



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

Assembly of the Republic of Kosovo;

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

Adopts

STATUTE OF THE UNIVERSITY “FEHMI AGANI” IN GJAKOVA

I. General provisions

Article 1
Establishment

The University "Fehmi Agani" in Gjakova (hereinafter: University, acronym UFAGJ) was established based on the Law on Higher Education of the Republic of Kosovo and Government decision No. 02/118, dated: 06.03.2013. The University was established to offer academic education, scientific researches and artistic creativity.

Name, headquarters, structure and symbols

Article 2

The name of the University is the University “Fehmi Agani” in Gjakova.

Article 3

The headquarter of the University is in Gjakova.

Article 4

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

Article 5

1. University has these symbols:

1.1. emblem;

1.2. seal and dry seal;

1.3. flag;

1.4. Rector's necklace;

1.5. the cape of the rector, vice-rectors and deans of the academic units.

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

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

4. The anniversary date of UFAGJ is the date of its establishment, March 6, 2013.

Article 6 **Mission**

1. The University is an autonomous public institution of higher education, which develops academic education, scientific researches, artistic creativity, professional counseling and other fields of academic activities. The university has these goals:

1.1. to act as an institutional and leadership center for the advancement of knowledge, creative ideas and science in the higher education system of Kosovo;

1.2. to play a leading role in the development of education, science, culture, society and economy of Kosovo;

1.3. to assist in the promotion process of the civic democracy;

1.4. to aim to create and support the highest standards in the field of teaching and learning, research and artistic creativity;

1.5. to use its resources as efficiently as possible;

1.6. to fully cooperate and participate in all higher education activities at national, regional and international level;

1.7. to adapt to European standards;

1.8. to be integrated fully into the European Higher Education Area (in accordance with the Bologna Declaration, the Lisbon Convention on Recognition and the European Research Area) and undertake the appropriate reform steps necessary to achieve this mission.

2. The University is an integral part of the European Higher Education Area, that is represented by the Association of European Universities. The University commits to respect all rules, standards and responsibilities arising from this Statute.

Article 7

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

Article 8

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

Article 9

All individuals and authorities of the University will be conform to the highest standards of commitment, integrity, objectivity, responsibility, sincerity, honesty and leadership.

Article 10

The University enjoys the autonomy and freedom of academic teaching, scientific research and artistic creativity within its activity. The University premises are entitled to immunity, except as otherwise provided by special laws.

Article 11

The academic, administrative personnel and students of the University are entitled to association and expression within the structures provided by this Statute.

Article 12 Rights and duties

1. The University has these rights and duties:

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

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

1.3. to select the teaching personnel and other personnel, to determine the additional conditions for the admission of students and the teaching and assessment methods of the students, approved by the KAA;

1.4. to compile and implement independently the curricula, scientific researches and artistic projects in consultation with local and international partners;

1.5. to make the selection of the field of study;

1.6. to award titles for professors and other personnel, in accordance with the Law on Higher Education, the law in force for employment and the scheme approved by the KAA.

Article 13

1. The University is a legal entity and has full legal subjectivity regarding all rights and duties in relation to matters dealt with in applicable laws including:

1.1. the right to sue and the right to be sued;

1.2. arranging its internal organization;

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

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

1.5. receiving and administering funds from any legitimate source;

1.6. proposal of taxes, fees and fines to the Ministry for approval;

1.7. to appoint and terminate the employment relationship of academic and non-academic personnel as well as to exercise all the duties of an employer, as foreseen by the legislation in force;

- 1.8. signing contracts for goods and services and capital projects;
- 1.9. approval for the content and structure of its academic scientific, artistic and professional programs;
- 1.10. establishing legal relations with students and describing the conditions for their admission;
- 1.11. setting the applied teaching and learning methodologies;
- 1.12. applying appropriate measures for quality assessment and assurance;
- 1.13. awarding and cancellation of titles, diplomas, scientific titles and degrees, and honorary titles;
- 1.14. establishing the commercial, non-commercial enterprises, institutes and centers for teaching, scientific-research purposes, professional and artistic services;
- 1.15. signing agreements with local and international providers of higher education as well as other local and international institutions;
- 1.16. approval, content and shape of the flag, seal and other emblems; and
- 1.17. other competences necessary to perform its function according to the law.

Article 14

1. The academic units and organizational units of the University are not legal entities. The academic and organizational units of the University have the authorizations that are foreseen by this Statute.
2. The academic units and organizational units of the University are special programs (units) within the University, ie the University is a budget organization within the Law on Budget composed of programs-academic units.
3. The University conducts procurement activity for all academic units, the academic units have the planned budget within the University and have the opportunity to set priorities through the requests for commitment -expenditure.
4. The managing authority, to which the authorization has been given, is responsible to submit to the rector a detailed annual report on all relevant management aspects including:
 - 4.1. contracts and agreements;

- 4.2. the use of overall resources;
 - 4.3. account and budget flow;
 - 4.4. special personnel engagement;
 - 4.5. use of equipment and buildings;
 - 4.6. meeting project objectives.
5. The managing authority is responsible to submit such report for the shortest period, at the request of the rector.
 6. In case of misusing the authorization by the managing authority, the Rector has the right to suspend the authorization until the Steering Council makes a final decision..

Article 15

1. The property and infrastructure of the University is a public property.
2. The university may also use other property and facilities as needed.
3. From the Ministry of Education and Science (hereinafter the Ministry) if the conditions set out in the Law on Higher Education of Kosovo are met, the University is given the right to use social and public land, buildings and equipment.

Article 16 **The University Governance**

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

Article 17 **Steering Council of the University**

1. The Steering Council of the University (hereinafter 'the Steering Council') is the principal governing authority of the University.

2. The Steering Council has general strategic responsibilities for the effective institutional functioning of the University.
3. The Steering Council is responsible for all decisions regarding financial issues (budget, personnel, infrastructure), in order to ensure appropriate conditions for the sustainable operation of the University in accordance with its obligations.
4. The Steering Council reports and is responsible to the Ministry of Finance, for the proper and effective use of funds that the ministry or any other public source has allocated to the University.
5. The Steering Council may form temporary commissions to advise it on specific aspects of its work.
6. The Steering Council forms the Statutory Commission as an advisory commission. The Commission informs the university authorities about all cases of non-implementation of the Statute and other acts in certain matters, by the competent authorities and participates in the drafting or gives the opinion about the preparation procedure of acts and regulations issued by the University. The Steering Council with a special act regulates the issues related to the commission on statutory issues.

Article 18

1. The Steering Council consists of seven (7) members with the right to vote.
2. The Ministry of Education and Science appoints three (3) members with the right to vote and they are appointed in accordance with the provisions of the Law on Higher Education. They must be persons with a high public reputation, with relevant professional, business and other practical skills. None of the appointed members should have any direct current connection with the institution to which they are appointed.
3. The Senate elects four (4) members of the Steering Council with the right to vote from the academic personnel of the University.
4. The members of the Steering Council operate independently and do not represent any other individual or group interests.
5. Members of the Steering Council may not be elected:
 - 5.1. Rector, vice-rector, dean, vice-dean,
 - 5.2. Senate members.
6. The member of the Faculty Council, who is elected a member of the Steering Council, must resign from the membership in the Faculty Council.

7. In case of vacant position of a member of the Steering Council from the ranks of the University, then the Senate may fill that position according to the same procedure.
8. The Rector and the Secretary General are ex-officio members of the Steering Council without the right to vote.
9. At the invitation of the Steering Council, the vice-rectors may also participate in the meetings.
10. The President of the Student Parliament may participate in the meetings of the Steering Council without the right to vote.

Article 19

1. The Steering Council annually elects the chairperson and deputy chairperson from among its members, who are not University officials.
2. The mandate of the members of the Steering Council lasts three (3) years with the possibility of re-election for another mandate. Elections for the Steering Council are held in June and the mandate of the Steering Council begins on October 1st.

Article 20

1. The Steering Council drafts and approves its own rules of procedure.
2. A quorum of five (5) members is required to hold the meetings of the Steering Council.
3. Decisions in the Steering Council are taken by a majority vote of the members present. In case the number of votes is equal, the chairman's vote is decisive.
4. The following decisions of the Steering Council require a qualified majority of two-thirds (2/3) of the votes of the members:
 - 4.1. for the annual financial plan;
 - 4.2. for the approval of the rules of procedure.
5. The Steering Council adopts special regulations for the elaboration of the annual financial plan.
6. Meetings of the Steering Council are summoned by the chairperson. In exceptional cases, meetings are summoned by two-thirds (2/3) of the members of the Steering Council. The agenda for the meetings of the Steering Council is set by the Chairperson respectively the Deputy Chairperson in cooperation with the Rector.

Article 21

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

Article 22

1. In accordance with the provisions of this Statute, the Steering Council has these responsibilities:

1.1. to develop a three-year strategic plan, which will be reviewed annually. In preparing the strategic plan and its annual updates, the Steering Council will consult with the Ministry regarding the alignment of its objectives and plans with the state strategy for higher education and the resources that will be available from the Ministry. The scope of such consultations is determined by a sub-legal act issued by the Ministry;

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

1.3. to develop strategies for adequate provision of funds from public and private sources, taking into account the facilitation of the establishment of subsidiary companies and institutes for the use of the academic work results of the University;

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

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

1.6. to decide about the establishment, termination and change of the internal structure of academic units and organizational units after being approved by the Senate.

Article 23

1. The duties of the Steering Council are:

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

- 1.2. to issue regulations for delegation of competencies for tools and other administrative issues to the academic units of the University in accordance with the provisions of this Statute;
- 1.3. to issue regulations for the governance, direction and management of the University, as required by this Statute;
- 1.4. to decide on the general organizational structure of the academic units, according to the proposal of the Senate and after consulting the units in question;
- 1.5. to organize financial check in accordance with the Law and this Statute;
- 1.6. to issue regulations, in accordance with this Statute, regarding:
 - 1.6.1. disciplinary measures and procedure for academic personnel and students;
 - 1.6.2. payments and terms of service for the personnel;
 - 1.6.3. procedures for ways of compensating personnel, based on complaints about their employment;
 - 1.6.4. complaints against such suspensions and dismissals.
- 1.7. to propose to the Ministry the tuition fees to be paid by the admitted students, and in some cases to set the fees for the examination of applications for registration, for the repetition of exams and for graduation and these fees will be confirmed by the Ministry;
- 1.8. to establish rules for calculating the costs of university services provided to third parties;
- 1.9. to elect the rector from the list of names, proposed by the professional commission of five (5) members appointed by the Senate;
- 1.10. to elect the vice-rectors according to the proposal of the rector;
- 1.11. to ensure that the general provisions of this Statute are applied in practice within the University;
- 1.12. to act in accordance with the general provisions set out in this Statute;
- 1.13. to decide on the form and content of the emblem, seal, dry seal, flag and other institutional symbols and to propose to the Ministry the form and content of diplomas according to the proposal of the Senate.

Article 24

1. The Steering Council will publish the annual report on the completion of the work of the University in accordance with the requirements of the Ministry of Education and the Kosovo Accreditation Agency. The report should provide information on these aspects:

1.1. general strategic objectives achieved;

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

1.2.1. budget (public and private funds);

1.2.2. personnel (development figures);

1.2.3. infrastructure;

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

1.2.5. study programs;

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

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

1.2.8. International cooperation;

2. The annual report of the auditor for the proper use of funds.

3. In accordance with the Law on Higher Education, the Steering Council reports to the Ministry on the implementation of the strategic development plan no later than March 31st of next year.

4. Reports should be published on the University website.

Article 25

Rector

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

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

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

Article 26

1. The Rector is elected by the Steering Council from the list of candidates proposed by the Professional Commission of five (5) members, which is formed by the Senate. The professional commission is responsible to verify whether the candidates submitted for the position of the rector meet the conditions provided by the competition.
2. The Steering Council has the right to reject the list of candidates proposed by the Professional Commission by justifying it.
3. The Rector is elected by an absolute majority (majority of the general members) in accordance with the provisions of this Statute. If no candidate wins this majority in the first round of voting, then the two (2) candidates with the highest number of votes qualify for the second round of voting. If neither of the two (2) candidates wins the absolute majority in three (3) consecutive rounds, the election procedure shall be repeated from the beginning, as provided in this Statute..
4. The appointment of the rector is made for a period of four (4) years, with the possibility of re-election for another mandate.
5. The mandate of the rector begins on October 1st.
6. The Steering Council in consultation with the Senate issues the regulation on the election procedure and the mandate of the Rector.

Article 27

1. The Senate elects an interim chairman, a member of the Senate from among the academic personnel, to lead the process of electing the governing and managing authorities of the university and the deans.
2. The position of rector is announced by the Steering Council with a public competition within a period of fifteen (15) days after consulting the rector.
3. The competition for the post of rector is open to internal and external candidates. The candidate must meet the following conditions:
 - 3.1. to have proven experience in academic teaching, research and have the rank of full professor, associate professor or assistant profesor;
 - 3.2. to have proven university management experience.

4. The professional commission elected by the Senate proposes the list of candidates elected by a majority of votes, to be elected by the Steering Council.

5. The Steering Council interviews the candidates who have met the conditions for competition for this position. In these interviews each candidate presents a comprehensive vision for the development of the University's future strategy and his/her management approach.

Article 28

1. The rector has these responsibilities:

1.1. to act on behalf of the University and represent it before the general public;

1.2. to organize, direct and manage the University;

1.3. to lead the academic personnel;

1.4. to decide on the rules of procedure for the academic personnel of the University within the framework set by the Steering Council;

1.5. to hire, delegate, level, promote, suspend and determine working conditions for personnel in accordance with regulations issued by the Steering Council and the Senate;

1.6. to chair the Senate;

1.7. to submit proposals to the Steering Council regarding the educational character and mission of the University taking into account the recommendations and opinion of the Senate;

1.8. to implement the decisions of the Steering Council;

1.9. to manage the budget and funds within the amount approved by the Steering Council;

1.10. to present the annual budget report on revenues and expenditures for evaluation by the Steering Council;

1.11. to sign contracts on behalf of the University with third parties;

1.12. to sign diplomas and other official certificates of the University;

1.13. to nominate candidates for the post of vice-rectors, to be elected by the Steering Council;

1.14. to propose candidates for the post of Secretary General;

1.15. to announce all academic titles;

1.16. the Rector has the right to form an advisory commission;

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

Article 29

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

Article 30

The Rector's authority will be symbolized through the Rector's necklace.

Article 31

1. The mandate of the Rector may end before time in case of:

1.1. resignation;

1.2. dismissal from duty;

1.3. conviction by a final decision for a criminal offense;

1.4. retirement;

1.5. death.

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

2.1. Steering Council;

2.2. Senate.

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

4. In case of dismissal of the rector, the mandate of the vice-rectors ends.
5. In the event of dismissal, the newly elected rector and vice-rectors shall be elected for the remainder of the mandate of the dismissed rector.
6. In case of dismissal of the rector, or in any case if the position of the rector remains vacant, the Steering Council elects the acting rector until the end of the procedure for the election of the rector for the remaining mandate. The acting rector will hold the post of the rector until the end of the mandate, if there are no more than six (6) months left until the announcement of the elections at the University. The acting rector is elected the person who meets the conditions provided for the election of the rector, Article 27 paragraph 3 of the Statute.

Article 32

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

Article 33 **Vice-rectors**

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

Article 34

1. The duties of the vice-rectors are appointed by the rector in accordance with the provisions of this Statute. The rector has the right to delegate full legal responsibility to them for a certain period of time. Joint responsibilities may be assigned to vice-rectors in the fields of:
 - 1.1. teaching and student affairs;
 - 1.2. budget, finance and infrastructure;
 - 1.3. International cooperation and projects;
 - 1.4. academic development and quality increase;
 - 1.5. scientific researches.

Article 35

The rector appoints one of the vice-rectors to temporarily exercise the duty of rector in case of the rector's temporary inability or incapacity.

Article 36

1. The rector proposes the list of names for vice-rectors from the ranks of university professors, after consulting with the Senate. The vice-rectors are elected by the Steering Council by a majority of votes, in a single round of voting. If the proposed candidate is not elected then the rector has the right to nominate the new candidate.

2. The mandate of the vice-rectors is related to that of the rector, with the possibility of re-election for another mandate.

Article 37

1. The mandate of the vice-rectors may end before time in case of:

1.1. resignation;

1.2. dismissal;

1.3. conviction for a criminal offense;

1.4. retirement;

1.5. death.

2. The procedure for dismissal of the vice-rector can be initiated by a majority vote of:

2.1. Steering Council;

2.2. Senate;

2.3. Rector.

3. The procedure for dismissal of the vice-rector is defined in the regulations issued by the Steering Council. The decision of the Steering Council for dismissal becomes valid by a simple majority of the members votes.

4. In case of dismissal of the vice-rector, the rector proposes the new candidate for vice-rector, who is elected by the Steering Council for the remaining mandate period.

Article 38 **Secretary General of the University**

1. The Secretary is the highest administrative officer of the University (CAO), with special rights and responsibilities defined in his contract which is signed by the rector.
2. The Secretary reports to the Rector for efficient, economic and effective administration at all levels of the University. In this position the Secretary General is responsible for all matters that are not within the competence of other bodies or leaders.
3. The Secretary of the University is the head of the University administration.

Article 39

The Secretary of the University is elected by the Steering Council on the proposal of the Rector, based on the report of the professional commission elected by the Rector, based on a public competition. The Secretary is elected for a five (5) year mandate with the possibility of re-election without limitation.

Article 40

1. Candidates competing for the post of the Secretary of University must meet these conditions:

- 1.1. to have a master's university degree or equivalent with at least four (4) years of study;
- 1.2. they must be from the professional field of justice;
- 1.3. to have at least five (5) years of professional work experience;
- 1.4. to have proven organizational and managerial skills;
- 1.5. to have communication skills and be well acquainted with administrative procedures - legal acts and know the field of higher education.

Article 41

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

- 1.1. is the highest officer of the administration;

- 1.2. is the head of the Central Administration;
- 1.3. is the chief of the secretaries in the faculties;
- 1.4. is the officer responsible for the efficient, economic and effective leadership of the University;
- 1.5. is chief of the department directors within the central administration;
- 1.6. is the officer responsible for the technical preparation of the budgetary process;
- 1.7. is responsible for other issues required by the Steering Council and the Rector, which are not defined by this Statute.

Article 42 Senate

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

Article 43

1. The Senate consists of these members with the right to vote:
 - 1.1. Rector;
 - 1.2. Vice-rectors;
 - 1.3. Deans of all academic units of UFAGJ;
 - 1.4. each academic unit has one (1) member elected by the academic personnel (thus the total number of persons is the same as the number of persons listed in sub-paragraph 1.3);
 - 1.5. one (1) member elected by the student parliament from the ranks of regular students of the University. The student member of the Senate shall be a distinguished student with an average grade of at least eight (8), and shall not be a student who has repeated the academic year;
 - 1.6. one (1) member elected by the non-academic personnel.
2. The Secretary of the University is a permanent member of the Senate, without the right to vote.

Article 44

The mandate of the academic and non-academic members of the Senate is four (4) years. The mandate of members from the student ranks is one (1) year, without the right to be re-elected. Their mandate begins on October 1st.

Article 45

The Senate is chaired by the rector, in his absence, the Senate is chaired by the vice-rector appointed by the rector in turn.

Article 46

1. The Senate issues the work regulation and the rules of procedure for the election of its members.
2. The Rector determines the procedures for the meetings of the Senate and its commissions.

Article 47

1. Despite the responsibilities of the Steering Council and the rector, the Senate is responsible for:

1.1. general strategic issues related to research, studies, teaching and University courses, including:

1.1.1. criteria for student admission;

1.1.2. approval of proposals by the Faculty Council for the selection and promotion of academic personnel;

1.1.3. policies and procedures for evaluating and keeping exams to ascertain students' academic work;

1.1.4. approval of curriculum content;

1.1.5. providing lifelong learning;

1.1.6. academic standards, validity and course review;

1.1.7. quality assurance and evaluation;

1.1.8 the procedure for awarding qualifications and honorary academic titles;

1.1.9. procedure for expelling students for academic or other reasons;

1.2. developing a strategy for academic activities at the University and the tools needed to support them as well as providing advice to the rector and the Steering Council;

1.3. developing the University's intellectual property protection policy and its commercial use;

1.4. providing advice on other matters that the Steering Council or the rector may request from the Senate.

Article 48

1. The duties of the Senate are:

1.1. to approve the University Statute, proposed by the Steering Council;

1.2. to elect the members of the Steering Council proposed by the University;

1.3. to form a professional commission of five (5) members to propose the list of rectors;

1.4. to approve the proposal of the academic unit councils for the election of deans and vice-deans;

1.5. to initiate the procedure for dismissal of deans and vice-deans according to the procedure determined by this statute;

1.6. to issue decisions for admission and termination of academic units and to propose other changes in their statuses for approval by the Steering Council;

1.7. to approve the study programs of the academic units;

1.8. to develop strategies for the academic development of the University;

1.9. to issue general regulations for the fields of educational, research and artistic work;

1.10. to establish procedures and criteria for the evaluation of teaching, scientific and artistic work;

1.11. to propose criteria for student enrollment, in accordance with this Statute and the Law on Higher Education;

1.12. to decide on criteria for expelling students;

1.13. to define academic standards for lectures and for quality assurance of lessons, in accordance with this Statute;

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

Article 49

1. The Senate may form ad hoc councils or commissions to advise it on specific aspects of its work.
2. The Senate has a permanent commission, called the study commission, according to the provisions of this Statute.

Article 50 **Organizational structure**

1. The University is consisted of:

- 1.1. academic units;
- 1.2. organizational units.

Article 51

Academic units and organizational units have no legal subjectivity.

Article 52 **Academic units**

1. The academic units of the University are:

- 1.1. Faculty and other units determined from the Steering Council by special decision.

Article 53

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

Article 54

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

Article 55

Academic units are created through the integration or dissolution of other units by decision of the Steering Council and after consultations with the Senate.

Article 56

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

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

1.3. appropriate number of academic personnel that enables the fulfillment of academic requirements for a long-term period.

2. The Steering Council makes the final decision.

Article 57

1. The academic unit loses the status if:

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

1.2. it is subject to integration or dissolution;

1.3. the council of this academic unit requests the institutional separation from the University;

1.4. the Steering Council makes the final decision.

Article 58

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

Article 59

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

Article 60

1. For educational obligations, which are financed from public funds, the University assigns to the academic unit a certain number of academic and non-academic personnel and provides the appropriate infrastructure in accordance with the educational obligations determined by the Steering Council on the proposal of the Senate.

2. The academic unit as a member of the University is responsible for the implementation of accredited study programs within its educational profile and in accordance with the provisions of higher education. The Senate determines the study programs.

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

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

Article 61

1. The academic unit has its own name and stamp.

2. The academic unit keeps the emblem and name of the University within its emblem and name.

Article 62 Faculty

1. The faculty is engaged in the academic disciplines of:

1.1. academic education;

1.2. scientific research;

1.3. artistic creativity;

1.4. other activities defined by this Statute.

Article 63

1. The faculty offers these types of studies:

1.1. Undergraduate studies - bachelor;

1.2. Master studies:

1.2.1. Scientific master; and

1.2.2. Professional master, who cannot be enrolled in scientific PhD studies;

1.3. PhD studies.

2. The Faculty of Medicine at the basic level offers these types of studies:

2.1. six-year basic studies (general medicine, dentistry and pharmacy).

2.2. three-year bachelor studies (physiotherapy, nursing and midwifery).

Article 64

1. The University has these faculties in its composition:

1.1. Faculty of Education;

1.2. Faculty of Philology;

1.3. Faculty of Medicine;

1.4. Faculty of Social Sciences;

1.5. Faculty of Applied Sciences;

2. The Steering Council decides on the establishment of new faculties and units.

Article 65

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

2. The faculty focuses its educational and research profile on the needs of the country, on the rehabilitation and lifelong learning of professionals, as well as provides practical services to local partners.

3. The faculty is entitled to establish institutes for practical researches in certain fields, according to cooperation agreements with private or public donors, with the approval of the Steering Council.

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

5. Academic units have the right to establish these levels of hierarchical subdivision:

5.1. Departments (general areas of science or arts);

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

5.3. Research units.

Article 66

1. The faculty is responsible for the following:
 - 1.1. to propose study programs to the Senate;
 - 1.2. to organize teaching, exams and student assessments;
 - 1.3. student academic progress, including student academic services;
 - 1.4. to develop scientific research or artistic creativity according to international standards;
 - 1.5. to ensure the quality, evaluation and reporting issues, as provided by this Statute;
 - 1.6. to use the means correctly and efficiently, as provided by this Statute;
 - 1.7. personnel issues according to the provisions of this Statute;
 - 1.8. to use correctly and efficiently the funds allocated by the Steering Council.

Article 67

1. Each faculty is headed by a dean who, according to the decision of the Senate, can be assisted by one (1), two (2) or three (3) vice-deans.
2. The faculties that operate in more than one location, are entitled to one (1) vice-dean for each location.

Article 68

1. Deans and vice-deans are elected by the Council of the academic unit by a majority of votes of the members of the unit, and proposes to the Senate for approval for a period of four (4) years among the professors of the respective faculty, with the right of re-election for another term.
2. Candidates for the post of dean and vice-dean must be individuals with relevant academic qualifications and have leadership skills and experience as well as at least the title of the assistant professor.
3. The elected dean proposes to the council of the academic unit the potential vice-deans for the joint mandate who are elected to the council and are forwarded to the Senate for approval.
4. For the election of the new dean, the council of the academic unit elects a delegate from the faculty professors, who temporarily holds the mandate of the dean in the Senate until the

procedure for the election of the new dean is completed. Then the new dean takes the mandate as provided by this Statute.

5. The regular mandate of the dean and vice-deans begins on October 1st.

Article 69

The authority of the dean is symbolized by the dean's necklace.

Article 70

1. The mandate of the dean may end before time in case of:

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

2. The procedure for dismissal of the dean may be initiated by:

- 2.1. Steering Council;
- 2.2. Senate;
- 2.3. Rector;
- 2.4. Relevant faculty council.

3. The procedure and reasons for the dismissal of the dean are defined in the regulation issued by the Senate.

4. The decision for dismissal of the dean is taken by the Senate after consulting with the relevant faculty council. The decision of the Senate is taken by a majority of the members.

5. In case of termination of the mandate of the dean, the mandate of the vice-deans also ends.

6. In case of termination of the mandate, the newly elected dean and vice-deans will be elected for the remaining period of the mandate.

Article 71

1. The mandate of the vice-dean may end before time in case of:
 - 1.1. resignation;
 - 1.2. dismissal;
 - 1.3. conviction by a final decision for a criminal offense;
 - 1.4. retirement;
 - 1.5. death.
2. The procedure for dismissal of the vice-dean may be initiated by:
 - 2.1. Steering Council;
 - 2.2. Senate;
 - 2.3. Rector;
 - 2.4. relevant faculty council;
 - 2.5. Dean.
3. The decision for dismissal of the dean is taken by the Senate after consulting with the relevant faculty council. The decision of the Senate for dismissal from the post is taken by a majority of members.
4. In case of termination of the mandate of the vice-dean, the dean proposes the new candidate for the position of vice-dean, who is elected for the remaining period of the mandate of the dismissed vice-dean.

Article 72

1. The dean is accountable to the rector for its work. The duties of the dean are:
 - 1.1. to provide academic leadership in relevant areas for the development of teaching, scientific and artistic work in the faculty;
 - 1.2. to ensure efficient, economical and effective use of funds allocated to the faculty by the Steering Council;
 - 1.3. to undertake all necessary measures in the implementation of decisions and tasks set by the faculty council;

- 1.4. to provide sufficient information regarding the use of tools and results in teaching, scientific research and artistic creativity for the rector and the Steering Council according to the provisions of this Statute;
 - 1.5. to represent the faculty council in the University Senate;
 - 1.6. to advise the rector and the Senate on the appointment of academic personnel in faculty subjects;
 - 1.7. to propose candidates for vice-deans;
 - 1.8. to perform the other duties of the dean provided in this Statute.
2. The dean may represent the university for legal matters on behalf of the faculty only with the authorization of the Steering Council provided by regulations or otherwise.
 3. The dean determines the duties of the vice-dean.

Article 73

1. Each faculty has a council, whose members are:
 - 1.1. Dean;
 - 1.2. Vice-dean(s);
 - 1.3. Secretary of the faculty;
 - 1.4. up to thirty (30) members elected from the ranks of faculty professors;
 - 1.5. up to five (5) members elected from the ranks of faculty assistants (up to thirty percent (30%) of the number of professors);
 - 1.6. a member elected by the non-academic personnel of the faculty;
 - 1.7. a student representative, elected by the faculty student council.

Article 74

The mandate of the academic and non-academic council members is four (4) years. The students mandate is one (1) year. Their mandate begins on October 1st.

Article 75

1. The dean chairs the faculty council. In the absence of the dean, one of the vice-deans chairs the council according to the order of priority set by the dean.
2. The deans of the faculties form the collegium of deans led by the rector. The collegium of deans issues special regulations for the organization of its work.

Article 76

1. The faculty council has these responsibilities and duties:
 - 1.1. to propose the candidate for the post of dean to be approved by the Senate;
 - 1.2. to provide advices and proposals to the Steering Council and the Senate on all matters relating to the faculty, its personnel, structure and internal organization;
 - 1.3. to propose to the Senate the curricula and changes in the curricula, to give recommendations on teaching methods, in the fields of scientific studies or artistic work and on other academic issues;
 - 1.4. to supervise the students progress as well as scientific researches or artistic creativity in the faculty;
 - 1.5. to propose the number and determine the conditions for enrollment of new students, in accordance with the instructions issued by the Steering Council and the Senate;
 - 1.6. to determine and implement appropriate quality assurance and evaluation measures in accordance with instructions set by the Senate;
 - 1.7. to compile annual work reports for the rector;
 - 1.8. to deal with other issues related to academic issues;
 - 1.9. to deal with other issues which are determined by this Statute or which are required by the Steering Council or the Senate.

Article 77

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

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

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

Article 78

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

2. The Student Council realizes its interests, regarding the progress of the teaching process, through its representatives in the faculty council.

3. Student members of the faculty council participate in the nomination of candidates for dean.

Article 79

Faculty of Applied Sciences

1. The Faculty of Applied Sciences is an academic unit of the University engaged in teaching and applied scientific research in the respective academic disciplines. Its academic teaching focuses on practice-oriented study programs, following the concept of the European University of Applied Sciences.

2. The Faculty of Applied Sciences focuses its educational and research profile on the needs of the country, on the rehabilitation and lifelong learning of professionals, and provides practical services to local partners.

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

Article 80

1. The Faculty of Applied Sciences offers these types of studies:

1.1. Undergraduate studies - bachelor;

1.2. Master studies: professional (graduates in professional master cannot be enrolled in scientific PhD studies) and scientific.

Article 81

University "Fehmi Agani" in Gjakova - UFAGJ reserves the right to open branches also in other countries.

Article 82

All other rules regarding the Faculty of Applied Sciences are similar to the chapter 'Faculties' Article 62 of this Statute.

Article 83

Organizational units Central University Library

The Central University Library and the University Health Centre are organizational units within the University of Gjakova.

Article 84

1. The Central University Library collects, processes and offers for use teaching collections, materials, information and library services for the development of educational and scientific activity as well as for the development of skills and knowledge of students and their teachers.
2. The Central University Library provides services to students and teaching personnel by lending library materials and providing access to electronic information sources. Provides professional services for the libraries of the respective faculties. The activity of the university libraries is based on international library standards.
3. The Central University Library is an integral part of the unified Library Network of Kosovo in order to implement library standards, preparation and distribution of databases, the enrichment and coordination of interlibrary cooperation. The management of the Central University Library is accountable to the Rector.

Article 85

University Health Centre

1. The University Health Centre shall provide health services for students and staff, enabling students the practical part as well.
2. The University Health Centre may provide services to other parties after licensing by the competent authorities.
3. Its organization and functioning shall be regulated by special regulations adopted by the Steering Council.
4. The management of the University Health Centre shall report to the Rector.

Article 86

1. Other organizational units can be also established within the University.
2. Other organizational units are established by the decision of the Steering Council, the proposal for establishment can be made by the rector.

Article 87

Students and the organization of studies Studies and study programs

1. Studies at the University are defined within the study programs.
2. The content of the programs for all types of studies included in this Statute is done based on the regulations prepared by the councils of the academic units based on the suggestions of the study commission and approved by the Senate.
3. The content of the study programs for teaching is determined by the regulations prepared by the academic council of the respective faculty, at the suggestion of the study commission and approved by the Senate in accordance with Article 16 paragraph 4 of the Law on Higher Education of the Republic of Kosovo and in accordance with the standards set by the Ministry.

Article 88

1. The University provides these types of studies:
 - 1.1. Undergraduate studies - bachelor;
 - 1.2. Master studies: professional + and scientific (professional master graduates cannot be enrolled in scientific PhD studies)
 - 1.3. PhD studies.

Article 89

1. The University provides academic study programs in:

- 1.1. social and human sciences;
- 1.2. education science;
- 1.3. philology;
- 1.4. medicine;
- 1.5. arts.

Article 90

1. Study programs contain:

- 1.1. title of study;
- 1.2. type of study;
- 1.3. academic title;
- 1.4. the enrollment conditions;
- 1.5. objectives and results;
- 1.6. curriculum details;
- 1.7. value in points according to ECTS (subjects, diploma thesis);
- 1.8. conditions for individual studies.

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

Article 91

1. Bachelor studies last three (3) or four (4) years and require one hundred and eighty (180) respectively two hundred and forty (240) ECTS points.

2. The Senate issues special regulations for basic studies in the field of Medicine upon the proposal of the council of the respective faculty. These programs last up to six (6) years and require up to three hundred and sixty (360) ECTS points.

3. Upon successful completion of bachelor studies, the academic title of Bachelor of Science or Bachelor of Arts is obtained.

Article 92

1. Master studies last one (1) and two (2) years respectively and require sixty (60) respectively one hundred and twenty (120) ECTS points.

2. Successful completion of undergraduate studies - bachelor is a condition for registration of master studies.

3. Upon successful completion of the master studies, the academic title of Master of Science, Professional Master or Master of Arts is obtained.

Article 93

1. PhD studies are the highest academic studies.

2. PhD studies usually last three (3) years, and require one hundred and eighty (180) ECTS points and successful completion of previous studies with at least three hundred (300) ECTS points.

3. The condition for obtaining the title of doctor of sciences is the successful completion of PhD studies including the publication of at least one (1) scientific paper in international journals with impact factor and successful defence of the PhD thesis before the defence commission.

Article 94

1. The academic units of the University have the right to establish special study programs within the Bologna framework (bachelor-master-PhD):

1.1. for two-subject study programs;

1.2. for interdisciplinary study programs;

1.3. for joint study programs.

Article 95

1. Two-subject study programs are offered by academic units in a joint study program and contain two (2) fields of study of the same unit.
2. The responsibilities of each contributing partner are defined in the study program.
3. The study program is proposed by the council of the academic unit and approved by the Senate.
4. Upon successful completion of studies a joint diploma is obtained and the graduate student gains the professional title in both fields of study.

Article 96

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

Article 97

1. Joint study programs can be developed between the University of Gjakova and other Universities based on partnership agreements.
2. Joint study programs are determined by the Senate and offered by academic units for all three (3) levels.
3. The obligations of each partner Institution are defined in the study program based on the joint institutional agreement.

4. The Senate elects the members for the joint inter-university study commission, which is responsible for:

4.1. development of the study program;

4.2. organizational and technical issues;

4.3. procedures for implementation.

5. All proposals of the study commission must be approved by the councils of all academic units of all universities, which contribute to the study.

6. The Senate makes the final decision on all study regulations, proposed by the study commission.

Article 98

1. Students have the right to apply to an individual study program called 'studium irregulare (individual studies)'. The main scheme of 'studium irregulare' includes one of the regular study programs (basic study program) offered by an academic unit. The total number of individually selected subjects compared to the basic study program should not exceed thirty percent (30%) (measured in the value of ECTS points).

2. Individual elective subjects can be chosen by all academic units of the University.

3. Proposals for "studium irregulare" should be addressed to the study commission of the academic unit, from where the basic educational program is based, including these elements:

3.1. study title;

3.2. attending the regular study program;

3.3. objectives and outcome of the study process;

3.4. curriculum details;

3.5. value in ECTS points (subjects, diploma thesis);

4. The study commission decides on:

4.1. acceptance of 'studium irregulare' according to the version presented;

4.2. rejection of proposals for 'studium irregulare';

4.3. reversing the 'studium irregulare' proposals for amendment or supplementation.

5. If the study commission responds positively, the councils of the academic units approve the 'studium irregulare'.

Article 99

1. Academic units have the right to offer academic subjects to the public as a whole.

2. The university subjects include:

2.1. basic courses;

2.2. specialized courses;

2.3. seminars;

2.4. summer schools.

3. The curriculum, preconditions for attendance and other organizational issues are approved by the councils of the academic units according to the proposals of the professor who is responsible for the subject. The final decision is made by the Senate.

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

Article 100

The study commission

1. The study commission is established in each academic unit of the University as an advisory body to the council of this academic unit.

2. The study commission is established for each interdisciplinary program and joint study program of the University, as an advisory body to the Senate, in accordance with the provisions of this Statute.

3. The permanent study commission is established by the University Senate.

Article 101

1. The study commission is responsible for:

1.1. drafting proposals for new study programs;

- 1.2. adaptation and modification of existing study programs;
- 1.3. continuous review of university textbooks;
- 1.4. requirements for change of study programs by students;
- 1.5. requirements for 'studium irregulare' by students;
- 1.6. preparing the subject for student complaints;
- 1.7. student assessment.

2. The duties of the study commission are: developing concepts, evaluating and commenting on requests in order to prepare reports for which it is decided in the Senate or in the council of the respective unit.

3. The Senate approves the rules of procedure on the work of the study commissions.

Article 102

1. Members of the study commission do not have to be members of the Senate or the council of the academic unit. The study commission has this composition:

- 1.1. vice-rector or vice-dean for teaching (chair);
- 1.2. two (2) professors;
- 1.3. one (1) assistant;
- 1.4. one (1) student with an average grade of at least eight (8).

2. The members of the academic personnel are elected by the Senate or the council of the academic unit.

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

4. The mandate duration is in accordance with the regulations of the Senate for members, as defined in this Statute.

Article 103 **Admission to studies**

1. Every candidate who passes the Matura test, enjoys the right to compete for studies at the University of Gjakova according to the legislation in force.

2. The conditions for admission to undergraduate studies - bachelor at the University are:

2.1. successful completion of secondary school in Kosovo certified by a diploma;

2.2. successful completion of primary and secondary school with at least twelve (12) years of education certified by the relevant diploma;

2.3. successful completion of primary and secondary school with at least twelve (12) years of education certified by the relevant diploma obtained abroad, if the equivalence with the Matura diploma has been made. The decision on the recognition and equivalence of diplomas is taken from the relevant Ministry.

3. The Senate issues regulations, which define in detail the conditions and criteria for enrollment in undergraduate studies - bachelor.

4. For special fields of study, the University organizes additional exams - entrance exams for some subjects, in the student admission procedure, which must be approved by the Ministry. In this case the student must successfully pass the entrance exam for enrolment in the first year of study.

Article 104

1. In Master studies, students are admitted on a competitive basis, according to the results of previous studies and their equivalence, as defined in the Law on Higher Education.

2. Students who have completed previous studies shall be allowed to enter in an equal competition for admission to Master or doctoral studies from all institutions of higher education in Kosovo.

3. Special criteria for admission to master studies will be determined by the Senate in accordance with the provisions of this Statute.

Article 105

1. The number of places for Bachelor, Master and Doctoral studies shall be determined by the Senate for each first year of study in each academic unit, upon the proposal of the relevant council in accordance with the development strategy of the University. The decision shall be based on the total number of students who will be educated at public expense provided by the Ministry.

2. Correspondence students, bachelor and master studies, who are not funded by public funds but who achieve excellent results in teaching can be awarded a place of study which is funded by public funds from the second year of study, or in the following year of study. The conditions and

criteria for gaining this right are determined by the Steering Council on the proposal of the Senate.

Article 106

The rules for announcing the competition and the criteria for enrollment are issued by the Senate.

Article 107

1. Candidates who have not been admitted in the first year of master studies can appeal against the decision within three (3) working days after the announcement of the selection results.

2. The final decision on the complaint is taken by the commission of five (5) members, chaired by the vice-rector for teaching and student affairs and other members appointed by the Rector.

Article 108

Determining the academic success

1. These methods will be applied to determine the academic success:

1.1. exam;

1.2. colloquium

1.3. seminar paper;

1.4. professional practice;

1.5. practical test during exercises;

1.6. interpretation and presentation of artistic creativity and other works.

Article 109

1. All academic units of the University will apply these grades to describe the level of success in the exams:

1.1. ten (10) and nine (9) (excellent);

1.2. eight (8) (very good);

- 1.3. seven (7) (good);
 - 1.4. six (6) (sufficient);
 - 1.5. five (5) (insufficient).
2. The candidate successfully passes the exam with grades six (6) – ten (10).
 3. The Senate issues the regulation for determining the detailed criteria for grading.

Article 110

1. Exams serve as a regular form of assessing knowledge.
2. Exams can be organized separately for each subject or combined for more subjects in accordance with the study program (exam with commission).
3. Exams are public and held in these ways:
 - 3.1. in writing;
 - 3.2. orally;
 - 3.3. in writing and orally;
 - 3.4. practice.
4. Combined oral and written exams are done within seven (7) days.
5. Exams are evaluated by an examiner or by an examination commission.
6. Exams may be held by an examination commission if:
 - 6.1. the student has made complaint;
 - 6.2. is assigned to the study program.
7. The procedure for holding the exam is defined by the study program.
8. The way of determining the knowledge and passing the exam will be determined with the subject curriculum - syllabus.

Article 111

1. Exams for bachelor and master studies are held during the exams session.
2. Exam sessions include winter session (January), spring (June) and autumn (September). The exact period for each session is determined by the general calendar of studies, which is accepted by the Senate and is open to the public. Details about the beginning and end dates of each exam session are determined by the academic unit councils.
3. Exam sessions, which include daily schedules, are announced at the beginning of the academic year.
4. Exam schedules will be determined in such a way that the student not have more than one (1) exam per day.
5. Exam schedules, once announced, are mandatory for both the examiner and the student.

Article 112

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

Article 113

1. Time of exam submission will begin no earlier than six (6) weeks before the end and not later than eight (8) days before the beginning of the exam session.
2. The exam schedule must be announced no later than three (3) days before the exam date.
3. In all cases when the student is absent or abstains from the exam, the exam is considered failed (he/she is graded with five (5)).
4. At his request, the student may be allowed, by the dean of the academic unit, to enter the exam earlier if he / she participates in an international exchange program or is doing practical learning abroad during the period set for exam.

Article 114

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

2.3. for the combined written and oral exam:

2.3.1. an appeal is filed against the grade received in writing before entering the oral exam;

2.3.2. an appeal is filed against the grade taken orally, which means that the grade from the written exam has been accepted.

3. After receiving the complaint on time, the dean of the academic unit forms the examination commission within one working day after the complaint is received and appoints three (3) members, but without the examiner against whose grade the student has complained.

4. In case the oral exam is repeated, the evaluation by the commission is done on the next working day after the commission has been appointed.

5. In case of complaint against the grade in the written exam, the written exam will be reviewed by the commission on the next working day after the commission has been appointed.

6. No appeal may be submitted against the evaluation of the commission.

7. The exam tests related to student assessment are stored for at least one (1) year.

Article 115

1. The student has the right to retake the exam in a course he/she has failed in.

2. The student has the right to enter the exam he/she has not passed at most three (3) times.

3. The student, after complaining, with a good justification may be allowed by the dean of the academic unit to enter the examination for the fourth time. The exam can then be held before a commission of three (3) members who are appointed by the dean of the academic unit.

4. If he/she is enrolled again in the same year, is not taken into account the previous number of student failed exams.

5. In case the student still fails four (4) times in the exam during the repeated year, he/she loses the status of a regular student for this type of studies.

6. The student can regain the student status if enrolled in a new study program. The decision on regaining the status of the student determines the exams and others accepted to the student and the student's obligations in the new study program.

Article 116

1. After completion of the last regular semester of bachelor and master studies, the student will be assigned a period of twelve (12) months to complete the exams (graduation period).
2. The student may request once from the dean of the academic unit to extend the graduation period for another twelve (12) months.

Article 117
Diploma thesis for bachelor and master

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

Article 118

1. The master study programs end with the preparation of a master thesis in accordance with the study programs.
2. The master thesis is done individually by the student, proving that the theoretical skills achieved during the study can be successfully applied to solve complex research problems in certain scientific fields.
3. Diploma thesis for master is elaborated from two (2) or three (3) students (research group), and there must be clearly marked the contribution of each candidate.
4. The application for elaboration of the diploma thesis for master for two (2) or three (3) students is decided by the council of the academic unit.

5. The procedure for submission, elaboration, defense and evaluation of the diploma thesis for master is determined by the council of the academic unit.

Article 119 **PhD studies**

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

Article 120

1. Within the PhD studies, the council of PhD studies is formed as a permanent council of the Senate of UFAGJ.
2. Within the academic unit - faculty that organizes PhD studies, the council of PhD studies is formed as a permanent council of the faculty council.
3. The composition of PhD study councils is regulated by the regulation on university PhD studies.

Article 121

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

Article 122

1. Admission of students in PhD studies is done through a public competition announced by the university.
2. Eligible to apply for enrollment in doctoral studies have:

- 2.1. graduates with the academic title of Magister of Relevant Science.
 - 2.2. graduates with the academic titles of Master of Science and Master of Arts.
 - 2.3. graduates in basic studies (five (5)- six (6) years) of Medicine.
3. The conditions for admission and the criteria for the evaluation of candidates in PhD studies are set by the Senate of the University of Gjakova in accordance with this Statute and the regulation for Phd studies.

Article 123

1. PhD studies are organized in six (6) semesters.
2. For students who are holders of the scientific magister degree, the studies last two (2) years and the magister degree is equivalent to the credit system up to one-third (1/3) of the total number of credits provided.

Article 124

1. During the first year of PhD studies, the doctoral student proposes the mentor and the topic.
2. The mentor is selected from the ranks of full professors and associate professors of the same scientific field, who must have a regular working relationship at the university. Exceptionally, at the request of the Council of the academic unit, a teacher with the academic title of Assistant Professor may also be engaged as mentor, if he/she has at least three (3) papers published in international peer-reviewed journals in the field in which he/she supervises the doctoral student. A co-mentor from another university may also be proposed.
3. The doctoral student starts the procedure of submitting the project proposal of the PhD thesis with the submission of the application form, which contains the personal notes of the doctoral student, the CV and the list of works of the doctoral student, the title of the proposed thesis, data for the proposed mentor and its competencies, the topic rationality and the expectations of the original scientific contribution of the proposed research, the evaluation of the research costs, as well as the statement that he has not submitted a PhD thesis on the same topic in other university studies, respectively in any other university. The topic of the PhD dissertation is presented in the University form.
4. The council of the academic unit, upon the proposal of the council of PhD studies, appoints the commission for the evaluation of the topic and the proposal of the mentor within one (1) month from the date of the protocol of the submitted request. This commission consists of three (3) members, of which at least one (1) member should not be a teacher of the studies in question

nor employed in the academic unit which is the institution responsible for studies. The proposed mentor cannot be appointed chairman of the commission

5. The topic evaluation commission makes the evaluation for the original scientific contribution or for the original artistic contribution and for the applicability of the research from the financial and organizational point of view, as well as makes the proposal of the mentor, at the latest one (1) month after the submission of the request.

6. The council of PhD studies of the academic unit must consider the proposal of the commission for evaluation of the topic and the proposal of the mentor in the third semester of PhD studies.

7. The project - proposal for the PhD thesis is defended before the council of PhD studies of the academic unit, the evaluation commission and the proposed mentor, fifteen (15) days after the submitting the report of the evaluation commission.

8. The council of the academic unit, on the proposal of the council of PhD studies, proposes the topic and the mentor for approval to the University Senate. The Senate must decide on the proposal for the dissertation within two (2) months after the request. The decision can:

1.1. to accept the original proposal;

1.2. to ask the candidate to expand or change the topic;

1.3. to ask the academic unit council to nominate another mentor.

Article 125

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

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

3. In case the candidate does not submit the completed PhD thesis for evaluation within the regular or continuous period of the dissertation, it is considered that the candidate renounces the given dissertation topic.

Article 126

1. In case the candidate does not submit the completed PhD thesis for evaluation within the regular or continuous period of the dissertation, it is considered that the candidate gives up the

certain topic of the dissertation. The members of the commission for the evaluation of the PhD thesis must have at least the academic title of assistant professor.

2. At least one member is not a teacher in PhD studies, nor an employee of the faculty which is the institution responsible for studies, while if possible he/she is employed in another university in Kosovo or in a university outside Kosovo. The mentor cannot be a member of the thesis evaluation commission.

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

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

4.1. the dissertation acceptance in the version provided;

4.2. the dissertation rejection due to failure;

4.3. returning the dissertation for supplement or amendment.

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

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

7. Upon the approval of the report of the evaluation commission, the council of the academic unit forms the commission for the PhD defense. The commission for defense of PhD thesis consists of three (3) members. The commission for the defense of the PhD thesis can be in the same composition as the commission for the evaluation of the PhD thesis.

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

Article 127

1. Once the approval of the dissertation has been confirmed by the Senate, the dissertation defense will be held within two (2) months. The exact date is set by the dean of the academic unit in accordance with the dissertation commission.

2. During the public defense of the dissertation, the minutes will be kept by the secretary of the commission who is appointed by the dean of the academic unit.

Article 128

1. Upon successful completion of the dissertation defense, the candidate gains the academic title of Doctor of Science (Dr. sc) or equivalent, as defined in special regulations issued by the Senate.
2. On the proposal of the dean of the academic unit, when the candidate successfully defends the dissertation, the rector gives him/her the scientific degree (scientific title) in a ceremonial manner.
3. The ceremony will be public and formal. The procedure of the ceremony will be determined by special rules issued by the Senate.

Article 129

1. The diploma document of the Doctor of Science contains:
 - 1.1. name of the university;
 - 1.2. the name of the academic unit where the dissertation is defended;
 - 1.3. name, surname, date and place of birth of the candidate;
 - 1.4. the title of the dissertation thesis;
 - 1.5. date of defense of the dissertation thesis.
2. The diploma document is signed by the rector and the dean of the academic unit where the dissertation has been successfully defended.
3. The diploma document is certified with the stamp of the University.
4. The form and other elements of the diploma document will be defined in a special regulation issued by the Ministry.

Article 130

1. Academic title Doctor of Science can be revoked if it is proven that:
 - 1.1. the dissertation was not the work of the candidate himself;
 - 1.2. the dissertation was not the result of the candidate's personal achievement;
 - 1.3. the dissertation is based on relevant parts of previously published scientific results by individuals or other institutions;

- 1.4. it's plagiarism or a copyright violation;
- 1.5. it's another unethical practice.
2. An appeal for revocation can be submitted to the council of the academic unit by any individual or institution, supported by detailed written data.
3. Following the appeal, the council of the academic unit forms a three (3) -member commission of professors of the same scientific discipline as the dissertation.
4. The members of the appealed dissertation commissions will not be elected in this commission.
5. The commission submits an evaluation report on the reasonableness of the complaint and proposes further proceedings within two (2) months of the commencement of the proceedings.
6. Following the report and the proposal of the commission, the council of the academic unit decides to reject or accept the appeal for revocation at the next meeting.
7. In case the council of the academic unit accepts the appeal, the Senate will vote on this decision at the next meeting. The Doctor of Science in question must be invited to testify before the Senate.

Article 131

The University is responsible for keeping records on awarded and revoked PhD degrees.

Article 132

Regarding the organization and realization of PhD studies, the Senate issues a regulation.

Article 133 **Academic titles**

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

Article 134

The Senate, may remove the title from the holder of the scientific degree even with the rector's recommendation, if any of the conditions from Article 130, paragraph 1 of this Statute exist.

Article 135

1. Successful completion of studies in accordance with the study program is certified by the University through a diploma that is an official document.
2. The form, content of the diploma, appendix of the diploma, as well as the issuance procedure will be provided by an administrative instruction issued by the Ministry.
3. The diploma is signed by the rector and dean of the academic unit where the study was completed.

Article 136 **Recognition of studies**

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

Article 137

1. The recognition procedure will be led by the professional officer of the Central Administration of the University.
2. The decision to recognize the studies is based on information extracted from the relevant European database and is coordinated with the National Recognition Council, which is responsible for applying the Lisbon Convention on Recognition.
3. The Senate authorizes the rector to make the recognition for all cases that are clear.
4. Information about the acceptance of the qualification will be kept permanently by the Central Administration of the University.

Article 138

1. In disputed cases, when the data are not sufficient to make a decision, the relevant study commission should be asked for recognition and this information should be provided:

1.1. complete file with all data;

1.2. available data and specific comments about the case from the National Recognition Council or equivalent institution.

2. The studies commission submits the report to the Senate with a proposal for a decision within two (2) months from the request submission.

3. The decision of the commission may be as follows:

1.1. full recognition of the diploma from abroad;

1.2. submission of the list of additional exams that are required for the purpose of full recognition;

1.3. rejection of the request due to major discrepancies in study programs.

Article 139 **Academic year**

1. The University organizes studies in accordance with existing study programs during the academic year which lasts twelve (12) months. The academic year begins on October 1st and ends on September 30th.

2. The active period of studies (lectures, exercises, seminars, colloquia) is divided into two (2) semesters. Winter semester begins on October 1st and ends on January 15th. Summer semester begins on February 16th and ends on May 31st.

3. The subject can be taught for weeks (fifteen (15) semester weeks) during one or two (2) semesters or can be held as package of lectures in one (1) semester.

4. The study calendar is issued by the Senate no later than May 31st and contains the lecture schedule (lectures, exercises, seminars, colloquia), conditions and exam sessions.

Article 140

The Senate issues regulations on engagement and overall workload of students.

Article 141
Study language

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

Article 142
Change of the study direction

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

Article 143

1. The student must submit the request for the change of the study program to the study commission of the academic unit where he/she wants to continue its studies. Attached to the application must be the evidence of successful completion of the requirements based on the previous study program.
2. The study commission determines the individual obligations for changing the study program in accordance with certain rules of the study program.
3. The decision to change the study program should be taken by the council of the academic unit on the proposal of the study commission.
4. The appeal against the decision on the refusal to change the study program must be made to the council of the academic unit by the student within eight (8) working days after the publication of the decision.

Article 144

During the change of the study program from other institutions of Higher Education at the University of Gjakova, the same rules will apply as during the change of the study program within the University.

Article 145

Students - status, rights and responsibilities

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

Article 146

1. The university offers two (2) ways of studying:
 - 1.1. full-time studies;
 - 1.2. part-time studies.
2. The student may have the status of:
 - 2.1. full-time student;
 - 2.2. part-time student;

2.3. guest student.

Article 147

1. Students who are admitted to the University are eligible:

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

1.2. to use university libraries and other student services:

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

1.4. students enjoy the right to submit new ideas and controversial opinions without risking to lose their student seat or the privileges they may enjoy from university;

1.5. students have the right to complain about the quality of the teaching process or for the university infrastructure.

1.6. students enjoy the right to challenge a decision or action of the University against them in the Ministry and in the competent court.

Article 148

1. Students who are admitted to the University have an obligation:

1.1. to respect the regulations issued by the University;

1.2. to respect the rights of personnel and other students;

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

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

1.5. to behave well both on and off the University premises so as 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 is a precondition for the student to be enrolled in the following year.
2. The student who has not been able to successfully complete the year must be re-enrolled in the same year of study.
3. The maximum number of years re-enrolled is equal to the number of regular years of the respective study.

Article 150

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

4. The decision for registration is made every year by the council of the academic unit.
5. The student may request temporary suspension from the regular student's status in cases proven to be:
 - 5.1. severe disease;
 - 5.2. care for children under the age of three (3);
 - 5.3. pregnancy and maternity;
 - 5.4. other justified.
6. The final decision is made by the dean of the academic unit.

Article 151

1. The regular student's status is maintained within two (2) years after all exams have been completed. During this time the student must pass the diploma exam in order to successfully complete the studies.
2. A student who has exceeded the time foreseen to successfully complete the diploma can submit a request to the dean of the academic unit for an extension of this period for another year.

Article 152

1. The student can be re-enrolled as a regular student without any obstacles regarding the period of temporary suspension of the regular student's status under this Statute. The period of temporary suspension of the regular student's status under this Statute is not counted in the duration of studies.
2. If the curriculum valid at the time of the first student enrollment does not take place in the following year of student enrollment after the temporary suspension of the regular student's status under this Statute, the study commission of the academic unit decides on the differential exams or for other additional obligations as a condition for continuing studies.

Article 153

1. The council of the academic unit expels from the University permanently or temporarily students who seriously violate the rules. Students accused of violations have the right to be heard by the disciplinary commission which advises the council of the academic unit. The expelled

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

2. Regulations elaborating these procedures are issued by the Steering Council after consultation with the student parliament.

Article 154

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

2. Such complaints are submitted to the study commission of the academic unit within fifteen (15) working days after the announcement of the decision.

3. The study commission is obliged to submit the report on the decision taken to the council of the academic unit within thirty (30) working days after receiving the complaint.

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

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

Article 155 Student mobility

1. In accordance with the study program, the student can choose and enroll in certain courses in other academic units of the university if the chosen subject does not take place in the faculty where the student is enrolled.

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

3. Upon admission, the student is given a certificate on the admission for registration of a certain subject and the amount of ECTS credits that will be earned upon completion of the subject. The earned ECTS credits will be calculated in the student's study program.

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

5. The international mobility of students and that between universities in Kosovo is regulated by a special act of the University. With this act and the agreement with the university where the guest student comes from will also be regulated the rights and obligations of the guest students, tuition fees and other issues related to the guest student.

Article 156
Student organization

1. Students have the right to establish student organizations which may belong to all students.
2. Each student organization has its own statute that is approved by its members in accordance with the general regulations issued by the Steering Council. The statute will include the principles for equal opportunities and non-discrimination.

Article 157

1. The interests of students will be represented within the University with these organs:
 - 1.1. Student Parliament at University level;
 - 1.2. Student council at the level of the academic unit.

Article 158

1. Members of the Student Parliament and Student Councils will be elected in accordance with parliamentary election procedures.
2. Student organizations have the right to nominate members to the student parliament and student council of academic units based on the election results every two (2) years.
3. Details of the election procedure will be determined by special regulations issued by the Steering Council in consultation with the Student Parliament.
4. The limit for nominating members of student organizations is:
 - 4.1. three percent (3%) of the total number of votes at the level of the respective academic unit for the student councils of the academic units;
 - 4.2. five percent (5%) of the total number of votes for the Student Parliament.
5. The mandate of the members of the Student Parliament and the student council of the academic units lasts two (2) years, without the right of re-election.
6. The Student Parliament and the student councils of the academic units exercise their duties based on the principle of majority vote.

Article 159

1. The Student Parliament is the supreme body of student representation.
2. The total number of members of the student parliament is nine (9).
3. Members are nominated by student organizations based on the total number of votes achieved in the student elections and according to the priority lists of candidates published by each student organization at the beginning of the election campaign.
4. Members of the Student Parliament elect the President and the Vice-President.
5. The Steering Council issues the rules of procedure for the Student Parliament.
6. The Student Parliament elects the members of the Senate from the list of nominees prepared by the student council of the academic unit. The Chairperson of the Student Parliament is an ex-officio member from the total number of student members of the Senate

Article 160

1. Student councils are the student representation bodies in each academic unit.
2. The total number of members of each student council is one percent (1%) of the total number of the regular students enrolled in that academic unit, with a minimum of five (5) and a maximum of twenty-one (21) members.
3. Members will be nominated by the student organization based on the total number of votes obtained during the student elections for each academic unit according to the priority lists of candidates published by the student organization at the beginning of the election campaign.
4. The members of each student council elect a chairperson and a vice-chairperson.
5. The Steering Council issues the rules of procedure for student councils.
6. Each student council proposes the list of three (3) candidates for student members of the Senate to be elected by the Student Parliament.
7. The student council of each academic unit elects the student members of the council of the academic unit. The chairperson of the student council is an ex-officio member from the total number of student members of the faculty council.

Article 161

The Steering Council allocates an appropriate annual budget for the activities of the Student Parliament and student councils proposed by the Student Parliament.

Article 162

Students are entitled for peaceful gatherings.

Article 163

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

Article 164 **Scientific research and knowledge**

1. The University conducts scientific research and artistic works with the aim of:
 - 1.1. artistic achievements, innovation and scientific productivity;
 - 1.2. continuous development of the educational process;
 - 1.3. acquainting students with scientific research and artistic work;
 - 1.4. continuation of scientific - professional and artistic development of young people;
 - 1.5. the establishment of an international scholars and artists network;
 - 1.6. preparation and presentation of competitive interdisciplinary study and artistic projects.
2. Scientific research is done by the academic units of the University in two (2) ways:
 - 2.1. from basic research without immediate practical use;
 - 2.2. from applied researches that are closely related to the needs and public interest.
3. Scientific research and artistic creativity are done according to these basic conditions:
 - 3.1. through public funds provided by the University;
 - 3.2. through private funding from individual contractors with third parties.
 - 3.3. through competition in international projects.

Article 165

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

Article 166

1. The University creates infrastructural conditions for scientific research and artistic creativity for its academic personnel.
2. On the proposal of the council of the academic unit, the rector may give permission to the academic personnel to carry out research and creative work in certain locations outside the University and to participate in joint projects with other institutions.

Article 167

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

Article 168

1. Academic staff has the right to request the Senate's permission for a year leave of absence for focused research (sabbatical year) in a foreign university.
2. A positive decision of focused research per one year requires:
 - 2.1. submission of the research project;
 - 2.2. at least two (2) years of full engagement in teaching and research;

2.3. proven scientific competence and recognition within the international scientific community;

2.4. invitation for scientific research from a foreign institute or university.

3. During the sabbatical year, the employee will receive the full salary.

4. After the year of focused research the employee has the right to return to the same work position with the same conditions as before.

Article 169
University employees
Academic and non-academic personnel

1. All workplaces will be based on full-time and part-time contracts.

2. The Steering Council issues special regulations for collective contracts for academic and non-academic personnel in accordance with laws in force.

Article 170

1. Full-time personnel cannot have another full-time employment contract at any other university.

2. Full-time personnel who may be engaged, elected or appointed to another public institution do not have the right to be elected to steering bodies, but have the right to be elected.

Article 171

1. The academic personnel of the University will be the persons engaged in:

1.1. academic teaching;

1.2. scientific research;

1.3. artistic creativity.

2. The academic personnel consists of:

2.1. Full professors;

- 2.2. Associated professors;
 - 2.3. Assistant professors;
 - 2.4. University assistant;
 - 2.5. Lectors, Clinical Assistant (Faculty of Medicine) and Corepetitors (Faculty of Arts)
3. The official abbreviations for the academic personnel are:
- 3.1. Full professor – Prof. Dr.
 - 3.2. Associated professor – Prof. Asoc. Dr.
 - 3.3. Assistant professor – Prof. Ass. Dr.
 - 3.4. University assistant – Ass.

Article 172

1. The non-academic personnel of the University will be the persons engaged for:
 - 1.1. leading and professional duties;
 - 1.2. administration;
 - 1.3. technical work.
2. Specific responsibilities and qualifications for each position will be determined by the job description in accordance with the legislation in force.

Article 173

1. The academic personnel will be appointed by the rector according to the decision of the Senate based on the proposal of the council of the academic unit.
2. If the proposal is rejected, it is returned to the council of the academic unit for reconsideration.
3. If the council of the academic unit even after the review brings the same proposal, the Senate makes the final decision.
4. The appointment procedures will be done in a transparent manner with the announcement of the public vacancy for the position.

5. All appointments are made after reviewing the application documentation by the evaluation commission formed by the council of the academic unit on the proposal of the branch - department. The evaluation commission evaluates the candidates who are considered to have met the conditions for the offered position.
6. The evaluation commission reports to the council that has formed it, within a certain deadline.
7. No one can be a member of the evaluation commission if he/she is the spouse, partner or close family member of the candidate to be appointed.
8. Other issues for evaluation procedures are determined by the rules issued by the Senate in accordance with this Statute.

Article 174

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

Article 175

Conditions for obtaining the academic title of full professor (professor doctor Prof. Dr.) and admission to work

1. The academic staff, who has the academic title "Associate Professor", shall apply for the academic title "Professor Doctor", at least four (4) years after obtaining the academic title "Associate Professor".
2. For the title of full professor the candidate must have:
 - 2.1. the degree of doctor of science and the title of associate professor;
 - 2.2. supervised master and doctoral thesis (Doctoral mentoring is valid for three (3) years after the establishment of doctoral studies at the university);
 - 2.3. a significant number of monographs (at least two (2) monographs; the published doctorate is recognised as a monograph);
 - 2.4. textbooks (at least one (1) textbook);
 - 2.5. publications in international scientific or artistic journals with at least five (5) main works published in international scientific or artistic journals, in accordance with the legal acts in force;

- 2.6. active participation in national and international conferences, with at least five (5) active participations (proven in one form: with proceedings book, publication of abstracts or conference agenda as a reference);
 - 2.7. long-term experience in basic and applicable research projects;
 - 2.8. high educational and pedagogical skills through practice;
 - 2.9. skills for academic leadership;
 - 2.10. renowned artistic creations or works, public presentations and contribution to the development of culture and art, in the subjects of figurative and musical arts.
3. The evaluation report on the engagement and participation of the candidate in the activities provided in paragraph 2 of this Article is drafted in details by the Evaluation Commission.
 4. The appointment for the title of Full Professor, as well as the duration of employment is made for an indefinite period.

Article 176

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

1. The application for obtaining the academic title "Associate Professor" is made at least four (4) years after obtaining the academic title "Assistant Professor".
2. For the title of associate professor the candidate must have:
 - 2.1. the degree of doctor of sciences and the title of assistant professor;
 - 2.2. a significant number of monographs (published doctorate is recognised as a monograph);
 - 2.3. publications in international scientific or artistic journals with at least three (3) main works published in international scientific or artistic journals, in accordance with the legal acts in force;
 - 2.4. demonstrate teaching skills;
 - 2.5. demonstrate work, knowledge and mastery in the subject of the respective field;
 - 2.6. created works of art, has held public presentations, in the case of subjects from figurative and musical arts.

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

Article 177

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

1. For the title of assistant professor the candidate must have:
 - 1.1. degree of Doctor of Sciences (in the subjects of Figurative and Musical Arts equivalent degree to "Masters of Arts");
 - 1.2. a significant number of monographs (doctoral dissertation is recognised as monograph);
 - 1.3. publications in international scientific or artistic journals with at least one (1) main work published in international scientific or artistic journals, in accordance with the legal acts in force;
 - 1.4. demonstrate teaching skills;
 - 1.5. demonstrate work, knowledge and mastery in the subject of the respective field;
 - 1.6. created real artistic works or has had public presentations, in the case for the Faculty of Arts.
2. The appointment for the title "Assistant Professor", as well as the duration of employment is made according to the legislation in force.

Article 178

Conditions for obtaining the title of the assistant and employment

1. For the title of assistant the candidate must meet the following conditions:
 - 1.1. to have successfully completed university and master studies in the respective field;
 - 1.2. be not older than until the date when he/she turns thirty (30) years old for the first appointment, for the Faculty of Medicine until the date when he/she turns thirty-five (35) years old;
 - 1.3. to be enrolled in doctoral studies at the University upon re-election;
 - 1.4. have an average grade, in each level, not less than eight (8).

2. All appointments, as well as the duration of employment are made according to the legislation in force.
3. Assistants hold practice classes in bachelor and master studies.
4. Exceptionally, the assistant who has been re-elected and is a doctoral student (PhD. Cand.), in the absence of a professor for the subject may be authorized to hold limited lectures in bachelor studies with the authorization of the council of the academic unit and under the supervision of a teacher from the department.

Article 179

1. For the title of lector of foreign languages and assistant of clinical practices (Faculty of Medicine) the candidate must meet these conditions:
 - 1.1. to have successfully completed master studies in the chosen language;
 - 1.2. to have excellent skills of the selected language;
 - 1.3. to have an average grade of bachelor and master studies not less than eight (8), in each of these studies.
2. Lectors in other faculties than the home faculty have all the rights and obligations to hold lectures.
3. For the title of the Assistant of Clinical Practice, the candidate must meet these conditions:
 - 3.1. to have completed successfully Master studies.
 - 3.2. to have an average grade not less than eight (8) in both levels of study.
 - 3.3. to demonstrate professional skills in the field of medicine and health services
4. For the title of foreign language lector and clinical practice assistant, the age criterion does not apply.
5. All nominations for titles as well as the duration of employment are for three (3) years.

Article 180

1. Additional regulations regarding the special qualification of the academic personnel of the respective faculty shall be issued by the Senate upon the proposal of the relevant council of the academic unit and in accordance with the provisions of this Statute.

2. The Senate issues special regulations for the equivalence of the academic personnel of the Faculty of Arts, upon the proposal of the Council of the Faculty of Arts, in accordance with the provisions of this Statute, within six (6) months after the entry into force of this Statute.

Article 181

1. The retired professor of the academic unit may be assigned the title 'Professor Emeritus' by the Senate upon the proposal of the relevant faculty council and with the support of at least two (2) councils of the academic unit.

2. The candidate for the title "Professor Emeritus" is distinguished from the special academic and scientific achievements during its period of activity. Its qualifications are considered irreplaceable for a medium term by the academic unit. This need should be detailed by the study commission of the academic unit.

3. "Professor Emeritus" will have the right to teach and be engaged in scientific work in accordance with its qualifications and the requirements of the special academic unit up to the age of seventy (70).

4. Other issues regarding the rights and responsibilities of "Professor Emeritus" are determined by an individual contract concluded by the rector on the proposal of the dean of the certain academic unit.

Article 182

The Steering Council on the proposal of the Senate will issue regulations on the code of ethics of University employees.

Article 183

1. The disciplinary responsibilities of the employees at the University and the measures to be taken are determined by the regulations issued by the Steering Council.

2. Procedures and conditions for the revocation of titles, suspension or termination of employment of personnel are determined by special regulations issued by the Steering Council after being consulted with the Senate.

Article 184

Rights and responsibilities of the personnel

1. The academic personnel has the freedom of expression. They have the freedom to ask and test the knowledge gained and to express new ideas, conflicting opinions without putting themselves at risk of losing their job or any privileges they may have with the University.

2. The academic personnel has the freedom to publish the results of their research and creative work, which is subject to the regulations of this Statute relating to the use of intellectual property rights for the benefit of the University.

3. The academic personnel who show excellent results in research work and document it with scientific publications, with at least two (2) publications in prestigious international journals with impact factor in the previous year, can be released for one-third (1/3) of the teaching rate in the following year.

Article 185

1. The academic personnel of the University is obliged to respect:

1.1. the spirit of humanism;

1.2. University autonomy;

1.3. freedom of scientific and artistic creativity;

1.4. University acts and decisions based on them;

1.5. principles of professional and scientific honesty;

1.6. Code of ethics;

1.7. University reputation and to improve it.

Article 186

1. The academic personnel of the University during the educational process is obliged to fulfill these tasks:

1.1. prepare and offer lessons, seminars, exercises and other forms of lecturing;

1.2. to prepare university textbooks or literature suitable for studies within the subject structure;

1.3. to supervise seminar papers, bachelor and master diploma papers, doctoral dissertation papers and other student research papers;

1.4. to ensure the smooth running of exams during the scheduled exam period.

Article 187

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

Article 188

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

Article 189

1. Academic and non-academic personnel have the right to file a complaint against the decisions taken by the bodies of the University, by the academic units or by the organizational units about their rights, obligations and responsibilities.
2. Such appeals must be submitted within fifteen (15) working days after the relevant decision has been published.
3. An appeal against the decision, unless otherwise provided in this Statute, must be firstly decided by:
 - 3.1. the council of the academic unit, if the decision in the first instance was made by the dean;
 - 3.2. the Administrative Council of the organizational unit, if the decision in the first instance was made by the director;
 - 3.3. Rector, if the decision in the first instance is made by the vice-rector or by the Secretary General;
 - 3.4. Senate, if the decision in the first instance was made by the council of the academic unit or the administrative council of the organizational unit;
 - 3.5. the Steering Council, if the decision in the first instance was made by the rector or the senate;
 - 3.6. the Ministry, if the decision in the first instance was made by the Steering Council.

Article 190
Honorary titles, awards and recognitions of the University

1. The University awards honorary titles to meritorious persons.
2. The Senate will issue special regulations on the decision-making procedure in the selection of honorary titles, awards for distinguished student and awards.

Article 191

1. Title Honorary Doctor (“Dr. honoris causa”) is awarded for:
 - 1.1. great achievements in the field of science and art;
 - 1.2. significant contributions to the development of human relations in supporting and consolidating peace.

Article 192

1. Title “Honorary Member of the University” is awarded for:
 - 1.1. uninterrupted internal support and political support for the University;
 - 1.2. relevant financial contribution to the development of the University.
 - 1.3. special contribution to science and internationalization.

Article 193
Management procedures, quality control and administration
Financial management and control

The Ministry of Finance has the obligation to provide adequate funding for the University to fulfill its obligations and responsibilities arising from the provisions of this Statute.

Article 194

1. The University in accordance with the provisions of this Statute enjoys financial autonomy and has the right to receive funding from these sources:

- 1.1. allocations from the Ministry of Finance, for teaching, research and artistic work of general interest based on the approved budget;
- 1.2. tuition fees and other fees paid by students;
- 1.3. payments for commercial services and other services;
- 1.4. donations, gifts and aids;
- 1.5. contracts with local, international, public and private bodies for teaching, research, art work and consulting.

Article 195

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

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

Article 196

If the University does not gain re-accreditation for any program, in accordance with the Law on Higher Education, the Ministry may through the sub-legal act take temporary measures to finance it and receive tuition and other income payments until the re-accreditation, closure or merger, as provided by the Law on Higher Education of the Republic of Kosovo.

Article 197

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

2. The funds allocated by the Ministry of Finance for the University are deposited in the budget code of UFAGJ, to be administered by the Rector in accordance with the provisions of this Statute. Sub-accounts will be formed for each available academic and organizational unit and under the responsibility of its dean or director.

Article 198

Within the budget limits approved by the Kosovo Budget, the Steering Council has the right to make limited budget transfers between budget lines, as well as to change the funds allocated according to economic categories.

Article 199

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

Article 200

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

Article 201 **Budgetary procedures**

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

Article 202

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

Article 203

1. Budget procedures contain these actions:

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

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

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

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

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

Article 204

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

2. Requests for capital investments or other projects are presented in a specified and reasoned manner based on the strategic development plan of UFAGJ.

Article 205

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

Article 206 **Student payments**

1. Student payments are made for specific services provided by the University at the time of the study program.

2. Annual student payments are comprehensive in accordance with special regulations of the Ministry and comprise all services provided during the regular course of studies, in accordance with the provisions of this Statute.

3. Student payments are valid for undergraduate studies - bachelor, master studies and PhD studies.

4. The Steering Council issues detailed regulations on the type and amount of student payments that will be in accordance with the relevant regulations issued by the Ministry.

Article 207

1. Student payments will be deposited into the University account.

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

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

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

5. The University may also provide other financial resources from national and international services and projects.

Article 208 **Financial control**

1. In accordance with the Laws in force, the University is subject, on an annual basis, to an external audit of regularity and financial control by the authority determined by law.

2. The Authority determined by Law submits to the university a report on the regularity audit. The answers given by the University, if any, regarding the report are attached to the report and are an integral part of it.

3. Following the publication of the report, the governing and managerial authorities of the University submit to the Authority designated by law a report which sets out the measures which it intends to take, to implement the recommendations made in the audit report of the General Auditor of Kosovo.

Article 209

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

Article 210

Quality control and evaluation

The University develops its quality assurance system in order to maintain quality and achieve business objectives.

Article 211

Quality assurance and evaluation

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

Article 212

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

Article 213

1. Evaluations have these effects:

1.1. public motivation and evaluation in case of positive results;

1.2. implementation of appropriate measures in order to improve performance in case of negative results.

Article 214

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

Article 215

1. Foreseen evaluations:

1.1. evaluation of management measures at all organizational levels regarding to:

1.1.1. establishment and adaptation of study programs;

1.1.2. changing the study programs;

1.1.3. organizational measures such as the establishment, adaptation and merge of institutional units;

1.1.4. achieving social goals;

1.2. evaluation of study programs and organization of studies;

1.3. evaluation of the teaching quality;

1.4. evaluation of research activities;

1.5. evaluation of artistic work.

2. Evaluations are made to achieve the objectives, to adapt the work and economizing the measures taken.

Article 216

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

- 1.1. internal evaluations through self-assessment;
 - 1.2. questionnaires and self-assessment by academic personnel;
 - 1.3. anonymous student assessment questionnaires;
 - 1.4. analysis of parameters based on the work report and fulfillment of duties.
2. External evaluations by international colleagues:
- 2.1. presence per hour;
 - 2.2. expert reports.
3. The University regularly conducts external evaluations in accordance with this Statute and the standards set by the Kosovo Accreditation Agency.
4. The Senate issues regulations about the schedule, procedures and measures of all types of evaluation in accordance with this Statute and after consulting the Steering Council.

Article 217

1. The evaluation of the teaching quality by the students is done twice a year through anonymous questionnaires coordinated by the special commission of studies.
2. The questionnaires are compiled in detail by the study commission of each academic unit based on the standard structure of the questionnaires provided by the Senate and will be stored and used in a computerized manner.
3. Ten percent (10%) of the best annual results of the evaluation of the teaching quality will be published by each head of the study commission.
4. The head of each study commission is obliged to discuss with the teachers that are ranked in the ten percent (10%) of the lowest annual results by the students and to decide jointly on the measures to be taken in order to improve the teaching quality.

Article 218

1. All external and internal evaluations will be performed by standard procedure, including the following actions:
 - 1.1. the managing authorities that are responsible for evaluation before the evaluation is conducted, inform the University unit affected by this evaluation about:
 - 1.1.1. fields;

- 1.1.2. objectives;
- 1.1.3. procedures dhe schedules;
- 1.1.4. instruments;
- 1.2. preparation of the written report version after the completion of the evaluation for:
 - 1.2.1. evalaution procedure;
 - 1.2.2. results;
 - 1.2.3. proposed measure.
- 1.3. the estimated units are given a reasonable period of time to respond to the report version. These comments will become an integral part of the evaluation report;
- 1.4. the final evaluation report will be provided:
 - 1.4.1. to all responsible persons of the assessed units;
 - 1.4.2. to the managing authorities responsible for implementing these measures;
- 1.5. the Rector requests the implementation of the report by the managing authorities responsible for implementation after a reasonable implementation period of maximum two (2) years.

Article 219

- 1. External evaluation is done:
 - 1.1. at the initiative of the Steering Council, the Senate or the Rector;
 - 1.2. at the initiative of the council of academic units and after consulting with the dean;
 - 1.3. at the initiative of the Ministry and after consulting with the Steering Council and the Rector of the University.
- 2. The cost of assessments initiated by the Ministry will be covered by additional Government funds.

Article 220

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

Article 221

Performance for all academic personnel is regularly assessed on an institutional basis at least every five (5) years.

Article 222

The work report and fulfillment of tasks

1. All chairs and leaders of institutes or other organizational sub-units of the University will provide the annual work report and fulfillment of tasks for the deans of their academic units.

2. The annual work report contains:

2.1. recent data about teaching in the academic year;

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

Article 223

Each dean of the academic unit provides the rector with a complete annual report of the work of its academic unit.

Article 224

1. The report of work and fulfillment of duties contains sufficient data regarding to:

1.1. number of students (enrolled, total number, graduates);

1.2. academic teaching;

1.3. study programs and subjects;

1.4. teachers, teacher responsibilities and lectures given;

1.5. exams and seminar papers;

1.6. diploma and PhD dissertation;

1.7. student assessment results.

2. Scientific research:

- 2.1. published scientific articles, monographs and other scientific publications;
- 2.2. scientific project reports;
- 2.3. participation in conferences and presented works;
- 2.4. research projects funded by public and private sources;
- 2.5. academic personnel funded by private sources;
- 2.6. other relevant scientific research parameters;

3. Artistic creativity.

4. A standard and detailed form is issued by the Senate for each academic unit on the proposal of the Rector and after consulting with the dean of the council of the respective academic unit.
5. The Senate determines a special procedure for the annual collection of work reports upon the proposal of the Secretary General.
6. All performance records are reported no later than March 31st of the following year.

Article 225

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

Article 226

**Administration and data
Administrative offices**

1. The University will provide efficient and useful administrative services to enable academic personnel to meet the objectives and responsibilities in the field of academic training, research and artistic work, in the best possible way, as provided by this Statute.

2. The University forms administrative offices at the University level and for each academic and organizational unit.

Article 227

1. The Central Administration of the University is responsible for professional, administrative and technical matters related to:

- 1.1. education, scientific research and artistic work;
- 1.2. administration of studies recognition;
- 1.3. personnel administration;
- 1.4. legal aspects;
- 1.5. development plan of the university;
- 1.6. accounting and finance.
- 1.7. property maintenance and documentation;
- 1.8. files;
- 1.9. circulation of goods;
- 1.10. information system management;
- 1.11. central database;
- 1.12. other general aspects of University administration.

2. All these tasks are coordinated by the Secretary General.

Article 228

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

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

Article 229

1. The secretary of the academic unit is the chief of the administrative office of the academic unit. He/she is responsible for fulfilling certain functions of the administrative office effectively and efficiently. For its work reports to the Dean and the Secretary General.
2. Candidates for secretaries must meet these qualifications:
 - 2.1. to have a university degree with at least four (4) years of study or master;
 - 2.2. must be from the professional field of justice;
 - 2.3. to have three (3) years of professional work experience;
 - 2.4. to have communication skills and be well acquainted with administrative procedures - legal acts and know the field of higher education;
 - 2.5. to have proven organizational and managerial skills.
3. The selection of the secretary of the academic unit is done according to the rules of the public competition.

Article 230

1. The Steering Council, at the suggestion of the Rector, issues regulations on the internal organization of the University services.
2. At the suggestion of the Secretary General , the Rector issues regulations on the systematization of workplaces within the Central Administration of the University.
3. At the suggestion of the secretary, the dean or the director issues regulations on the systematization of workplaces within the administrative office of the academic or organizational unit.

Article 231 **Files**

1. The Secretary General is responsible for maintaining accurate data of administrative offices.
2. In relation to this data, durable files must be kept for:
 - 2.1. candidates applying for admission;

- 2.2. students enrolled in all study and scientific research programs;
- 2.3. graduates;
- 2.4. contract personnel;
- 2.5. ownership;
- 2.6. financial account;
- 2.7. research, creative and consulting projects;
- 2.8. commercial contracts;
- 2.9. reports of academic work;
- 2.10. evaluations:
 - 2.10.1. own reports;
 - 2.10.2. external and internal evaluations.

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

Article 232

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

Article 233

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

- 1.1. number of students and student book;
- 1.2. budgetary figures;
- 1.3. infrastructure data;
- 1.4. work reports and evaluations.

2. The Secretary General of the University is responsible for granting the right of access to a specific database. Regulations are issued by the rector on the proposal of the Secretary General and after consulting with the deans and directors of academic and organizational units.

Article 234

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

Article 235

Media and publications of the University

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

2. Regarding the publications in the University, the Senate forms the publishing council which consists of six (6) members. The vice-rector for teaching is a member of the ex-officio publishing council with the right to vote.

3. The members of the publishing council are elected according to the respective fields of science and art. For sciences not included in the publishing council, the Senate appoints a professional editor.

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

5. The elected members of the publishing council are at the same time the editor of scientific publications from the scientific, professional and artistic field, to which they belong.

Article 236

1. Annual priorities for publication will be determined by the Senate based on the number and type of requests made by academic personnel through academic units.

2. The University Senate issues Regulations regarding the conditions and procedure for publishing, republishing and translating publications.

Article 237

1. The University Bulletin is published regularly and serves as the official newspaper of the University.

2. The Secretary General of the University is the editor-in-chief of the University Bulletin.
3. The academic unit publishes the professional scientific-artistic journal.

Article 238

1. The University student newspaper is published regularly.
2. The Rector will appoint the editor in charge of the student newspaper after being consulted with the editorial staff of the student newspaper.
3. The editorial board is formed by six (6) members who are elected by the student parliament.
4. Students are engaged as part-time journalists in the student newspaper for up to six (6) months. Details about job duties and hiring procedures are described in the regulation issued by the editorial office.

Article 239

Transitional provisions

1. All procedures that have commenced prior the entry into force of this Statute are completed according to the previous Statute. The rights acquired with the previous Statute are valid until the development of a new procedure in accordance with this Statute.
2. Within six (6) months from the approval of this Statute, the University "Fehmi Agani" in Gjakova and the academic and organizational units must draft and approve the acts and regulations for the implementation of this Statute.
3. Until the issuance of acts according to paragraph 2 of this Article, the acts in force are applicable, except in cases when they are in contradiction with this Statute and the Law on Higher Education.

Article 240

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

Article 241

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

10 December 2020

Vjosa OSMANI – SADRIU

President of the Assembly