission. The commission shall inform the University authorities regarding all the cases when the provisions of the Statute and other acts were not applied by competent authorities, as well as participate in drafting, or express their opinion during the procedure of preparation of acts and regulations issued by the University. The Steering Council shall regulate the matters related to Statutory Commission by a special act.

## **Article 18**

1. The Steering Council shall consist of nine members with the right of vote.
2. The Ministry of Education, Science and Technology shall nominate for members with the voting right. They shall be appointed in accordance with the provisions of the Law on Higher Education. They shall be persons with high public reputation,

with respective professional and entrepreneur abilities, as well as with other practical skills.

3. The Senate shall elect five voting right members of the Steering Council form amongst academic staff.
4. The members of the Steering Council shall act independently and shall not represent any other individual or group interest.
5. Excluded from the election process for the Steering Council membership shall be:
  - 5.1. Rector, Vice-Rector, Dean, Vice-Dean,
  - 5.2. Senate members
  - 5.3. Secretary general, Secretary of the faculty.
6. The member of the Faculty Council, who is elected member of the Steering Council, shall have to resign from faculty council membership.
7. The Rector and the Secretary general shall be ex officio members of the Steering Council without the voting right.
8. Upon the invitation of the Steering Council, Vice-Rectors can also partake in the meetings.
9. The president of the Students' Parliament can also take part in the meetings of the Steering Council, without the right to vote, when student related issues are treated.

#### **Article 19**

1. The Steering Council shall annually elect its chair and deputy chair amongst its members who are not University officials.
2. The mandate of the members of the Steering Council shall be three years with a possibility of reelection for another mandate. Elections for the Steering Council shall be held in June whereas the mandate of the Steering Council shall commence on October 1<sup>st</sup>.

#### **Article 20**

1. The Steering Council shall draft and approve the Regulation for its activity.
2. In order for the meetings of the Steering Council be held, a quorum of six members shall be required.
3. Decisions in the Steering Council shall be taken with the majority vote of the members present. In cases when the number of votes is even, the vote of the Chair is decisive.
4. For the decisions listed below, qualified majority of 2/3 of the members' votes shall be required:
  - 4.1. For the election and discharge from office of the Rector and the Vice-Rectors;
  - 4.2. For the annual financial plan;
  - 4.3. For the approval of the regulation of its activity;
5. The Steering Council shall approve specific regulations on elaboration of the annual financial plan.
6. The meetings of the Steering Council shall be convoked by the Chair. In exceptional cases meetings shall be convoked by 2/3 of the Steering Council members. The agenda for the Steering Council meeting shall be decided upon by the Chair,

respectively the Vice Chair in cooperation with the Rector.

### **Article 21**

1. The Rector shall provide required technical and infrastructural support to the Steering Council.
2. Upon the Council's request, the Secretary general shall be liable for providing additional information relating to the decisions taken by the Steering Council.

### **Article 22**

1. In accordance with the provisions of this Statute, the Steering Council shall have the following responsibilities:
  - 1.1. Develop a three-year strategic plan which shall be reviewed annually. In preparation of the strategic plan and its annual review, the Steering Council shall consult the Ministry relating to the compatibility of its objectives and plans with the State Strategy on higher education and the resources that will be made available by the Ministry. The scope of such consultations shall be determined by a bylaw issued by the Ministry;
  - 1.2. Monitor effective and productive use of the resources, liquidity and security of University assets on behalf of the public;
  - 1.3. Develop strategies to ensure adequate means from public and private sources, considering the provisions for establishment of supporting companies and institutes for utilization of the results of academic work of the University;
  - 1.4. Review and approve the annual budget plan prepared by the Rector and submit the plan to respective state authorities;
  - 1.5. Determine the principles regarding employment, delegation, pay leveling, promotion, suspension, dismissal, as well as to determine the level of pays and the terms of work for the staff;
  - 1.6. Take decisions regarding the establishment, dissolution, and changes of internal structure of academic and organizational units after having been approved by the Senate.

### **Article 23**

1. The duties of the Steering Council shall be as follows:
  - 1.1. To ensure preconditions for appropriate administration and management of the resources at University level as well as its subordinated units;
  - 1.2. To issue regulations relating to the delegation of competences regarding the resources and other administrative matters in academic units of the University in accordance with the provisions of this Statute;
  - 1.3. To issue regulations on governance, steering, and management of the University, required by this Statute;
  - 1.4. To take decisions with regard to the overall organizational structure of academic units, based upon the proposal from the Senate after having consulted the respective units;



- 1.5. To organize financial control in accordance with the Law and this Statute;
- 1.6. To issue regulations, pursuant to this Statute, with regard to:
  - 1.6.1. Disciplinary measures and procedures for academic staff and students;
  - 1.6.2. Fees and terms of services for staff;
  - 1.6.3. Procedures of compensation modes of staff, based upon the complaints relating to their employment;
  - 1.6.4. Suspension or dismissal of staff from position;
  - 1.6.5. Complaints against such suspensions and dismissals.
- 1.7. To make a proposal to the Ministry regarding the tariffs for fees that students have to pay upon admittance, and in some cases the fees for review of applications for enrollment, re-registration for exams and for graduation, the tariffs that have to be confirmed by the Ministry;
- 1.8. To determine the rules for calculation of expenses for university services offered to third parties;
- 1.9. To appoint the Rector from the list of nominees proposed by the professional commission consisting of five (5) members appointed by the Senate;
- 1.10. To appoint Vice-Rectors based upon the proposal of the Rector;
- 1.11. To ensure that the general provisions of this Statute are applied in practice within the University;
- 1.12. To act in accordance with the overall provisions determined by this Statute;
- 1.13. To decide about the shape and content of the emblem, seal, embossing seal, flag, and other institutional symbols as well as, based upon the proposal of the Senate, to propose to the Ministry the format and content of the diplomas.

#### **Article 24**

1. The Steering Council shall publicize the annual report on the accomplishment of the work of the University in accordance with the Ministry and Kosovo Accreditation Agency requirements. The report shall provide information with regard to the following aspects:
  - 1.1. Overall strategic objectives fulfilled;
  - 1.2. Statistical data for the entire university and its academic and organizational units regarding the resources:
    - 1.2.1. Budget (public and private funds);
    - 1.2.2. Staff (development figures);
    - 1.2.3. Infrastructure;
    - 1.2.4. Academic profile (changes in academic staff, fields of study, etc.);
    - 1.2.5. Fields of study;
    - 1.2.6. Student numbers (students enrolled for the first time, overall numbers, graduates);
    - 1.2.7. Scientific research (projects, publications, participation in conferences, articles);
    - 1.2.8. International cooperation;
2. Auditor's annual report on appropriate use of the means.
3. In accordance with the Law on Higher Education, the Steering Council shall report to the Ministry with regard to realization of the strategic development plan until March

31 of the following year.

4. The reports shall have to be published on the University website.

#### **Article 25**

##### **Rector**

1. The Rector shall be the principal managing authority of the University.
2. The Rector shall be responsible for the effective and orderly operation of the University and its management based on the policies determined by the Steering Council and shall have all such powers as are necessary to enable these duties be exercised.
3. The duties of the Rector shall be specified in the work contract.

#### **Article 26**

1. The Rector shall be elected by the Steering Council from among a list of five candidates proposed by the Professional Commission consisting of five (5) members appointed by the Senate. The duty of the Professional Commission shall be to verify if the candidates that have applied for the post of rector fulfill the conditions determined by the competition announced.
2. The Steering Council shall have the right to reject the list of candidates proposed by the Professional Commission and shall justify the refusal.
3. The Rector shall be elected by the absolute majority vote (the majority of the overall members) in accordance with the provisions of this Statute. In case none of the candidates wins this majority in the first round, the two candidates with the most votes shall advance to the second round. In case none of the two remaining candidates wins the absolute majority in up to three consecutive rounds, the election procedure shall be restarted from the beginning as envisioned in this Statute.
4. The appointment of the Rector shall be for a period of four years, with a possibility of reappointment for another mandate.
5. The term of office of the Rector commences on October 1.
6. The Steering Council in consultation with the Senate shall issue regulations regarding the election procedure and the mandate of the Rector.

#### **Article 27**

1. In order to conduct the procedure for the election of university governing and managing authorities and the deans, the Senate shall appoint a provisional Chair, amongst academic staff members of the Senate.
2. The position of the Rector shall be announced through a public competition by the Steering Council fifteen days after having conducted consultations with the Rector.
3. Application for the position of the rector shall be open to external and internal candidates. The candidate shall have to fulfill the following conditions:
  - 3.1. To have a proven experience in academic instruction and scientific research, and to hold the title of either full professor, associate professor, or assistant professor.

- 3.2. To have a proven university managerial experience.
4. The Professional Commission appointed by the Senate shall propose the list of candidates elected by the majority vote, to the Steering Council for voting.
5. The Steering Council shall interview the candidates eligible to compete for the post. In the interview, each of the candidates shall present their overall vision with regard to the development of future strategy of the University as well as their own managerial approach.

#### **Article 28**

1. The Rector shall have the following responsibilities:
  - 1.1. To act on behalf of the University and represent it in front of the general public;
  - 1.2. To organize, to lead, and to manage the University;
  - 1.3. To lead the academic staff;
  - 1.4. To take the decision with regard to the regulation on the work of the academic staff within the framework determined by the Steering Council;
  - 1.5. To employ, delegate, level, promote, suspend, and determine the conditions of work for the staff in accordance with the regulations issued by the Steering Council and the Senate;
  - 1.6. To chair the Senate;
  - 1.7. To present to the Steering Council proposals with regard to educational character and the mission of the University taking into consideration the recommendations and opinions of the Senate;
  - 1.8. To implement the decisions of the Steering Council;
  - 1.9. To manage the budget and the means within the amount approved by the Steering Council;
  - 1.10. To present the annual budget report for the income and expenditure for evaluation by the Steering Council;
  - 1.11. To sign contracts with third parties on behalf of the University;
  - 1.12. To sign diplomas and other official certificates of the University.
  - 1.13. To propose candidates for the post of vice-rectors to be elected by the Steering Council;
  - 1.14. To propose candidates for the post of secretary general;
  - 1.15. To proclaim all academic titles;
  - 1.16. The Rector shall have the right to form advisory commissions;
  - 1.17. To conduct all other duties on behalf of the University, as determined by this Statute, or other regulations in force.

#### **Article 29**

The Rector shall inform the Steering Council related to every action or error of the Steering Council, which, in Rector's opinion, constitutes a misuse of public funds granted. In case the Steering Council does not act in order to correct such an improper action or error, then the Rector shall report such an action or error directly to the Ministry. In such cases the Steering Council cannot take any action against the Rector except the cases when the Ministry itself allows such an action.

### **Article 30**

The authority of the Rector shall be symbolized by the Rector's necklace.

### **Article 31**

1. The Rector's mandate may be prematurely terminated in cases of:
  - 1.1. Resignation;
  - 1.2. Discharge from office;
  - 1.3. Health issues;
  - 1.4. Conviction of criminal offence;
  - 1.5. Retirement;
  - 1.6. Death.
2. The procedures for the discharge from office of the Rector may be initiated by the absolute majority vote of:
  - 2.1. The Steering Council;
  - 2.2. The Senate.
3. The procedure for the discharge from office of the Rector shall be determined by the regulations issued by the Steering Council. The decision of the Steering Council for discharge from office shall be valid with the qualified majority of 2/3 of the votes of the members.
4. In case of the Rector's discharge from office, the mandate of Vice-Rector shall also be terminated.
5. In case of discharge from office, the newly elected Rector and the Vice-Rectors shall be in office for the remaining period of the mandate of the discharged Rector.
6. In case of the Rector's discharge from office, or in any other case of the Rector's post left vacant, the Steering Council shall appoint the acting Rector until the conclusion of the procedure of the election of the Rector for the remaining mandate. The acting Rector will hold the post of Rector until the end of the mandate if the remaining period until the announcement of the elections at the University is not longer than six months. A person who fulfills the conditions foreseen for the election of the Rector, article 27 paragraph 3 of the Statute, shall be elected Acting Rector.

### **Article 32**

1. The Rector shall have the right to lodge an appeal to the Ministry against the discharge from office.
2. The decision of the Ministry shall be conclusive in the administrative procedure.
3. A procedure against the decision of the Ministry may be initiated at the competent court.

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

The University shall have maximum five (5) Vice-Rectors.

#### **Article 34**

1. The duties of the Vice-Rectors shall be determined by the Rector in accordance with the provisions of this Statute. The Rector shall have the right to delegate to them full legal responsibility for a particular period. Shared responsibility may be assigned to Vice-Rectors in the following fields:
  - 1.1. Teaching and student matters;
  - 1.2. Budget and finances;
  - 1.3. Scientific research;
  - 1.4. International cooperation;
  - 1.5. Development and quality.

#### **Article 35**

The Rector shall appoint one of the Vice-Rectors to temporarily exercise the duties of the Rector in case of temporary impossibility or inability of the Rector.

#### **Article 36**

1. The Rector shall propose the list of names from among University professors for Vice-Rectors after having conducted consultations with the Senate. The Vice-Rectors shall be elected by the Steering Council with absolute majority vote in a single round of voting. In case the proposed candidate is not elected, the Rector shall have the right to propose a new candidate.
2. The mandate of the Vice-Rectors is linked with the Rector's mandate, with a possibility of reelection for another mandate.

#### **Article 37**

1. The mandate of Vice-Rectors may be prematurely terminated in case of:
  - 1.1. Resignation;
  - 1.2. Discharge from office;
  - 1.3. Health issues;
  - 1.4. Conviction of criminal offence;
  - 1.5. Retirement;
  - 1.6. Death.
2. The procedure for the discharge from office of a Vice-Rector may be initiated by the absolute majority vote of:
  - 2.1. The Steering Council;
  - 2.2. The Senate;
  - 2.3. The Rector.
3. The procedure for the discharge from office of a Vice-Rector shall be determined by the regulations issued by the Steering Council. The decision of the Steering Council shall be valid by the qualified majority of 2/3 of the members' votes.

4. In case of the discharge from office of a Vice-Rector, the Rector shall propose a new candidate that shall be elected by the Steering Council for the remaining period of the mandate.

**Article 38**  
**Secretary General of the University**

1. The Secretary is the highest executive and administrative official of the University, with special rights and responsibilities determined by his work contract that is signed by the Rector.
2. The Secretary shall report to the Rector with regard to efficient, economic and effective administration at all levels of the University. In this post, the Secretary General is responsible for all the matters that are not within the competencies of other bodies, or management.
3. The Secretary of the University shall be the manager of the University administration. He shall be the manager of the University Central Administration.

**Article 39**

The Secretary of the University shall be elected by the Steering Council upon the proposal of the Rector based on the report of the Professional Commission appointed by the Rector, and on the basis of the public competition.

**Article 40**

1. Candidates that apply for the post the Secretary General shall have to fulfill the following conditions:
  - 1.1. To hold an academic degree, Master or its equivalent with a minimum of four years of study;
  - 1.2. Shall have to be from a professional field of law;
  - 1.3. To have 5 years of professional work experience;
  - 1.4. To have proven organizational and managerial skills;
  - 1.5. To possess sufficient knowledge regarding educational, artistic, and research processes.

**Article 41**

1. The Secretary General of the University shall have the following duties and responsibilities:
  - 1.1. The highest administrative official;
  - 1.2. Head of Central Administration;
  - 1.3. Head of Secretaries at faculty level;
  - 1.4. Official in charge of efficacious, economic, and effective management of the University;
  - 1.5. Head of the directors of the departments within the Central Administration;
  - 1.6. Official in charge of technical preparation of the budgeting process;

- 1.7. Responsible for other matters that are not determined by this Statute, as requested by the Steering Council and the Rector.

**Article 42**  
**Senate**

The Senate of the University shall be the highest academic body of the University.

**Article 43**

1. The Senate shall consist of the following voting members:
  - 1.1. The Rector;
  - 1.2. The Vice-rectors;
  - 1.3. The Deans of all academic units according to this Statute;
  - 1.4. One member elected from academic staff of each academic unit (hence, the total shall equal the overall number of persons listed under 1.3.);
  - 1.5. Seven members elected by the Students' Parliament from among full-time students of the University. Student members of the Senate shall have to be distinguished students with minimum grade point average eight (8), and who shall not have repeated an academic year;
  - 1.6. Two members elected from non-academic staff.
2. The Secretary General of the University shall be a permanent non-voting member of the Senate.

**Article 44**

The mandate of the academic and non-academic members of the Senate shall be four years. The mandate of the student members shall be one year, with no right for reelection. Their mandate commences on October 1.

**Article 45**

The Senate shall be chaired by the Rector; in Rector's absence the Senate shall be chaired by the Vice-Rector in the order of precedence determined by the Rector.

**Article 46**

1. The Senate shall issue the regulation on the work of the Senate, as well as on the election procedures of its members.
2. The procedures of Senate meetings and its commissions shall be established by the Rector.

## **Article 47**

1. Notwithstanding the responsibilities of the Steering Council and of the Rector, the Senate shall be responsible for:
  - 1.1. General strategic matters relating to research, studies, teaching, and courses at the University, including:
  - 1.2. Criteria for student admission;
  - 1.3. Approval of the proposals of the Faculty Council regarding the appointment and promotion of academic staff;
  - 1.4. Policies and procedures for assessment and delivery of examinations for ascertainment of student academic performance;
  - 1.5. Approval of the content of curricula;
  - 1.6. Provision of life-long learning;
  - 1.7. Academic standards and the validation and review of courses;
  - 1.8. Quality assurance and evaluation;
  - 1.9. Procedures for the award of qualifications and honorary academic titles;
  - 1.10. Procedures for expulsion of students for academic, or other reasons;
2. The development of strategies for academic activities at the University and the resources required to support them, as well as the provision of advice for the Rector and the Steering Council.
3. The development of policy for the protection of the intellectual property of the University and of its commercial utilization.
4. Provision of advice on other matters referred to the Senate by the Rector or the Steering Council.

## **Article 48**

1. The duties of the Senate shall be to:
  - 1.1. Approve the Statute of the University, proposed by the Steering Council;
  - 1.2. Elect the members of the Steering Council that are proposed by the University;
  - 1.3. Appoint the Professional Commission consisting of five (5) members for the proposal of the list for the rector;
  - 1.4. Approve the proposals of the councils of academic units for the election of deans and vice-deans;
  - 1.5. Initiate the procedure for the discharge of deans and vice-deans based on the procedure determined by this Statute;
  - 1.6. Issue decisions regarding the approval and dissolution of academic units and propose other changes in their status for the approval by the Steering Council;
  - 1.7. Approve the study programs of academic units;
  - 1.8. Design strategies for the academic development of the University;
  - 1.9. Issue general regulations relating to the fields of educational, artistic and research activities;
  - 1.10. Determine the procedures and criteria for the evaluation of teaching, research, and artistic work;
  - 1.11. Propose the criteria for student admission, in accordance with this Statute and the Law on Higher Education;



- 1.12. Make decisions on the criteria for expulsion of students;
- 1.13. Define academic standards for lectures and quality assurance of instruction in accordance with this Statute;
- 1.14. Make decisions with regard to examination criteria;
- 1.15. Determine the content of all academic data and documentation in accordance with this Statute;
- 1.16. Make decisions with regard to the evaluation of the academic staff in accordance with this Statute;
- 1.17. Elect members of all commissions and councils formed by the Senate;
- 1.18. Make final decisions taking into consideration objections made by the councils of academic units;
- 1.19. Decide on awarding the title of Doctor honoris causa;
- 1.20. Decide on awarding the title Professor Emeritus based on the provisions of this Statute;
- 1.21. Decide on awarding the title of Honorary Member of the University;
- 1.22. Review the matters upon the request of the Steering Council or the Rector;
- 1.23. Review the matters upon the proposal of the Council of the academic unit;
- 1.24. Review the matters upon the request of the Students' Parliament;
- 1.25. Issue the regulation on the work of the Senate;
- 1.26. Review other matters as determined by this Statute, or upon the request of the Steering Council, the Rector, Faculty Councils, or Students' Parliament.

#### **Article 49**

1. The Senate may establish provisional committees or commissions in order that they provide advice with regard to particular aspects of its activity.
2. The Senate shall have a permanent commission, termed The Commission of Studies, in accordance with the provisions of this Statute.

#### **Article 50**

##### **Organizational Structure**

1. The University shall consist of:
  - 1.1. Academic units;
  - 1.2. Organizational units.

#### **Article 51**

Academic units and Organizational units shall have no legal subjectivity.

#### **Article 52**

##### **Academic units**

1. Academic units of the University are:
  - 1.1. Faculty;
  - 1.2. Faculty of Applied Sciences and

1.3. Faculty of Education.

**Article 53**

Academic units shall have equal status in accordance with the provisions that regulate organization in this Statute.

**Article 54**

An academic unit shall operate within the institutional frame of the University, providing higher education programs, scientific research, or artistic work.

**Article 55**

Academic units shall be created through integration, or dissolution of other academic units on the decision of the Steering Council and after consultations with the Senate.

**Article 56**

1. Preconditions for obtaining the status of an academic unit shall be:
  - 1.1. Activity in one or more specific fields of academic education, scientific research, or artistic work within the institutional frame of the University;
  - 1.2. Sufficient infrastructure;
  - 1.3. Appropriate number of academic staff that enables the fulfillment of long-term academic requirements;
2. The final decision shall be made by the Steering Council.

**Article 57**

1. An academic unit shall lose its status if:
  - 1.1. It is negatively evaluated by Kosovo Accreditation Agency in two successive occasions;
  - 1.2. It is subject to integration or dissolution;
  - 1.3. The council of the respective academic unit requests its institutional detachment from the University. The final decision shall be taken by the Steering Council.

**Article 58**

The Steering Council shall decide on the annual budget upon the Rector's proposal and the budget hearing with the academic unit. During the budget allocation, the particular needs for educational, research, and artistic obligations shall have to be taken into consideration, as well as the results of previous performance reports of the evaluation of the work of the academic unit.

## **Article 59**

An academic unit shall have at its own disposal a relevant percentage of annual student fees for the improvement of educational quality, as well as for covering unforeseen services of the educational staff. Relevant regulations shall be issued by the Steering Council.

## **Article 60**

1. For educational obligations, which are financed by public funds, the University shall assign a particular number of academic and nonacademic staff to an academic unit, and provide appropriate infrastructure in accordance with the educational obligations, determined by the Steering Council upon the proposal of the Senate.
2. The academic unit as member of the University shall be responsible for implementation of the accredited study programs within the frame of its educational profile and in accordance with the provisions of higher education. The study programs shall be determined by the Senate.
3. The academic unit is responsible for the development of scientific research, and for artistic work within the scope of its field of activity.
4. Interdisciplinary study programs, which include several academic units, shall be established by the decision of the Senate and based on the proposal of the participating academic units.

## **Article 61**

1. An academic unit shall have its own name and seal.
2. An academic unit shall bear the emblem and the name of the University within its own emblem and name.

## **Article 62**

### **Faculty**

1. A faculty shall be engaged in related academic disciplines regarding:
  - 1.1. Academic education;
  - 1.2. Scientific research;
  - 1.3. Artistic work;
  - 1.4. Other activities determined by this Statute.

## **Article 63**

1. A Faculty shall offer the following types of studies:
  - 1.1. Undergraduate studies – Bachelor;
  - 1.2. Master studies:
    - 1.2.1. Academic Master and
    - 1.2.2. Professional Master, whose graduates shall not be eligible to enroll the academic studies of doctoral level.

- 1.3. Doctoral studies.
2. The Faculty of Medicine at undergraduate level shall offer the following types of studies:
  - 2.1. Six-year undergraduate studies (general medicine, dentistry, and pharmacy).
  - 2.2. Three-year Bachelor studies (physical therapy, nursing, midwifery).

#### **Article 64**

1. The University shall comprise the following faculties:
  - 1.1. Faculty of Philosophy;
  - 1.2. Faculty of Natural Sciences and Mathematics;
  - 1.3. Faculty of Philology;
  - 1.4. Faculty of Law;
  - 1.5. Faculty of Economics;
  - 1.6. Faculty of Civil Engineering and Architecture;
  - 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;
  - 1.12. Faculty of Geosciences and Technology in Mitrovica;
  - 1.13. Faculty of Sports Sciences.

#### **Article 65**

1. Notwithstanding its size (the overall number of the academic staff, sufficient number of full-time professors in accordance with the needs of different academic fields, and the percentage of permanent staff), a faculty shall have to meet international standards (critical dimensions) in order to ensure long-term sustainable development and professional activity in all scientific fields involved.
2. The faculty shall focus its educational and research profile to the needs of the country, on requalification and life-long learning of professionals, as well as provide practical services for local partners.
3. The faculty shall have the right to establish institutes for practical research in specific fields, based on cooperation agreements with private or public donors, with the approval of the Steering Council.
4. The Steering Council shall issue regulations on the internal organization of academic units based on the proposal of the relevant academic unit.
5. Academic units shall have the right to establish the following levels of hierarchical subdivision:
  - 5.1. Departments (general fields of science and arts);
  - 5.2. Institutes (special fields of science and arts);
  - 5.3. Research units.

## **Article 66**

1. A faculty shall be responsible for the following:
  - 1.1. Making proposals to the Senate relating to the study programs;
  - 1.2. Organizing teaching, examinations, and assessment and evaluation of students;
  - 1.3. Student academic progress, including academic services to students;
  - 1.4. Scientific research, or artistic work conducted in accordance with international standards;
  - 1.5. Quality assurance, evaluation, and matters of reporting, as determined by this Statute;
  - 1.6. The appropriate and efficient use of resources, as provided in this Statute;
  - 1.7. Staff issues as provided in this Statute;
  - 1.8. The appropriate and efficient use of resources allocated by the Steering Council.

## **Article 67**

1. Each faculty shall be headed by the dean, who may, subject to the approval of the Senate, be assisted by one, two, or three vice-deans.
2. Faculties that operate in more than one location, shall have the right to assign an additional vice-dean for each location.

## **Article 68**

1. Deans and vice-deans shall be elected from among the professors of the respective faculty with absolute majority vote of the Council of the academic unit. The Council shall submit the proposal to the Senate for approval of the election for a four-year period, with a possibility of reelection for another mandate.
2. Candidates for the post of the Dean and Vice-Deans shall have to be individuals with relevant qualifications and managerial abilities and experience, and hold at least the title of professor assistant.
3. The elected Dean shall propose the potential vice-deans for the joint mandate to the Council of the academic unit, who shall be elected by the Council and proceeded to the Senate for approval.
4. For the election of the new Dean, the Council of the academic unit shall elect a delegate from among the professors of the faculty, who shall temporarily hold the faculty Dean's mandate in the Senate until the election procedure of the new Dean is concluded. Then the newly elected Dean shall take over the mandate, as foreseen in this Statute.
5. The regular term of office of the Dean and Vice-Deans shall commence on October 1.

## **Article 69**

The Dean's authority shall be symbolized by the Dean's necklace.

## **Article 70**

1. The mandate of the Dean may be prematurely terminated in case of:
  - 1.1. Resignation;
  - 1.2. Discharge from office;
  - 1.3. Health issues;
  - 1.4. Conviction of criminal offence;
  - 1.5. Retirement;
  - 1.6. Death.
2. The procedure for the discharge of the Dean may be initiated by:
  - 2.1. The Steering Council;
  - 2.2. The Senate;
  - 2.3. The Rector;
  - 2.4. The council of the relevant faculty.
3. The procedures and reasons for the discharge from duty of the Dean shall be issued by the Senate.
4. The decision for the discharge from duty of the Dean shall be taken by the Senate after the consultations with the Council of the respective faculty. The decision for the discharge from duty of the Dean shall be taken with the qualified majority of 2/3 of members.
5. In case of termination of the Dean's mandate, the mandate of the Vice-Deans shall also be terminated.
6. In case of the termination of the mandate, the newly elected Dean and Vice-Deans shall be elected for the remaining period of the mandate.

## **Article 71**

1. The mandate of the Vice-Dean may be prematurely terminated in case of:
  - 1.1. Resignation;
  - 1.2. Discharge from office;
  - 1.3. Health issues;
  - 1.4. Conviction of criminal offence;
  - 1.5. Retirement;
  - 1.6. Death.
2. The procedure for the discharge from office may be initiated by:
  - 2.1. The Steering Council;
  - 2.2. The Senate;
  - 2.3. The Rector;
  - 2.4. The council of the relevant Faculty;
  - 2.5. The Dean
3. The decision on the discharge from office shall be taken by the Senate after having consulted the Dean and the council of the respective faculty. The Senate's decision shall be taken with a qualified majority of 2/3 of members.
4. In case of termination of the Vice-Deans mandate, the Dean shall propose a new candidate for Vice-Deans office, who shall be elected for the remaining period of the mandate of the discharged Vice-Dean.

## **Article 72**

1. Regarding his/her work the Dean shall be responsible to the Rector. The duties of the Dean shall be:
  - 1.1. To provide academic leadership in relevant fields for the conduct of teaching, scientific research, and artistic work in the Faculty;
  - 1.2. To ensure efficient, economic and effective use of the resources allocated to the Faculty by the Steering Council;
  - 1.3. To undertake all necessary measures for the implementation of the decisions and duties determined by the Faculty Council;
  - 1.4. To provide sufficient information with regard to the use of resources and the performance in teaching, in scientific research, and in artistic work for the Rector and the Steering Council based on the provisions of this Statute;
  - 1.5. To represent the Council of the Faculty in the Senate of the University;
  - 1.6. To provide advice to the Rector and the Senate regarding the appointments of the academic staff in the courses of the Faculty.
  - 1.7. To propose candidates for the Vice-Deans.
  - 1.8. To carry out other duties of a Dean foreseen by this Statute.
2. The Dean may represent the University in legal matters as well on behalf of the faculty exclusively by the authorization of the Steering Council foreseen by the regulation or otherwise.
3. The duties of a Vice-Dean shall be determined by the Dean.

## **Article 73**

1. Each Faculty shall have a council the members of which shall be:
  - 1.1. The Dean;
  - 1.2. The Vice-Dean(s);
  - 1.3. The Secretary of the Faculty;
  - 1.4. Up to thirty (30) members elected from and by the professors of the Faculty;
  - 1.5. Up to eight (8) members elected from and by the assistants of the Faculty;
  - 1.6. One member of nonacademic staff of the Faculty;
  - 1.7. Two student representatives elected by the Students' Council of the Faculty.

## **Article 74**

The mandate of academic and nonacademic members of the Council shall be four years. The mandate of the members from student population shall be one year. Their mandate shall commence on October 1.

## **Article 75**

1. The Dean shall chair the Council of the Faculty. In the absence of the Dean, a Vice-Dean shall take the chair in order of precedence established by the Dean.

2. The deans of faculties shall constitute the Collegium of Deans which shall be chaired by the Rector. The Collegium of Deans shall issue a specific regulation with regard to organization of its work.

#### **Article 76**

1. The Council of the Faculty shall have the following responsibilities and duties:
  - 1.1. To propose the candidate for the post of Dean to be approved by the Senate;
  - 1.2. To provide advice and proposals to the Steering Council and the Senate for all matters related to the faculty, its staff, its internal structure and organization;
  - 1.3. To propose the study programs and the changes in the study programs to the Senate, make recommendations on teaching methods in the fields of scientific studies, or artistic work, as well as on other academic issues.
  - 1.4. To monitor students' progress as well as of scientific research, or artistic work at the faculty;
  - 1.5. To propose the number and determine the conditions for enrollment of new students in accordance with the guidelines issued by the Steering Council and the Senate;
  - 1.6. To determine and implement appropriate measures for quality assurance and for evaluation in accordance with the guidelines determined by the Senate;
  - 1.7. To compile annual reports of work performance for the Rector;
  - 1.8. To deal with other matters related to academic issues;
  - 1.9. To deal with other matters determined by this Statute or requested by the Steering Council or the Senate.

#### **Article 77**

1. Each Faculty shall have the Students' Council. This decision-making body shall represent all the students of the Faculty.
2. The number of members and the procedure for their election shall be determined by the regulation issued by the Steering Council in accordance with this Statute and in consultation with the Students' Parliament.
3. The mandate of the members of the Students' Council shall be limited to two years without the possibility of reelection.

#### **Article 78**

1. The Students' Council shall review and decide on all issues relating to students' rights and obligations in the Faculty;
2. The Students' Council shall realize their own interests, regarding the progress of the teaching process, through their representatives in the Faculty Council.
3. Student members of the Faculty Council shall participate in proposing the candidates for the Dean.



**Article 79**  
**Faculty of Applied Sciences**

1. Faculty of Applied Sciences shall be an academic unit of the University engaged in teaching and in applied scientific research in relevant academic disciplines. Its academic education shall be focused on practice-oriented study programs, pursuing the concept of University of Applied Sciences of Europe.
2. The educational and research profile of the Faculty of Applied Sciences shall be focused on the needs of the country, on requalification, and on life-long learning of professionals, as well as on providing practical services for local partners.
3. The Faculty of Applied Sciences shall have the right to establish institutes for practical research in specific fields, based on cooperation agreements with private or public donors, with the approval of the Steering Council.

**Article 80**

1. The Faculty of Applied Sciences shall offer the following types of studies:
  - 1.1. Undergraduate studies - Bachelor;
  - 1.2. Professional Master studies (the graduates from Professional Master shall not have the right to enroll in academic doctoral studies) and Academic Master studies.

**Article 81**

1. Within its structure, the University shall comprise the following faculties of applied sciences:
  - 1.1. The Faculty of Applied Sciences in Mitrovica;
  - 1.2. The Faculty of Applied Sciences in Ferizaj.

**Article 82**

All other regulations regarding faculties of applied sciences are similar and shall be referred to the chapter 'Faculties' (Article 62) of this Statute.

**Article 83**

**Organizational units**  
**Central University Library**

The Central University Library shall be an organizational unit within the frame of the University of Prishtina.

**Article 84**

1. The Central University Library shall collect, process, and offer for use study collections, materials, information, and library services for the conduct of educational

and research activity, as well as for the development of the abilities and knowledge of students and their instructors.

2. The Central University Library shall offer services for students and academic staff by lending library materials for their use, and by providing access to electronic sources of information. It shall offer professional services for relevant faculty libraries. The activity of university libraries shall be based on international library standards.
3. The Central University Library is a constituent part of the Unified Network of Kosovo Libraries aiming at the implementation of library standards, preparation and dissemination of the database, and the enrichment and coordination of interlibrary cooperation.

#### **Article 85**

1. The structure of the Central University Library shall consist of the Steering Council and the Director.
2. The Steering Council of the Central University Library shall have 5 members who shall be appointed and discharged by the Rector of the University.
3. The Steering Council shall have the following duties and responsibilities:
  - 3.1. Compile and approve the development strategies and policies of the library;
  - 3.2. Approve the annual plan of activity and the annual financial plan of the library;
  - 3.3. Approve the annual report of activities and the annual financial report of the library;
  - 3.4. Design the statute of the library, which shall be approved by the founder;
  - 3.5. Design and approve the regulation on its own work;
  - 3.6. Elect and discharge the chair with the absolute majority vote of members.
  - 3.7. Elect and discharge the director of the library;
  - 3.8. Report to and be held accountable for their work to the body entitled to appoint them.
4. The director of the Central University Library shall be elected by a public competition in accordance with the Law on Libraries. The mandate of the director shall be 4 years with a possibility of reelection for another mandate. The director shall manage, organize and supervise the activity and the functioning of the library. The director of the Central University Library, in accordance with the Law on Libraries in the Republic of Kosovo shall be member of the National Council of Libraries, as advisory body of the respective Ministry of Culture. The director shall propose the annual plan and the financial plan to the Steering Council. For his work he/she shall report and be held accountable to the Steering Council. He/she shall take part in the meetings of the Steering Council without the voting right. He/she shall represent the library in the country and abroad. He/she shall perform other duties and authority in accordance with the legislation in force.

#### **Article 86**

1. Within the University other organizational units may also be established.
2. Other organizational units shall be established by the decision of the Steering Council, while the proposal for the establishment may be made by the Rector as well.

3. The structure of other organizational units shall consist of the Administrative Council and the Director.
4. The Administrative Council shall consist of five members, three of which shall be elected by the Steering Council of the UP, and two shall be from among the staff of the organizational unit. All members shall be elected for a three-year period.

**Article 87**  
**Students and organization of studies**  
**Studies and study programs**

1. Studies at the University shall be established in the frame of the study programs.
2. The content of programs for all types of studies included in this Statute shall be defined on the basis of regulations prepared by councils of academic units based on the suggestions of the Study Commission and shall be approved by the Senate.
3. The content of the study programs related to teacher training shall be determined by regulations prepared by the academic council of the respective faculty, based on the suggestion of the Commission of Studies, and shall be approved by the Senate in accordance with Article 16.4 of the Law on Higher Education in the Republic of Kosovo and in harmony with the standards set by the Ministry.

**Article 88**

1. The University shall offer the following types of studies:
  - 1.1. Undergraduate studies – Bachelor;
  - 1.2. Master studies; Professional and academic (graduates from Professional Master program shall not be eligible to enroll in academic doctoral studies)
  - 1.3. Doctoral studies.

**Article 89**

1. The University shall offer academic study programs in the following fields:
  - 1.1. Social and human sciences;
  - 1.2. Education sciences;
  - 1.3. Technical and engineering sciences;
  - 1.4. Natural sciences, mathematics, and biotechniques;
  - 1.5. Medicine, Veterinary;
  - 1.6. Arts;
  - 1.7. Economics;
  - 1.8. Law.

**Article 90**

1. The study programs shall comprise the following:
  - 1.1. Title of study;
  - 1.2. Type of study;
  - 1.3. Academic title;

- 1.4. Conditions for enrollment;
  - 1.5. Objectives and outcomes;
  - 1.6. Curriculum details;
  - 1.7. ECTS point values (Courses, Diploma thesis);
  - 1.8. Conditions for individual studies.
2. Mandatory contents of the curriculum shall be determined by the regulations issued by the Senate.

#### **Article 91**

1. Bachelor studies shall last 3 or 4 year and shall require 180, respectively 240 ECTS credit points.
2. The Senate shall issue particular regulations for undergraduate studies in the field of Medicine and Veterinary Medicine based upon the proposal of the council of the respective faculty. These studies shall last up to 6 years and shall require up to 360 ECTS credit points.
3. Upon the successful completion of Bachelor studies the academic degree earned shall be Bachelor of Sciences or Bachelor of Arts.

#### **Article 92**

1. Master studies shall last 1, respectively 2 years and require 60, respectively 120 ECTS credit points.
2. Successful completion of undergraduate – Bachelor studies is a prerequisite for enrollment in Master studies.
3. Upon the successful completion of Master studies, the academic degree earned shall be Master of Science, Master Professional, or Master of Arts.

#### **Article 93**

1. Doctoral studies shall be the highest academic studies.
2. Typical duration of doctoral studies shall be 3 years, and shall require 180 ECTS credit points and successful completion of previous studies bearing minimum 300 ECTS credit points.
3. Prerequisite for obtaining the title of Doctor of sciences shall be successful completion of the doctoral studies and successful defense of the doctoral thesis in front of the examining commission.

#### **Article 94**

1. Academic units of the university shall be entitled to establish specific study programs within the Bologna framework (Bachelor – Master – Doctorate):
  - 1.1. For double major study programs;
  - 1.2. For interdisciplinary study programs;
  - 1.3. For joint study programs.

### **Article 95**

1. Double major study programs shall be offered by academic units in a joint program and shall comprise two fields of study of that particular unit.
2. Responsibilities of each contributing partner shall be determined in the study program.
3. The program of study shall be proposed by the Council of the academic unit and shall be approved by the Senate.
4. Upon the successful completion of the studies, a joint diploma shall be obtained and the graduate student shall earn the professional degree in both fields of study.

### **Article 96**

1. The interdisciplinary study programs shall be determined by the Senate, whereas they shall be proposed by two or more academic units for the three levels of studies.
2. The responsibilities of each of the partners shall be determined by the study program;
3. The Senate shall establish the Commission for interdisciplinary studies that shall be responsible for:
  - 3.1. The development of the study program;
  - 3.2. Organizational and technical issues;
  - 3.3. The procedures for the realization.
4. All the proposals of the Study Commission shall have to be approved by the councils of all academic units that shall contribute to the study program.
5. The Senate shall make the final decision regarding all the study regulations, proposed by the Study Commission and approved by the councils of academic units.

### **Article 97**

1. Joint study programs may be developed between the University of Prishtina and other universities on the basis of partnership contracts.
2. Joint study programs shall be determined by the Senate and offered by academic units for all three levels.
3. The obligations of each partner institution shall be determined in the study program on the basis of joint institutional agreement.
4. The senate shall elect members for an inter-university study commission, which shall be responsible for:
  - 4.1. Development of the study program;
  - 4.2. Organizational and technical matters;
  - 4.3. Procedures for realization.
5. All proposals of the Study Commission shall have to be approved by the councils of all academic units of all universities that contribute to the study.
6. The Senate shall take the final decision for all study regulations, proposed by the Study Commission.

## **Article 98**

1. Students shall have the right to apply for an individual study program called ‘studium irregulare’ (individual study). The core scheme of a ‘studium irregulare’ includes one of the regular study programs (foundation study program) offered by one of the academic units. The overall number of the individually selected courses compared to regular (foundation) study program offered by an academic unit, shall not exceed 30% (measured in ECTS point values).
2. Individually selected courses may be chosen from all academic units of the University.
3. Proposals for ‘studium irregulare’ shall be made to the study commission of the academic unit, where the foundation study program is based, containing the following elements:
  - 3.1. The title of the study;
  - 3.2. Regular study program to be attended;
  - 3.3. Objectives and outcomes of the study process;
  - 3.4. Curriculum details;
  - 3.5. ECTS point value (courses, thesis);
4. The Study Commission shall decide about:
  - 4.1. Accepting the ‘studium irregulare’ in the presented version;
  - 4.2. Rejecting the proposal for ‘studium irregulare’;
  - 4.3. Handing back the proposals for ‘studium irregulare’ for modification or complementation.
5. In case of a positive response of the Study Commission, the council of the academic unit shall approve the ‘studium irregulare’.

## **Article 99**

1. Academic units shall have the right to offer academic courses for the public in general.
2. University courses shall include:
  - 2.1. Basic courses;
  - 2.2. Specialized courses;
  - 2.3. Seminars;
  - 2.4. Summer schools.
3. The curriculum, prerequisites for attendance, and other organizational details shall be approved by the councils of academic units based on the proposal of the professor who is in charge of the course. The final decision shall be taken by the Senate.
4. Upon the successful completion of the university course, a certificate, signed by the Dean of the academic unit in which the course is delivered and the professor in charge of the course, shall be issued.

**Article 100**  
**Study Commission**

1. A study commission shall be established in each academic unit of the university as an advisory body of the council of that academic unit.
2. A study commission shall be established for each interdisciplinary study program of the university, as an advisory body for the Senate in accordance with the provisions of this Statute.

**Article 101**

1. The Study Commission shall be responsible for:
  - 1.1. Designing of the proposals of new study programs;
  - 1.2. Adaptation and modification of existing study programs;
  - 1.3. Continuous review of university textbooks;
  - 1.4. Application of changes in study programs upon students' request;
  - 1.5. Application for 'studium irregulare' upon students' request;
  - 1.6. Preparation of the case regarding students' complaints;
  - 1.7. Evaluation of students.
2. The duties of the Study Commission shall be: the development of concepts, assessment and comments of requests in order to prepare reports for which decisions shall be made by the Senate, or by the Council of the particular unit.

**Article 102**

1. The members of the Study Commission shall not necessarily be members of the Senate or of the council of the academic unit. The Study Commission shall have the following composition:
  - 1.1. The Vice-Rector or Vice-Dean for teaching (chair)
  - 1.2. Five professors;
  - 1.3. One assistant;
  - 1.4. Two students with grade point average at least eight (8).
2. Members of academic staff shall be elected by the Senate, or by the council of the academic unit.
3. Student member shall be elected by the Students' Parliament, respectively by the Students' Council.
4. The duration of the mandate shall be in accordance with the Senate regulations regarding members, as determined in this Statute.

**Article 103**  
**Admission to studies**

1. Each candidate who has passed the State Matura Test, shall be eligible to apply for the studies at the University of Prishtina in accordance with the legislation in force.
2. Conditions for admission to undergraduate studies – Bachelor studies at the University shall be:

- 2.1. Successful completion of a Kosovo high school certified by a diploma;
- 2.2. Successful completion of primary and secondary education with a minimum 12 years of education certified by a respective diploma;
- 2.3. Successful completion of primary and secondary education with a minimum of 12 years of education certified by a respective diploma earned abroad, if its equivalence to Matura diploma has been made. The decision on recognition and equivalence of a diploma shall be issued by the respective Ministry.
3. The Senate shall issue regulations by which the conditions and criteria of student admission in undergraduate – Bachelor studies shall be determined in detail.
4. For specific fields of study, the University shall organize additional examinations – entrance examination for several courses in the procedure of student admission, which shall have to be approved by the Ministry. In this case, the student shall have to successfully pass the entrance exam for enrollment in the first year of studies.

#### **Article 104**

1. In Master studies students shall be enrolled on the basis of application, based on the results of the previous studies and their equivalence, as determined by the Law on Higher Education.
2. Special criteria for the admission to Master studies shall be determined by the Senate in accordance with the provisions of this Statute.

#### **Article 105**

1. The number of places for Bachelor and Master studies for the first year for each study program in every academic unit shall be determined by the Senate, upon the proposal of the respective council. The decision shall be based on the overall number of students that shall receive education at public expense granted by the Ministry.
2. Part-time students of Bachelor and Master studies shall not be financed by public funds. However, those who shall achieve excellent results in studies, may be accorded a study place financed by public funds from the second year, or from the following year of studies. The conditions and criteria for earning this right shall be determined by the Steering Council upon the proposal of the Senate.

#### **Article 106**

The rules relating to the announcement of the competition and the criteria for enrollment shall be issued by the Senate.

#### **Article 107**

1. The candidates that have not been accepted in the first year of Master studies may lodge a complaint against the decision within three working days after the announcement of the results of selection.



2. The final decision on the complaint shall be taken by a commission composed of 5 members, chaired by the Vice-rector for teaching and student matters and other members appointed by the Rector.

**Article 108**  
**Determination of academic success**

1. The following methods for determination of academic success shall be applied:
  - 1.1. Examination;
  - 1.2. Colloquium;
  - 1.3. Seminar paper;
  - 1.4. Professional practice;
  - 1.5. Practical test during tutorials;
  - 1.6. Performance and presentation of artistic and other works.

**Article 109**

1. The following grades shall be applied by all academic units of the University in order to describe the level of success in examinations:
  - 1.1. 10 and 9 (excellent)
  - 1.2. 8 (very good)
  - 1.3. 7 (good)
  - 1.4. 6 (satisfactory)
  - 1.5. 5 (unsatisfactory)
2. A candidate shall successfully pass an examination by the grades 6 – 10.
3. The Senate shall issue the regulation on determining detailed criteria for grading.

**Article 110**

1. Examinations shall serve as the regular mode of evaluation of knowledge.
2. Examinations may be organized separately for each course, or may be combined for more courses in accordance with the program of study (examination by commission).
3. Examinations shall be public and shall be delivered in the following modes:
  - 3.1. Written;
  - 3.2. Oral;
  - 3.3. Written and oral;
  - 3.4. Practical.
4. Combined written and oral examinations shall be completed within a period of seven days;
5. Examinations shall be graded by an examiner or by an examination commission.
6. Examinations can be held by an examination commission if:
  - 6.1. the student has submitted a complaint;
  - 6.2. it is prescribed by the study program.
7. The procedure of delivery of an examination is defined by the study program.
8. The mode of determining the knowledge and passing the exam shall be defined by the course syllabus.

### **Article 111**

1. Examinations for Bachelor and Master studies shall be held during the examination sessions.
2. Examination sessions shall include winter session (January), spring (June), and fall (September) session. Exact period for each session shall be determined by the general calendar of studies, which shall be approved by the Senate and shall be made public. Details regarding the commencement and conclusion of each session shall be determined by the councils of academic units.
3. The schedule of the examination sessions that comprise daily schedules, shall be announced at the beginning of the academic year.
4. The schedules shall be designed in a manner that a student shall not have more than one examination per day.
5. Examination schedules, after having been made public, shall be binding for both examiner and student.

### **Article 112**

Examinations in doctoral studies may be delivered throughout the academic year based upon the individual agreement between examiner and student.

### **Article 113**

1. The period of registration for an examination shall commence not earlier than 6 weeks before the conclusion and not later than 8 days before the commencement of the examination session.
2. Examination schedule shall have to be published no later than three days prior to the date of examination.
3. In all cases when the student misses an examination or withdraws from it, the examination shall be considered failed (graded 5).
4. Upon his/her request, a student may be allowed by the Dean of the academic unit to sit an early examination in case he/she is taking part in an international exchange study program, or is conducting practical study abroad during the prescribed period of examination.

### **Article 114**

1. A student shall have the right to lodge a complaint in writing against the received grade to the Dean of the academic unit. The complaint shall have to be submitted within two working days after the announcement of results.
2. The complaint may be made for the following reasons:
  - 2.1. For a written examination – a complaint shall be lodged against the grade received in a written examination;
  - 2.2. For an oral examination – a complaint shall be lodged against the grade received in an oral examination.
  - 2.3. For a combined written and oral examination:

- 2.3.1. A complaint shall be lodged against the received grade prior to sitting for the oral examination;
  - 2.3.2. A complaint lodged against the grade received in the oral examination shall imply that the grade received in the written exam is accepted.
3. Upon receiving a complaint in due time, the Dean of an academic unit shall establish an examination commission one working day after the receipt of the complaint by appointing three members, excluding the examiner against whose grades the student has complained.
4. In the case of oral examination repeated, the re-examination by the commission shall take place the next working day after the appointment of the commission.
5. In the case of a complaint against the grade of a written examination, the written examination shall be reviewed the next working day after the appointment of the commission.
6. There is no appeal against the evaluation of the commission.
7. The tests relating to students' evaluation shall be kept for minimum one (1) year.

#### **Article 115**

1. A student shall have the right to retake the examination in a course that he failed.
2. As a rule, a student shall have the right to retake a failed examination maximum three times.
3. Upon a complaint, based on a strong justification, a student may be allowed by the Dean of the academic unit to sit the exam for the fourth time. The examination shall then be held by a commission of three members appointed by the Dean of the academic unit.
4. In case of re-enrollment of the same study year, the number of previously failed examinations shall not be taken into consideration.
5. In case a student has again failed an examination for 4 times during the reenrolled year, he/she shall lose full-time student status for this type of study.
6. A student may regain the student status in case he/she applies in a new study program. The decision relating to regaining the student status shall determine the examinations and other elements that are recognized, as well as the obligations of the student in the new study program.

#### **Article 116**

1. After the completion of the last regular semester of Bachelor and Master studies, the student shall be granted a period of 12 months for completing examinations (graduating period).
2. A student may make a request once to the Dean of an academic unit for extension of graduating period for another 12 months period.

**Article 117**  
**Bachelor and Master diploma thesis**

1. The Bachelor study programs shall be concluded with Bachelor diploma thesis, or a commission examination in accordance with the study program.
2. Bachelor diploma thesis shall be elaborated individually by the student, proving that the theoretical skills gained during the studies can be successfully utilized for solving a practical problem in a specific scientific field.
3. Bachelor thesis can be jointly elaborated by two or three students (research group) in which case the contribution of each candidate shall have to be indicated clearly.
4. The decision regarding the application for elaboration of Bachelor thesis by two or three students shall be taken by the council of the academic unit.
5. The procedure for application, elaboration, defense, and grading of the Bachelor thesis shall be determined by the council of the academic unit.

**Article 118**

1. Master study programs shall be concluded with a Master thesis in accordance with study programs.
2. The Master thesis shall be elaborated individually by the student, demonstrating that the theoretical skills gained during the studies can be applied successfully in solving complex research problems in specific scientific fields.
3. Master thesis can be jointly elaborated by two or three students (research group), in which case the contribution of each student shall have to be clearly indicated.
4. Application for elaboration of a Master thesis by two or three students shall have to be decided by the council of the academic unit.
5. The procedure for application, elaboration, defense, and grading of a Master thesis shall be determined by the council of the academic unit.

**Article 119**  
**Doctoral studies**

1. Doctoral studies shall be proposed by academic units in relevant fields of studies and shall be approved by the Senate.
2. Doctoral studies may be established and realized solely in those scientific fields in which the responsible institution has a signed contract for permanent employment with minimum half the overall number of instructors, and if in those fields of study they can respond to teaching and mentoring requirements in amount of two thirds of the needs.
3. The institution responsible for organizing Doctoral studies shall have internationally recognized achievements in scientific research, respectively in artistic work.
4. In order to ensure quality as well as promote mobility of Doctoral studies students and instructors, Doctoral studies shall be open to all forms of cooperation with similar institutions at home and abroad.

### **Article 120**

1. Within the framework of Doctoral studies, the Doctoral Studies Council as a permanent council of the UP Senate shall be established.
2. Within the framework of the academic unit – the faculty organizing the Doctoral studies, the Doctoral Studies Council as a permanent council of the Faculty Council shall be established.
3. The composition of the doctoral councils shall be regulated by the Regulation on Doctoral Studies of the University.

### **Article 121**

The Doctoral dissertation shall be a scientific work written by the candidate, which shall elaborate one or more relevant scientific topics in an original and unique manner, and shall be subject to public scientific, or artistic evaluation.

### **Article 122**

1. Admission of students to Doctoral studies shall be conducted through a public competition which shall be announced by the University.
2. The following shall be eligible to apply for the Doctoral studies:
  - 2.1. Graduates who hold a Magisterium degree in the relevant scientific field;
  - 2.2. Graduates who hold an academic Master of Sciences and Master of Arts degree;
  - 2.3. Graduates from (5-6 year) undergraduate studies in Medicine;
3. Conditions for admission and the evaluation criteria of the candidates for Doctoral studies shall be determined by the Senate of the University of Prishtina in accordance with this Statute and the Regulation for doctoral studies.

### **Article 123**

1. The Doctoral studies shall be organized in six semesters.
2. For students, holders of a magisterium degree, the studies shall last for 2 years and their degree shall be equivalented with the credit system up to 1/3 of the total number of credits points foreseen.

### **Article 124**

1. During the first year of Doctoral studies, the candidate shall propose the mentor and the topic.
2. The mentor shall be selected amongst full professors and associate professors of the same scientific field, who have a full-time contract with the University. Exceptionally, upon the request of the council of the academic unit, holders of the academic title of assistant professor may also be engaged as mentors provided that he/she has minimum three articles published in internationally reviewed journals in the field in which he/she shall supervise the mentee. A co-mentor from another university may also be proposed.

3. The doctoral candidate shall start the procedure of submitting a doctoral thesis project proposal by the submission of the application form, which shall include personal details of the candidate, CV, the list of the candidate's publications, the title of the topic proposed, the details of the proposed mentor and his/her competencies, as well as the rationale of the topic, expectations with regard to the original scientific contribution of the proposed research, the estimation of the research costs, as well as the declaration that the candidate has not submitted the same topic for doctoral thesis in the studies in any other university. The doctoral thesis topic shall be submitted on specific forms of the University.
4. The Council of the academic unit, upon the proposal of Doctoral Studies Council, shall appoint a commission for evaluation of the proposed topic and mentor within one month from the date of the receipt of the application. The commission shall consist of three members of which at least one of the members shall neither be a professor in respective studies nor employed in the academic unit that is the responsible institution of the studies. The proposed mentor cannot be the head of the commission.
5. The commission for evaluation of the topic shall provide an assessment of the originality of the scientific, or artistic contribution, as well as financial and organizational feasibility of the research, and shall propose the mentor, no later than one month from the submission of the application.
6. The Doctoral Studies Council of the academic unit shall have to review the proposal of the commission for evaluation of the topic and the mentor in the third semester of the doctoral studies.
7. The project proposal of the doctoral thesis shall be defended in front of the Doctoral Studies Council of the academic unit, the commission for evaluation and the proposed mentor, fifteen days after the submission of the report by the commission for evaluation.
8. The council of the academic unit, upon the proposal of the Doctoral Studies Council, shall propose the topic and the mentor to the Senate of the University for approval. The Senate shall have to make the decision on the proposal for dissertation within 2 months after the receipt of the application. The decision can:
  - 8.1. Accept the original proposal;
  - 8.2. Request the topic be expanded or altered by the candidate;
  - 8.3. Request from the Council of the academic unit to propose another mentor.

#### **Article 125**

1. The candidate for the dissertation shall have to submit the completed doctoral thesis to the Council of the academic unit for evaluation within a period of 3 years from the date of the approval of the topic by the UP Senate. The candidate shall first have to provide the mentor's written and signed consent and opinion regarding the research conducted and the original scientific contribution achieved.
2. The candidate may apply to the council of the academic unit for extension of the dissertation, or research period for another year.

3. In case the candidate does not submit a completed doctoral thesis for evaluation within the regular, or extended dissertation period, the given dissertation topic shall be considered to have been renounced by the candidate.

#### **Article 126**

1. After the submission of the completed dissertation by the candidate, the council of the academic unit, upon the proposal of the Doctoral Studies Council, within a month from the date of the submission of the doctoral thesis for evaluation, shall appoint the commission consisting of 3 members for the evaluation of the doctoral thesis. The members of the evaluation commission of the doctoral thesis shall hold at least the title of the assistant professor.
2. At least one of the members shall not be engaged as professor in the Doctoral studies nor be employed in the faculty responsible for the organization of Doctoral studies; if possible, he/she shall be employed in another institution in Kosovo, or another university abroad. The mentor cannot be the member of the commission for the evaluation of the dissertation.
3. The commission shall be obliged to conduct the complete evaluation of the dissertation within 2 months, including the written report, and the suggestion for evaluation. The report of the commission shall be addressed to the council of the academic unit.
4. The council of the academic unit, after the report of the commission, shall decide for:
  - 4.1. Acceptance of the dissertation in the offered version;
  - 4.2. Refusal of the dissertation due to failure;
  - 4.3. Handing back the dissertation for complementation, or modification.
5. In case the dissertation is handed back for complementation or modification, the council of the academic unit shall determine an adequate period, between minimum 2 months and maximum 6 months.
6. The complemented or modified dissertation shall have to be submitted accompanied by the mentor's consent and opinion to the council of the academic unit.
7. When approving the report of the evaluation commission, the council of the academic units shall appoint a commission for the defense of the dissertation. The commission for the defense of the dissertation shall consist of three members. The commission for the defense of the dissertation can have the same composition as the commission for evaluation of the dissertation.
8. The decision of the council of the academic unit regarding the approval of the dissertation shall have to be ratified by the Senate.

#### **Article 127**

1. After the confirmation of the approval of the dissertation by the Senate, the dissertation defense shall be held within 2 months. The exact dissertation defense date shall be determined by the Dean of the academic unit in agreement with the commission for the evaluation of the dissertation.
2. During the public defense of the dissertation, minutes shall be recorded by the secretary of the commission appointed by the Dean of the academic unit.

### **Article 128**

1. After the successful conclusion of the dissertation defense, the candidate shall earn the academic title Doctor of Sciences or its equivalent, as determined by particular regulations issued by the Senate.
2. Upon the proposal of the Dean of the academic unit, in which the dissertation has been successfully defended by the candidate, the Rector shall ceremonially award the scientific degree (scientific title).
3. The ceremony shall be public and formal. The procedure of the ceremony shall be determined by specific rules issued by the Senate.

### **Article 129**

1. The diploma document of Doctor of Sciences shall comprise:
  - 1.1. Name of the University;
  - 1.2. Name of the academic unit where the dissertation has been defended;
  - 1.3. Name, surname, date and place of birth of the candidate;
  - 1.4. Title of the dissertation;
  - 1.5. Date of defense of the dissertation.
2. The diploma document shall be signed by the Rector and the Dean of the academic unit where the dissertation has been successfully defended.
3. The diploma document shall be certified with the seal of the University.
4. The shape and other elements of the diploma document shall be determined in a special regulation issued by the Ministry.

### **Article 130**

1. The academic title Doctor of Science can be revoked in case of proven evidence that:
  - 1.1. The dissertation was not the candidate's own work;
  - 1.2. The dissertation was not the result of candidate's personal achievement;
  - 1.3. The dissertation in relevant parts is based on previously published scientific results of other individuals or institutions;
  - 1.4. The dissertation is plagiarized or breaches author's rights;
  - 1.5. Other unethical practice occurrence.
2. The appeal for revocation can be submitted to the council of the academic unit by any individual or institution, supported by detailed written evidence.
3. After the appeal, the council of the academic unit shall establish a commission of three members consisting of professors from the scientific field of the dissertation.
4. Members of the original commission of the appealed dissertation shall be excluded from election in this commission.
5. The commission shall submit an evaluation report relating to justifiability of the appeal and shall propose further procedures within two months after the commencement of the procedure.
6. After the report and the proposal of the commission, the council of the academic unit shall decide on rejecting or accepting the appeal on revocation in the next meeting.



7. In case of acceptance of the appeal by the council of the academic unit, the Senate shall vote on this decision in the following meeting. The affected Doctor of Sciences shall have to be invited to a hearing in front of the Senate.

#### **Article 131**

The University shall be responsible to keep record regarding the awarded and revoked doctorate degrees.

#### **Article 132**

The Senate shall issue regulations related to organization and realization of Doctoral studies.

#### **Article 133** **Academic titles**

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

#### **Article 134**

1. The Senate may for good reasons and strong arguments and upon the Rector's recommendation deprive a holder of his/her award.
2. The reason and the strong argument shall comprise:
  - 2.1. Fraud or deception during assessment or examination;
  - 2.2. Plagiarism and breach of author's rights in preparation of a diploma or other written work;
  - 2.3. Other unethical practice.

#### **Article 135**

1. Successful conclusion of studies in accordance with the study program shall be certified by the University by a diploma, which is an official document.
2. The shape and the content of the diploma, diploma supplement, as well as the procedure of its issuance shall be prescribed by the administrative instruction issued by the Ministry.
3. The diploma shall be signed by the Rector and the Dean of the academic unit in which the study has been completed.

#### **Article 136** **Recognition of studies**

1. In accordance with the rules of Lisbon Recognition and in accordance with specific regulations of the Ministry, the University shall recognize the qualifications (titles, diplomas, examinations) of recognized or licensed domestic or foreign institutions of higher education.

2. In accordance with the Administrative Instruction of MEST on principles and procedures of the recognition of diplomas of higher professional schools and the university degrees obtained outside the Republic of Kosovo, it shall be within the competencies of the University to recognize the diplomas of higher professional schools and university degrees and certificates of particular periods of studies, with the purpose of continuing the studies.
3. In case of recognition of qualifications, the student shall have the right to continue the studies at the University.

#### **Article 137**

1. The recognition procedure shall be administered by a professional official of the University Central Administration.
2. The decision on recognition of the studies shall be based on the information obtained from the respective European databases and shall be coordinated with the National Council for Recognition, responsible for implementation of Lisbon Recognition Convention.
3. The Rector shall be authorized by the Senate to issue the recognition in all unambiguous cases.
4. The records regarding the recognition of qualifications shall be kept permanently by the University Central Administration.

#### **Article 138**

1. In disputable cases, when the data is insufficient for making a decision, the request for recognition shall be forwarded to the relevant study commission including the following information:
  - 1.1. Complete application file with all the supplements;
  - 1.2. Available data and comments of the National Council for Recognition or an equivalent institution regarding the specific case.
2. The study commission shall submit the report and the proposal to the Senate for decision within a period of two months after the submission of the request.
3. The decision of the commission can be as follows:
  - 3.1. Full recognition of the foreign diploma;
  - 3.2. List of additional examinations required in order to receive full recognition;
  - 3.3. Rejection of the request due to major discrepancies in study programs.

#### **Article 139** **Academic year**

1. The University shall organize studies in accordance with existing study programs during the academic year that lasts 12 months. The academic year shall commence on October 1, and shall be concluded on the September 30.
2. The active study period (lectures, exercises, seminars, colloquia) shall be divided into two terms. The winter term shall commence on October 1 and shall be concluded on

January 15. The summer term shall commence on February 16 and shall be concluded on May 31.

3. A course can be lectured on weekly basis (15 weeks per term) during one or two terms, or can be held as block of lectures in a term.
4. The calendar of studies shall be issued by the Senate by May 31, and shall include the schedule of lectures (lectures, exercises, seminars, colloquia), terms of examinations and examination sessions.

#### **Article 140**

The Senate shall issue regulation on the overall engagement and workload of students.

#### **Article 141**

##### **Language of studies**

1. The University shall organize studies in the Albanian language and in other official languages of Kosovo.
2. Upon the Senate decision, based on the proposal of the council of the academic unit, lectures can be delivered in other languages as well.
3. Upon the proposal of the council of the academic unit, the Senate can decide that study programs shall be offered exclusively in a foreign language if special arguments (promotion of academic exchange, situation in the labor market, students' interest, academic orientation of the academic staff) support these measures and favor the academic development of the University.

#### **Article 142**

##### **Change of study profile**

1. A student can carry out a change of study program by terminating education during the course of one study program and start education during the course of another program in the same, or different academic unit of the University.
2. A change of study program between study programs shall be made possible with the purpose of achieving the same level of education in accordance with the provisions of this Statute;
3. In the course of change of study program, the student shall legally be allowed to start the new study program if at least 50% of the examinations have been successfully completed during the previous study program and are recognized in the course of the new study program:
4. According to paragraph (3), a student shall be allowed to enroll in the new study program:
  - 4.1. Minimum in the second year of studies;
  - 4.2. Or, at best, in the year of studies he/she is attending after the old study program.
5. The change of study program shall not be possible if the student has to enroll again in the first year of study in the new program in accordance with paragraph (3) and (4).

### **Article 143**

1. The request for the change of study program shall have to be submitted by the student to the study commission of the academic unit, in which the student wishes to continue studies. Attached to the request, the evidence for successful fulfillment of the requirements of the previous study program shall be presented.
2. The study commission shall determine individual obligations for the change of study program in accordance with the regulations of the study program intended.
3. The decision on the change of the study program shall be taken by the council of the academic unit upon the proposal of the study commission.
4. A complaint against the decision on rejection of change of study program shall have to be submitted to the council of the academic unit by the student within 8 working days after publication of the decision.

### **Article 144**

In cases of change of study program from another university to the University of Prishtina, the same rules shall be applied as in the case of change of study program within the University.

### **Article 145**

#### **Students – status, rights and obligations**

1. A person who is enrolled at the University of Prishtina shall have the student status;
2. Student status is proven by the student book (index or student card).
3. The content and shape of the student book is determined by a special regulation issued by the Senate.

### **Article 146**

1. The university shall offer two modes of study:
  - 1.1. Full-time studies;
  - 1.2. Part-time studies.
2. A student can have the status of:
  - 2.1. A full-time student;
  - 2.2. A part-time student;
  - 2.3. A guest student.

### **Article 147**

1. Students who have been admitted to the University of Prishtina shall have the right to:
  - 1.1. Attend all lectures, seminars, and other teaching organized in courses of their selected study program and according to their study progress;
  - 1.2. Use the university libraries and other student services;

- 1.3. Participate in elections for student representation in University bodies, to participate regularly in meetings of bodies and commissions in which they have been appointed as member, and fulfill such duties in a committed and sincere manner. In case of conflict of interest as to the contents, delegated student members shall not participate in meetings of governing bodies of the University.
- 1.4. Students shall have the right to express new ideas and debatable opinions without the risk of loss of student place or the privileges they may enjoy from the University;
- 1.5. Students shall have the right to complain with regards to the quality of the teaching process, or the infrastructure of the University;
- 1.6. Students shall have the right to appeal against a decision or action of the University to the Ministry, and the competent court.

#### **Article 148**

1. The obligations of the students who have been admitted to the University of Prishtina shall be:
  - 1.1. To respect the regulations issued by the University;
  - 1.2. To respect the rights of the staff and of other students;
  - 1.3. To pay due attention to their studies and to actively participate in academic activities;
  - 1.4. To attend lectures in accordance with the rules of specific study programs;
  - 1.5. To behave appropriately both in and outside the University premises in order not to discredit the University.
  - 1.6. To respect the rules of the code of ethics;
  - 1.7. To pay the applicable fees and tariffs.

#### **Article 149**

1. Successful completion of the year in accordance with the study program shall be a precondition for enrollment in the next year.
2. A student who has failed to complete the year successfully, shall have to reenroll in the same study year.
3. Maximum number of reenrollments shall be equal to the number of regular study years of the particular study.

#### **Article 150**

1. A student shall lose his status for the following reasons:
  - 1.1. When he/she decides to drop his studies;
  - 1.2. When he/she has completed his studies;
  - 1.3. When he/she fails to enroll the academic year;
  - 1.4. When he/she has not completed his studies within twice the prescribed duration of study;

- 1.5. When he/she has reached the maximum number of reenrollments without successfully completing the study;
- 1.6. In case of expulsion, based on the decision after the disciplinary procedure.
2. A student can apply for an extension of the maximum duration of study once for one or two years. The decision shall be made by the council of the academic unit. In case of a positive decision, the student shall again be awarded the status of a full-time student.
3. The council of the academic unit shall apply specific rules for maintaining the status of a full-time student in the following cases:
  - 3.1. For special achievements in the field of sports, certified by amateur or professional status on a regional, or higher level;
  - 3.2. For special achievements as a recognized artist, certified by relevant media response and affirmed by the Council of the Faculty of Arts;
  - 3.3. For individuals with disabilities, including individuals with hearing, sight, or mental disabilities, certified by a medical certification.
4. The decision on enrollment for every year of study shall be taken by the council of the academic unit.
5. A student can apply for temporary suspension of the status as a full-time student in testified cases of:
  - 5.1. Severe illness;
  - 5.2. Care of children under three years of age;
  - 5.3. Pregnancy and maternity.
6. Other justified cases. The final decision shall be taken by the Dean of the academic unit.

#### **Article 151**

1. The status of a full-time student shall be maintained for a maximum of two years after having completed all examinations. During that period the student shall have to pass the diploma examination in order to successfully complete the study.
2. A student who has exceeded the foreseen period without successfully passing the diploma, can submit a request to the Dean of the academic unit for the extension of that period for one more year.

#### **Article 152**

1. A student can reenroll again as a full-time student without any restriction or reference to the period of temporary suspension of the full-time student status based on this Statute. The temporary suspension period of the status of full-time student base on this Statute shall not be calculated in the duration of the studies.
2. If the curriculum valid at the time of student's first enrollment is not implemented in the following year of enrollment after temporary suspension of the full-time student status based on this Statute, the study commission of the academic unit shall decide regarding differential examinations or other additional obligations as a condition for continuation of studies.

### **Article 153**

1. The council of the academic unit shall temporarily or permanently expel from the University students who commit serious violation of the rules. Students accused of violation shall have the right to be heard by a disciplinary commission that shall advise the council of the academic unit. Students shall have the right to appeal to the Appeals commission at the level of academic unit as second instance commission.
2. The regulations that elaborate these procedures shall be issued by the Steering Council after consultations with the Students' Parliament.

### **Article 154**

1. Students shall have the right to appeal against the decisions related to their rights, obligations, and responsibilities. made by the bodies of the University, by academic, and organizational units.
2. Such complaints shall be submitted to the study commission within 15 working days after the announcement of the decision.
3. The study commission shall be obliged to submit the report on the decision to the council of the academic unit within 30 working days after the receipt of the complaint.
4. The complaint against the decision in the second instance shall be decided by the Senate.
5. Students shall have the right to appeal against the Senate decision at a competent court.

### **Article 155** **Student mobility**

1. In accordance with the study program, a student may decide to choose and register a particular course in other academic units of the University if the chosen course is not offered in the faculty in which the student is enrolled.
2. The course registration can be done upon the permission of the academic unit in which the student wants to register the course.
3. When permission is given to student, he/she shall also be provided with a certificate on permission for registration of the particular course and the amount of ECTS points that shall be obtained after course completion. The obtained ECTS credit points shall be calculated within the study program of the student.
4. In the student's official document the data on the course registered, completion of the obligations and success demonstrated by the student shall be indicated. A proof with regard to the ECTS points earned shall be issued by the academic unit in which they were obtained.
5. International student mobility as well as mobility between universities in Kosovo, shall be regulated by a specific act of the University. By this act as well as by the agreement with student's home university from which a guest student is coming, the rights and obligations, study fees and other issues related to guest students shall be regulated.

**Article 156**  
**Student organization**

1. Students shall have the right to establish student organizations to which all full-time students can adhere.
2. Each student organization shall have its statute which shall be approved by its members in accordance with general regulations issued by the Steering Council. The statute shall include the principles on equal opportunities and nondiscrimination.

**Article 157**

1. Student interests shall be represented within the University by the following bodies:
  - 1.1. Students' Parliament at the University level;
  - 1.2. Students' Council at the level of academic units.

**Article 158**

1. Members of the Students' Parliament and Student councils shall be elected in accordance with the procedures for parliamentary elections.
2. Student organizations shall have the right to propose members for the Students' Parliament and student councils of the academic units based on the results of biannual elections.
3. Details on election procedures shall be determined by particular regulations issued by the Steering Council in consultation with Students' Parliament.
4. The limit for nomination of members of student organizations shall be:
  - 4.1. 3% of the overall number of votes at the level of the academic unit for student councils of academic units;
  - 4.2. 5% of the overall number of votes for Students' Parliament.
5. The mandate of members of the Students' Parliament and student councils of academic units shall last for 2 years, without the right for reelection.
6. Students' Parliament and student councils of academic units shall exercise their duties on the principle of majority vote.

**Article 159**

1. The Students' Parliament shall be the supreme body of student representation.
2. The overall number of the members of the Students' Parliament shall be 17.
3. The members shall be proposed by student organizations based on the overall number of votes won in student elections, as well as based on priority lists of candidates announced by each student organization at the beginning of the election campaign.
4. Members of Students' Parliament shall elect the president and the vice-president.
5. The Steering Council shall issue the regulation on the work of the Students' Parliament.
6. The Students' Parliament shall elect the members of the Senate from the list of nominees prepared by the students' council of the academic unit. The president of the



Students' Parliament shall be an ex officio member from the overall number of student members in the Senate.

#### **Article 160**

1. Student councils shall be the bodies that represent students in each academic unit.
2. The overall number of members of each academic unit shall be 1% of the total number of full-time students enrolled in that particular academic unit, comprising minimum 5 and maximum 21 members.
3. Members shall be proposed by student organizations based on the overall number of votes won during student elections for each of the academic unit, based on the priority list of candidates announced by the student organization at the beginning of election campaign.
4. Members of each student council shall elect a president and a vice-president.
5. The Steering Council shall issue the regulation on the work of student councils.
6. Each student council shall propose a list of three candidates for student members of the Senate to be elected by the Students' Parliament.
7. The student council of each academic unit shall elect student members of the council of the academic unit. The president of the student council shall be an ex officio member from the overall number of student members of the faculty council.

#### **Article 161**

The Steering Council shall allocate an appropriate annual budget for the activity of Students' Parliament and student councils upon the proposal of the Students' Parliament.

#### **Article 162**

Students shall have the right of peaceful gatherings.

#### **Article 163**

Students shall have the right to establish professional or other associations, for different purposes permitted by the Law on Higher Education of Kosovo.

#### **Article 164**

##### **Scientific research and knowledge**

1. The University shall conduct scientific research and artistic work aiming at:
  - 1.1. continuous development of the process of education;
  - 1.2. acquainting students with scientific research and artistic work;
  - 1.3. continuous scientific – professional, and artistic development of the youth;
  - 1.4. establishment of international network of researchers and artists;
  - 1.5. preparation and presentation of competitive interdisciplinary study-oriented and artistic projects.
2. Scientific research shall be conducted by academic units in two modes:

- 2.1. By basic research without immediate practical use;
- 2.2. By applied research that are closely related to public needs and interest.
3. Scientific research and artistic work shall be conducted based on the following basic conditions:
  - 3.1. through public funds provided by the University;
  - 3.2. through private funds by individual contractors with a third party;
  - 3.3. through applying for international projects.

#### **Article 165**

1. The University shall be obliged to provide adequate conditions for scientific research and artistic work and enable the staff to achieve competitive results at international level.
2. Academic staff of the University shall be obliged to conduct scientific research and artistic work in accordance with their professional abilities and obligations that derive from strategic instructions of the Senate, as well as the councils of respective academic units.
3. Individual evaluation of artistic work and scientific research shall be taken into consideration in professional evaluation and promotion.

#### **Article 166**

1. Scientific research and artistic work shall be conducted within the facilities of the University.
2. Upon the proposal of the academic unit, the Rector shall grant permission to academic staff for the conduct of scientific research and artistic work in particular locations outside the University and participate in joint projects with other institutions.

#### **Article 167**

1. The scope and the results of scientific research activities and artistic work shall be reported individually each year by an academic staff member to the council of the academic unit.
2. Each academic unit shall have to annually present its scientific research and artistic work profile to the Rector and the Senate.
3. All the data related to scientific research and artistic work, as prescribed by this Statute, shall be collected as standardized statistical records and shall be stored in a central database provided by the Rectorate.

#### **Article 168**

1. Professors of the University shall have the right to request the Senate's permission for a year leave of absence for focused research (sabbatical year) in a foreign university.
2. The positive decision for focused research shall require:
  - 2.1. An application for a research project;

- 2.2. Minimum 5 years of full engagement in teaching and research;
- 2.3. Proven scientific competence and recognition within the international scientific community;
- 2.4. Invitation for research fellowship by a foreign institute or university.
3. During the sabbatical, the employee shall receive a full salary.
4. After the sabbatical year the employee shall have the right to return to the same position under the same conditions as before.

**Article 169**  
**University employees**  
**Academic and nonacademic staff**

1. All positions shall be based on full-time and part-time contracts:
2. The Steering Council shall issue particular regulations relating to collective contracts for academic and nonacademic staff in accordance with the laws in force.

**Article 170**

1. Staff members with full-time contracts shall not hold any other full-time contract with any other university.
2. Staff members with full-time contract, who may be engaged, elected or appointed in any other public institution, shall not have the right to be elected in governing bodies, but shall have the right to elect.

**Article 171**

1. The academic staff of the University shall be persons engaged in:
  - 1.1. academic teaching;
  - 1.2. scientific research;
  - 1.3. artistic work.
2. The academic staff shall consist of:
  - 2.1. Full Professors;
  - 2.2. Associate Professors;
  - 2.3. Assistant Professors;
  - 2.4. Assistants;
  - 2.5. Lectors and Corepetitors (Faculty of Arts)
3. Official abbreviations relating to academic staff shall be as follows:
  - 3.1. Full professor – Prof. Dr.
  - 3.2. Associate professor – Assoc. Prof. Dr.
  - 3.3. Assistant professor – Ass. Prof. Dr.
  - 3.4. Assistant – Ass.

**Article 172**

1. Nonacademic staff of the University shall consist of persons who shall be engaged in:
  - 1.1. Managerial and professional duties;

- 1.2. Administration;
- 1.3. Technical tasks.
2. The special responsibilities and qualifications for each position shall be determined by the job description in accordance with the legislation in force.

#### **Article 173**

1. Academic staff shall be appointed by the Rector according to the decision of the Senate based on the proposal of the council of the academic unit.
2. If the proposal is rejected, it shall be handed back for reconsideration to the council of the academic unit.
3. In case the council of the academic unit submits the same proposal after the reconsideration, the Senate shall take the final decision.
4. Appointment procedures shall be transparent with the announcement of a public competition for the position.
5. All appointments shall be made after all the application documentation has been considered by an evaluation commission established by the council of the academic unit upon the proposal of the department. Evaluation commission shall evaluate the candidates who are considered to have fulfilled the conditions for the announced position.
6. Evaluation commission shall report to the council that it was established by within a due period.
7. No person who is a spouse, partner, or member of the close family of any candidate for appointment can be member of evaluation commission.
8. Other matters related to evaluation procedures shall be determined in regulations issued by the Senate in accordance with this Statute.

#### **Article 174**

Conditions for appointment and promotion of academic staff to any academic title shall be appropriate qualifications and experience relevant to the position.

#### **Article 175**

1. For promotion to the title of Full Professor of an academic unit, the candidate shall have the following qualifications:
  - 1.1. To hold a Doctoral degree (equivalent to it in the Faculty of Arts);
  - 1.2. To demonstrate a high level of academic competence and scientific experience for the subject that shall be proven by:
    - 1.2.1. a significant number of monographs, university textbooks, and publications in international scientific or artistic journals, of which at least 5 key publications in international journals as first, or corresponding author.
    - 1.2.2. active participation in national and international conferences;

- 1.2.3. renown artistic creations or works, or public presentations and contributions in case of the Faculty of Arts; in particular he/she should have given a notable contribution to the development of culture and art;
  - 1.2.4. long-standing experience in basic and applied research projects;
  - 1.2.5. high level of educational and pedagogical skills through reasonable practice;
  - 1.2.6. academic leadership skills;
  - 1.2.7. mentorship in Master and Doctoral studies.
2. All appointments for this title and the duration of employment shall be permanent.

#### **Article 176**

1. For promotion to the title of Associate Professor the candidate shall have to fulfill the following conditions:
  - 1.1. To hold a Doctoral degree (or equivalent with it in the Faculty of Arts);
  - 1.2. To have a selected number of monographs and publications in international scientific or artistic journals, with at least 3 key articles in international journals as first or corresponding author;
  - 1.3. To have created genuine artistic works or to have had public presentations, in case of the Faculty of Arts;
  - 1.4. To have demonstrated good performance in teaching;
  - 1.5. To have demonstrated scholarly work, and mastery of the subject in the respective field;
2. All appointments for this title and the duration of employment shall be for a period of 4 years.

#### **Article 177**

1. For appointment in the title of Assistant Professor the candidate shall have to fulfill the following requirements:
  - 1.1. To hold a Doctoral degree (in the Faculty of Arts its equivalent);
  - 1.2. To have a number of selected monographs and reviewed publications in international scientific journals, as first or corresponding author.
  - 1.3. To have created artistic works or to have had public presentations, in case of the Faculty of Arts;
  - 1.4. To have demonstrated good performance in teaching;
  - 1.5. To have minimum three years of work experience in the teaching process in higher education.
  - 1.6. The candidate who is appointed for the first time, shall not be over 50 years of age.
2. All appointments for this title and the duration of employment shall be for a period of 4 years.

### **Article 178**

1. For appointment in the title of Assistant at university, the candidate shall fulfill the following requirements:
  - 1.1. To have successfully completed Master studies in the relevant study field, respectively for the Faculty of Medicine to have successfully completed the Faculty of Medicine (in case of clinical courses to have completed the specialization, or to be attending the third year of specialization in case of reappointment).
  - 1.2. To be of maximum 30 years of age (respectively maximum 35 years of age in the Faculty of Medicine). Exceptionally, a candidate can be appointed Assistant at the university until the age of 40 if he/she holds a Doctoral degree.
  - 1.3. To be enrolled in Doctoral studies at the University in case of reappointment;
  - 1.4. To have grade point average in Bachelor and Master not lower than 8, in each of the studies.
2. All appointment as well as the duration of employment shall be for a period for 3 years.
3. Assistants shall deliver exercises classes in Bachelor and Master studies. Exceptionally, in shortage of a professor for a course, an assistant that has been reappointed, may be authorized for delivery of lectures limited to Bachelor studies by the authorization of the council of the academic unit and under the supervision of a professor from the department - chair.

### **Article 179**

1. For the title of Lector of a foreign language the candidate shall have to fulfill the following conditions:
  - 1.1. To have successfully completed Master studies in the selected language;
  - 1.2. To have excellent proficiency of the selected language;
  - 1.3. To have the grade point average of Bachelor and Master minimum 8 in each of these studies.
2. Lectors in other faculties except in the main faculty shall have all the rights and obligations for delivery of lectures.
3. For the title of Corepetitor the candidate shall have to fulfill the following conditions:
  - 3.1. To have successfully completed Master studies in piano track;
  - 3.2. To have minimum grade point average 8 in each level of studies.
4. All appointments of titles as well as the duration of employment shall be for a period of 3 years.

### **Article 180**

1. Additional regulations regarding special qualifications of the academic staff of a particular faculty shall be issued by the Senate upon the proposal of the academic unit and in accordance with the provisions of this Statute.

2. The Senate shall issue specific regulations for equivalenting of the academic staff of the Faculty of Arts, in accordance with the provisions of this Statute, within 6 months after this Statute enters into force.

#### **Article 181**

1. A retired Full Professor of an academic unit may be assigned the title 'Professor Emeritus' by the Senate upon the proposal of the council of the respective academic unit supported by at least two academic units' councils.
2. The candidate for the title 'Professor Emeritus' shall be distinguished due to exceptional academic and scientific achievements during the period of his/her activity. His/her qualifications shall be regarded as indispensable for a mid-term period within the academic unit he/she is assigned to. This need shall be detailed by the study commission of the academic unit.
3. A 'Professor Emeritus' shall maintain his rights to teach and conduct scientific research in accordance with his/her qualification and the requirements of the particular academic unit until the age of 70.
4. Other matters relating to the rights and obligations of the 'Professor Emeritus' shall be determined by an individual contract signed by the Rector upon the proposal of the particular academic unit.

#### **Article 182**

The Steering Council upon the proposal of the Senate shall issue regulations on ethical code of conduct for the employees of the University.

#### **Article 183**

1. The disciplinary responsibilities of employees of the University and measures to be taken shall be determined by regulations issued by the Steering Council.
2. Procedures and conditions for revocation of titles, suspension, or termination of employment of the staff shall be determined by specific regulations issued by the Steering Council after the consultation with the Senate.

#### **Article 184**

##### **Rights and obligations of staff**

1. The academic staff shall have the freedom of speech. They shall have the right to question and test gained knowledge and express new ideas and opposing opinions, without putting themselves at risk of losing their job or any privilege they may have with the University.
2. The academic staff shall have the right to publish the results of their scientific and creative work, subject to the regulations of this Statute relating to the utilization of intellectual property rights for the benefit of the University.
3. The academic staff that shall show excellent results in research documenting it by scientific publication, with at least 2 publications in prestigious international journals

in the previous year, may be released for 1/3 of the teaching load in the following year.

#### **Article 185**

1. The academic staff of the University shall be obliged to respect:
  - 1.1. The spirit of humanism;
  - 1.2. The autonomy of the University;
  - 1.3. The freedom of scientific and artistic creativity;
  - 1.4. The university acts and decision based on them;
  - 1.5. The principles of professional and scientific honesty;
  - 1.6. The ethical code of conduct;
  - 1.7. The reputation of the University and to enhance it.

#### **Article 186**

1. Academic staff of the University during the education process shall be obliged to fulfill the following duties:
  - 1.1. To prepare and deliver lessons, seminars, exercises, and other forms of lectures;
  - 1.2. To prepare university textbooks or appropriate study literature within the framework of the course;
  - 1.3. To supervise seminar works, Bachelor and Master diploma theses, as well as Doctoral theses, and other student research work;
  - 1.4. To ensure smooth delivery of examinations during the prescribed examination sessions.

#### **Article 187**

1. The staff shall have to participate regularly in the meetings of bodies and commissions in which they have been assigned as member, and perform their duties in a committed and sincere manner.
2. In case of conflict of interest as to the contents, a delegated member of staff shall not participate in meetings of governing bodies of the University.

#### **Article 188**

Staff shall have the right of peaceful gathering and the right to form trade unions, staff associations, or professional associations to represent their collective interests to the authorities of the University, as well as for other purposes foreseen in the Law on Higher Education in the Republic of Kosovo.

#### **Article 189**

1. Academic and nonacademic staff shall have the right to file a complaint relating to their rights, obligations, and responsibilities against the decisions made by the University bodies, academic units, or organizational units.



2. Such complaints shall have to be submitted within 15 working days after the respective decision has been announced.
3. The complaint against a decision, if not determined otherwise in this Statute, shall be decided primarily by:
  - 3.1. The council of the academic unit, if the first instance decision was made by the Dean;
  - 3.2. Administrative Council of the organizational unit, if the first instance decision was made by the director;
  - 3.3. The Rector, if the first instance decision was made by the Vice-Rector or Secretary General;
  - 3.4. The Senate, if the first instance decision was made by the council of the academic unit, or administrative council of the organizational unit.
4. The Steering Council, if the first instance decision was made by the Rector or the Senate;
5. The Ministry, if the first instance decision was made by the Steering Council.

#### **Article 190**

#### **Honorary titles, awards and accolades of the University**

1. The University shall award honorary titles to persons of merit.
2. The Senate shall issue a special regulation on the decision-making procedure on selecting of honorary titles, awards for distinguished students, and accolades.

#### **Article 191**

1. The title Honorary Doctorate (Dr. honoris causa) shall be awarded for:
  - 1.1. Great achievements in the field of science and arts;
  - 1.2. Significant contributions to the development of human relations and support to promoting the consolidation of peace.

#### **Article 192**

1. The title: Honorary Member of the University shall be awarded for:
  - 1.1. Relentless internal and political support for the University;
  - 1.2. Relevant financial contribution for the development of the University.

#### **Article 193**

#### **Management procedures, quality control and administration Financial management and control**

The Ministry of Finances shall have the obligation to provide appropriate financing for the University in order to fulfill its obligations and responsibilities that derive from the provisions of this Statute.

#### **Article 194**

1. The University in accordance with the provisions of this Statute shall have the right to receive funding from the following sources:
  - 1.1. Allocations from the Ministry of Finances, for teaching, scientific research, and artistic work of general interest based on the approved budget;
  - 1.2. Tuition and other fees paid by students;
  - 1.3. Charges for commercial services and other services;
  - 1.4. Donations, gifts, and other endowments;
  - 1.5. Contracts with national, international, public, and private bodies for teaching, scientific research, artistic work, and consultancy.

#### **Article 195**

1. The University shall have the freedom to enter into contracts for any purpose related to higher education, scientific research, and artistic work. The University may invest funds other than public funds in any enterprise with educational, scientific, and artistic purposes provided that:
  - 1.1. Contracts imposing any charge over publicly owned assets are in accordance with the laws in force and have the consent of the MEST and MF;
  - 1.2. Public funds are not put at risk.

#### **Article 196**

If the University fails to reaccredit any of its programs, in accordance with the Law on Higher Education, the Ministry can, by a bylaw, take temporary measures for its financing and receipt of tuition fees and other income until the reacquisition of accreditation, closure, or merger, as foreseen by the Law on Higher Education of the Republic of Kosovo.

#### **Article 197**

1. Funds shall be allocated by the Ministry of Finances in accordance with the Law on Public Financial Management and Accountability, Law on current financial year, as per budget request approved by the Assembly of Kosovo.
2. Funds allocated by the Ministry of Finances for the University shall be deposited in the UP-budget code to be administered by the Rector in accordance with the provisions of this Statute. Sub-accounts shall be established for each academic and organizational unit at the disposal and responsibility of its Dean, or of its director.

#### **Article 198**

Within the budget limits approved by Kosovo Budget, the Steering Council shall have the right to carry out limited transfer of budget between budget lines with a maximum of 10% per year, as well as to make changes of funds allocated according to economic categories.

### **Article 199**

1. Allocation of the budget by the Ministry of Finances shall take into account the evaluation results and work performance reports provided by the University, as well as the remarks and recommendations provided by Kosovo Accreditation Agency.
2. Allocation of the budget by the Ministry of Finances shall not take into account any of the private funds reported by the University or its academic or organizational units.

### **Article 200**

1. It shall be the obligation of all academic units to prepare the annual budget report and submit it within the legal deadline to the UP Central administration.
2. The budget spent shall be reported at the latest by January 31 of the following year.
3. Budget report shall be prepared based on the standards specified by the Ministry of Finances – The Treasure.
4. The Department of budget and finances of the University shall prepare the annual report on budget expenditure according to the legal provisions in force.

### **Article 201**

#### **Budgetary procedures**

The UP Rector, shall have the duty to prepare the annual plan on income and expenses to be reviewed by the Steering Board, as well as the report on management of the budget and sources approved by the Ministry of Finances in accordance with legal provisions in force.

### **Article 202**

The Steering Council shall issue the annual financial plan based on budgetary procedures in accordance with this Statute and the laws in force.

### **Article 203**

1. Budgetary procedures shall include the following actions:
  - 1.1. Elaboration of the report on the annual development of revenue and expenditure shall be done by the Department of Budget and Finances in collaboration with deans, directors of institutes and other organizational units for: the Rector, the Steering Council, and the Ministry of Finances.
  - 1.2. Preparations for initial budgetary request shall be done by the Department of Budget and Finances, in cooperation with deans and organizational units.
  - 1.3. Budgetary hearings with academic and organizational units regarding requests shall be organized by the Rector and the Director of Budget and Finances of the UP.
  - 1.4. The annual report of budget spendings shall be presented in a comprehensive manner with approved and spent budget data by economic categories.

- 1.5. The data on the fulfillment of duties and activities shall be based on the provisions for reporting on activities and the fulfillment of duties by this Statute.

#### **Article 204**

1. The budget approved for each academic and organizational unit shall represent the current state of finances for the current budget year and shall comprise the economic categories defined by applicable laws and the provisions of this Statute.
2. Requests for capital investments or other projects shall be presented in a specified and justified manner based on the strategic plan of the UP.

#### **Article 205**

The data related to the budgetary process shall be stored in the database of the Central Administration and in academic and organizational units.

#### **Article 206** **Student fees**

1. Student fees shall be paid by students for specific services provided by the University in the course of the study program.
2. Annual student fees shall be all-inclusive in accordance with specific regulations of the Ministry and shall comprise all services provided during the course of regular period of studies in accordance with the regulations of this Statute.
3. Student fees shall be charged for undergraduate – Bachelor studies, as well as for Master and Doctoral studies.
4. The Steering Council shall issue detailed regulations with regard to types and amount of student fees in accordance with related regulations issued by the Ministry.

#### **Article 207**

1. Student fees shall be deposited in the University account.
2. In the course of the annual budgetary procedures, a relevant percentage of student fees shall be refunded to the academic unit in which it has been collected, for the conduct of educational services in accordance with this Statute.
3. The Steering Council shall decide that this percentage be allocated fairly and transparently.
4. The remainder of student fees shall be kept as a reserve budget. This amount shall be set aside for the development of special study programs, for funding student mobility for short-term scientific purposes, and shall be allocated by the Steering Council.

**Article 208**  
**Financial control**

1. In accordance with the laws in force, the University is subject to annual audit of regularity and financial control by the authority designated by law.
2. The authority designated by law shall submit a report on the audit of regularity. Responses provided by the University regarding the report, if any given, shall be attached to the report and shall be the integral part of it.
3. Following the publication of the report, the governing and managerial authorities of the University shall submit a report to the authority designated by law, setting out the measures it intends to take in order to implement the recommendations given in the audit report of the Auditor General of Kosovo.

**Article 209**

1. In order to establish greater operational efficiency, greater budgetary and fiscal discipline, as well as adherence to the rules relating to appropriate use of funds, the UP in accordance with the applicable laws shall establish the function of the internal audit.
2. The internal audit shall be an independent advisory activity that shall assist the University in fulfillment of its objectives by provision of systematic disciplined access in order to assess and enhance the effectiveness of the processes of risk management, control and governance.
3. The University authorities shall take all due measures to ensure the independence of the internal auditor.
4. The internal auditor shall exercise his/her activities in accordance with the applicable laws and bylaws.
5. The Steering Council, the Rector, the Secretary General and the auditors, in accordance with the provisions of this Statute, shall have unrestricted access to all official records and documents of the University and its staff.

**Article 210**  
**Quality control and evaluation**

The university shall develop its own quality assurance system in order to maintain quality and fulfill the objectives of its activity.

**Article 211**  
**Quality assurance and evaluation**

1. The subject of the evaluation shall be the entire spectrum of the University and its services.
2. The evaluation shall analyze the effectiveness and efficiency of its functioning in all fields of activity. It shall provide the evaluated units as well as the responsible governing bodies indicators regarding the measures for quality assurance and improvement of quality, as well as for organizational and staff related decisions.

## **Article 212**

Evaluations shall be conducted in accordance with international evaluation standards.

## **Article 213**

1. Evaluations shall have the following effects:
  - 1.1. Motivation and public appreciation in case of positive results.
  - 1.2. The implementation of suitable measures in order to improve performance in case of negative results.

## **Article 214**

The results and effects of evaluation shall be taken into account by the governing bodies of the University and its units and shall have an effect on budget allocations.

## **Article 215**

1. The following evaluations are envisioned:
  - 1.1. The evaluation of the management measures on all organizational levels regarding:
    - 1.1.1. establishment and adjustment of study programs;
    - 1.1.2. change of study programs;
    - 1.1.3. organizational measures like establishment, adaptation, and merger of institutional units;
    - 1.1.4. achievement of social goals;
  - 1.2. Evaluation of study programs and organization of studies;
  - 1.3. Evaluation of the quality of teaching;
  - 1.4. Evaluation of research activities;
  - 1.5. Evaluation of artistic work;
2. Evaluations are conducted in order to achieve the objectives, adjust the work and economize the measures taken.

## **Article 216**

1. Evaluation of teaching, of scientific research, and artistic work of staff shall be conducted in the following manner:
  - 1.1. Internal evaluations through self-evaluation;
  - 1.2. questionnaires and self-evaluation conducted by academic staff;
  - 1.3. anonymous questionnaires of evaluation by students;
  - 1.4. analysis of parameters based on performance reports;
2. External evaluations by international colleagues;
  - 2.1. peer observation;
  - 2.2. expert reports.
3. The University shall regularly conduct external evaluations in accordance with the Statute and the standards set by Kosovo Accreditation Agency.

4. The Senate shall issue regulations regarding schedules, procedures, and measures of all types of evaluation in accordance with this Statute, and after having consulted the Steering Council.

#### **Article 217**

1. Evaluation of quality of teaching by students shall be conducted on annual basis through anonymous questionnaires and shall be coordinated by a special study commission.
2. Questionnaires shall be compiled in detail by the study commission of each academic unit based on the standardized questionnaire structure provided by the Senate, and shall be stored and utilized in a computerized manner.
3. 10% of best annual evaluation results of the quality of teaching shall be publicized by the head of each study commission.
4. The head of each study commission shall be obliged to discuss the results with the teachers ranked within the lowest 10% of the annual students' evaluation results, and decide jointly on measures for improvement of the quality of teaching.

#### **Article 218**

1. All external and internal evaluations shall be performed by a standardized procedure including the following actions:
  - 1.1. The managing authorities in charge of the evaluation, prior to the evaluation shall inform the unit of the University to be affected by the evaluation regarding the following:
    - 1.1.1. the fields;
    - 1.1.2. the objectives;
    - 1.1.3. the procedures and schedules;
    - 1.1.4. the instruments.
  - 1.2. Preparation of a written draft report after the conclusion of the evaluation regarding:
    - 1.2.1. the evaluation procedure;
    - 1.2.2. the results;
    - 1.2.3. the proposed measures.
  - 1.3. The evaluated units shall be given a reasonable period of time for responding to the draft report. These comments shall become an integral part of the evaluation report.
  - 1.4. The final report shall be handed to:
    - 1.4.1. all persons in charge of the evaluated units;
    - 1.4.2. managing authorities in charge of the implementation of measures.
  - 1.5. The Rector shall demand the implementation of the report by the managing authorities in charge of the implementation after a reasonable implementation period, after two years at the latest.

### **Article 219**

1. External evaluation shall be conducted:
  - 1.1. By the initiation of the Steering Council, the Senate, or the Rector;
  - 1.2. By the initiation of the councils of academic units, after the consultation with the Dean;
  - 1.3. By the initiation of the Ministry, after the Steering Council and the Rector of the University have been consulted.
2. The costs of the evaluation initiated by the Ministry shall be covered by additional government funding.

### **Article 220**

Units of the University and their governing bodies shall be obliged to provide necessary data and information for evaluation, and to cooperate.

### **Article 221**

The work performed by all academic staff shall be regularly institutionally evaluated at least every five years.

### **Article 222**

#### **Work performance report**

1. All holders of Chairs and Heads of institutes or other organizational sub-units of the University shall provide an annual work performance report for the Dean of their academic unit.
2. The annual work performance report shall include:
  - 2.1. The latest data regarding teaching during the academic year.
  - 2.2. The data regarding artistic work and the scientific research for the previous calendar year.

### **Article 223**

The Dean of each academic unit shall provide a complete annual report relating to their academic unit work performance to the Rector.

### **Article 224**

1. The work performance report shall comprise sufficient data regarding:
  - 1.1. The number of students (enrolled, the total number, graduated);
  - 1.2. Academic teaching;
  - 1.3. Study programs and courses;
  - 1.4. Teaching staff, responsibilities of the teaching staff and lectures delivered;
  - 1.5. Examinations and seminar work;
  - 1.6. Diploma theses, and doctoral dissertations;



- 1.7. The results of student evaluation.
2. Scientific research:
  - 2.1. Published scientific articles, monographs, and other scientific publications;
  - 2.2. Scientific projects reports;
  - 2.3. Participation in conferences and works presented;
  - 2.4. Research projects funded by public and private funds;
  - 2.5. The academic staff financed by private funds;
  - 2.6. Other relevant scientific research parameters;
3. Artistic work.
4. A detailed standardized form shall be issued by the Senate for each academic unit upon the proposal of the Rector after having consulted the Dean and the council of the respective academic unit.
5. The Senate shall determine a special procedure for the annual collection of work performance reports upon the proposal of the Secretary General.
6. All data on performance of the duties shall be reported by March 31 of the following year at the latest.

#### **Article 225**

1. Work performance reports shall be drafted, collected and stored in a standardized and computerized manner.
2. The Central Administration of the University shall provide appropriate instruments for collecting the data on work performance and shall be responsible for storing and analyzing the data.
3. The managing authority of each academic unit shall decide on the right of access to the data. The Secretary General, as the administrative representative of the Rectorate, as well as the highest authority in this respect, shall have unrestricted access to all the data.

#### **Article 226**

##### **Administration and records Administrative offices**

1. The University shall offer efficient and useful administrative services in order to enable the academic staff to fulfill the objectives and responsibilities in the field of academic training, scientific research, and artistic work in the best possible manner as provided by this Statute.
2. The university shall establish administrative offices at the University level for each academic and organizational unit.

#### **Article 227**

1. The Central Administration of the University shall be responsible for professional, administrative, and technical matters with regards to:
  - 1.1. Education, scientific research, and administrative work;
  - 1.2. Administration of recognition of studies;
  - 1.3. Administration of staff;

- 1.4. Legal matters;
  - 1.5. Development plan of the University;
  - 1.6. Accounting and finances;
  - 1.7. Maintenance and documentation of property;
  - 1.8. Records;
  - 1.9. Circulation of goods;
  - 1.10. Management of information system;
  - 1.11. Central database;
  - 1.12. Other general aspects of University administration.
2. All these duties shall be coordinated by the Secretary General.

#### **Article 228**

1. Administrative offices of academic and organizational units shall be responsible for professional, administrative, and technical matters, the structures of which shall be determined by the field of activity of the particular unit in accordance with the provisions of this Statute.
2. All the duties shall be coordinated by the Secretary of the academic, or organizational unit.

#### **Article 229**

1. The Secretary of the academic unit shall be the Head of the administrative office of the academic unit. He/she shall be responsible for ensuring that the functions of the administrative office are fulfilled effectively and efficiently. For his work the Secretary shall be accountable to the Dean and to the Secretary General.
2. The candidates for the Secretary shall have to fulfill the following qualifications:
  - 2.1. University degree with minimum four years of study, or Master degree;
  - 2.2. The degree shall have to be in the professional field of law;
  - 2.3. Three years of professional work experience;
  - 2.4. Sufficient knowledge of educational and research process;
  - 2.5. Proven organizational and management skills;
3. The selection of the secretary of the academic unit shall be made based on the rules of the public competition.

#### **Article 230**

1. The Steering Council, upon the Rector's suggestion, shall issue regulations on internal organization of the University services.
2. Upon the suggestion of the Secretary General, the Rector shall issue the regulation on systematization of job positions within the Central Administration of the University.
3. Upon the suggestion of the Secretary, the Dean or the Director shall issue the regulations on systematization of job positions within the administrative office of the academic or organizational unit.

**Article 231**  
**Records**

1. The Secretary General shall be responsible for the maintenance of accurate records of the administrative offices.
2. The data in consistent records shall be kept regarding the following:
  - 2.1. Applicants for admission;
  - 2.2. Students enrolled for all programs of study and scientific research;
  - 2.3. Graduates;
  - 2.4. Staff under contract;
  - 2.5. Property;
  - 2.6. Financial accounts;
  - 2.7. Research, artistic, and consultancy projects;
  - 2.8. Commercial contracts;
  - 2.9. Academic work performance reports;
  - 2.10. Evaluations;
    - 2.10.1. personal reports;
    - 2.10.2. external and internal evaluations;
3. Other matters as required by the Steering Council, the Rector, or the Senate.

**Article 232**

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

**Article 233**

1. All data shall be stored in a standardized electronic form. The following data shall be stored in the central database in service of every academic and organizational unit and be maintained by the University Information Center:
  - 1.1. Student figures and student book;
  - 1.2. Budget figures;
  - 1.3. Infrastructural data;
  - 1.4. Work performance reports and evaluations.
2. The Secretary General of the University shall be responsible for granting the access rights to a specific database. The regulations shall be issued by the Rector upon the proposal of the Secretary General and after the consultations with the Deans and Directors of academic and organizational units.

**Article 234**

All the records relating to staff shall be kept with due regard to their privacy, and shall be disclosed exclusively for particular purposes in accordance with the law in force and the provisions of this Statute.

**Article 235**  
**University media and publications**

1. The University shall function as a publisher, editor of textbooks, monographs, and other scientific and professional journals in accordance with the regulation on publications issued by the Senate after the consultations with the Steering Council.
2. Relating to the publications at the University, the Senate shall establish the Publishing Council consisting of ten members. The Vice-Rector for teaching shall be an ex officio voting member of the Publishing Council.
3. Members of the Publishing Council shall be elected according to relevant fields of science and art. For the sciences that are not included in the Publishing Council, the Senate shall appoint a professional editor.
4. The Publishing Council shall elect the Chair from among its members. The mandate of the members of the Publishing Council shall be for a period of three years.
5. The members of the Publishing Council shall at the same time serve as editors of scientific publications from scientific, professional, and artistic fields to which they belong.

**Article 236**

1. Annual publication priorities shall be determined by the Senate based on the number and type of applications submitted by academic staff through academic units.
2. The Senate of the University shall issue regulations with regard to the conditions and procedures of publishing, reprinting and translation of publications.

**Article 237**

1. The Bulletin of the University shall be published on regular basis and shall serve as the official gazette of the University.
2. The Secretary General of the University shall be the responsible editor of the Bulletin of the University.
3. The academic unit shall publish professional, scientific or artistic journal.

**Article 238**

1. Students' newspaper shall be published regularly.
2. The Rector shall appoint the responsible editor for students' newspaper after having consulted the editorial board of the students' newspaper.
3. The editorial board shall consist of six members who shall be elected by the Students' Parliament.
4. Students shall be engaged as part-time journalists in students' newspaper for a maximum period of 6 months. Details regarding the job description and procedures of employment shall be described in regulations issued by the editorial board.

**Article 239**  
**Transitional provisions**

1. This Statute shall be adopted by the Senate of the University upon the proposal of the Steering Council.
2. From the date of the entry into force of this Statute, the procedures of election of governing officials and bodies of the University shall be obligatory.
3. The elections shall be conducted in a sequence that ensures continuous procedures in accordance with the provisions of this Statute.
4. The competition for the rector shall be publicly announced by the Steering Council within a designated period of time.

**Article 240**

All study programs being implemented at the time this Statute enters into force shall be regarded as approved in accordance with the decisions on their accreditation issued by KAA and the Ministry.

**Article 241**

1. All contracts of academic staff shall continue under the same conditions until the contract end date. The renewal of contracts shall be made in accordance with this Statute.
2. The staff holding the academic title “Young Assistant” shall continue to hold the same title in accordance with the decision and the time period allocated in the decision on appointment-election in this title.
3. All appointment acts and contracts of the academic staff shall continue under the same conditions in accordance with the legislation in force.

**Article 242**

By entering of this Statute into force, the Faculty of Applied Business Sciences in Peja, shall cease being an academic unit within the frame of the UP. The rights and responsibilities of students and employees, as well as the premises of this academic unit shall be transferred to the University of Peja “Haxhi Zeka” established as public university.

**Article 243**

1. The University of Prishtina and its academic and organizational units shall harmonize the existing regulations in accordance with this Statute after it has entered into force.
2. Until the issuance of acts as prescribed in paragraph 1 of this article, acts in force shall be applied except in cases when they are in contradiction with this Statute and with the Law on Higher Education.

**Article 244**

By entering of this Statute into force, the provisions of the Statute of the University of Prishtina dated July 5, 2004 shall no longer be in force.

**Article 245**

This Statute shall enter into force the day of its ratification by the Assembly.

Jakup Krasniqi

\_\_\_\_\_(signed)\_\_\_\_

Chairman of the Assembly of the Republic of Kosovo

