



**UNIVERSITETI -UNIVERSITY
“FEHMI AGANI”
GJAKOVË**

**MANUAL
OF LAWS, SUB-LEGAL ACTS AND INTERNAL REGULATIONS OF THE
UNIVERSITY “FEHMI AGANI” IN GJAKOVA**

St. Ismail Qemali, nn 50 000 Gjakovë, Republic of Kosovo

Tel: 038 200 20 831; www.uni-gjk.org

The University "Fehmi Agani" in Gjakova, since its establishment has paid special attention to the legal basis. For this reason, in order to create a transparent strategy, harmonization of internal acts with those in force, with decision no. 05/1495 dated 09.10.2019 has established the Commission for drafting the unified Manual of the legal package for the University.

The commission composed of: Prof. Assoc. Dr. Labinot Beriusha, MSc. Linda Dula Halilabazi and Hysen Manxhuka have summarized and systematized the laws, bylaws and internal regulations of the University in order to provide the academic and administrative staff with easier access to the documentation relevant to their work. This document will be accessible in hard and electronic copies to all stakeholders.

OVERVIEW OF LEGAL AND SUB-LEGAL ACTS

1. [Law on Higher Education in the Republic of Kosovo, No.04 / L-037](#)
2. [Labor Law, no. 03 / L-212,](#)
3. [Law on Public Officials, no. 06 / L-114,](#)
4. [Law on Prevention of Conflict of Interest No. 06 / L-011](#)
5. [LAW ON AMENDMENING AND SUPPLEMENTING THE LAW No. 04/L-050 ON DECLARATION, ORIGIN AND CONTROL OF THE PROPERTY OF SENIOR PUBLIC OFFICIALS AND DECLARATION, ORIGIN AND CONTROL OF GIFTS FOR ALL OFFICIAL PERSONS](#)
6. [Law on Signal Protection, no. 06 / L-085](#)
7. [LAW NO. 06/L –081 ON ACCESS TO PUBLIC DOCUMENTS](#)
8. [LAW NO. 06/L –082 ON PROTECTION OF PERSONAL DATA](#)
9. [LAW No. 04/L-135 ON SCIENTIFIC- RESEARCH ACTIVITIES](#)
10. [Law No. 02/L-37 ON THE USE LANGUAGES](#)
11. [LAW NO. 03/L-064 ON OFFICIAL HOLIDAYS IN REPUBLIC OF KOSOVO](#)
12. [ADMINISTRATIVE INSTRUCTION \(MEST\) NO. 15/2018 FOR ACCREDITATION OF HIGHER EDUCATION INSTITUTIONS IN THE REPUBLIC OF KOSOVA - FIRST PART](#)
13. [Administrative Instruction \(MEST\) No.02 / 2019 on Amending and Supplementing sub-paragraph 5.3.4 and sub-paragraph 5.3.5 of sub-paragraph 5.3 of paragraph 5 of Article 26 of AI no. 15/2018 "On the Accreditation of Higher Education Institutions in the Republic of Kosovo",](#)
14. [Administrative Instruction \(MEST\) No. 08/2019 on Amending and Supplementing AI 15/2018 on Accreditation of Higher Education Institutions in the Republic of Kosovo,](#)
15. [Administrative Instruction \(MEST\) No. 13/2019 on Amending and Supplementing AI 08/2018 dated. 17 May 2019, "On Amending and Supplementing AI 15/2018 On Accreditation of Higher Education Institutions in the Republic of Kosovo",](#)
16. [Administrative Instruction \(MEST\) No. 01/2018 Principles of Recognition of International Review Platforms and Magazines,](#)
17. [Administrative Instruction \(MEST\) No. 7/2018 on Completion and Precision of AI No. 01/2018 Principles of Recognition of International Platforms and Magazines with Review](#)
18. [Administrative Instruction \(MEST\) No. 12/2018 on the principles and procedures for the recognition of diplomas, degrees and qualifications of higher professional and university schools obtained outside the Republic of Kosovo](#)

OVERVIEW REGULATIONS OF UFAGJ

1. [Statute of the University "Fehmi Agani" in Gjakova,](#)
2. [Regulation on the Work of the Steering Council - and the decision for completion, 05/2020](#)
3. [Regulation on the Work of the Senate and the decision for completion, 11/2013](#)
4. [Regulation on Elections in UGJFA and the Work of the Faculty Council, 03/2015](#)
5. [Regulation on the Work of the Parliament and Student Councils, 03/2015](#)
6. [Regulation on Publications of UGJFA, 07/2015](#)
7. [Regulation on the use of telephones \(fixed and mobile\) at the University of Gjakova, 02/2016](#)
8. [Regulation on the Disciplinary Procedure for Academic Staff, 10/2016](#)
9. [Regulation on the Disciplinary Procedure for UGJFA Students, 10/2016](#)
10. [Regulation on Standards for the protection and preservation of archival material, 10/2016](#)
11. [List of Categories of Documentary Material with the Preservation Periods of UGJFA, 10/2016](#)
12. [Regulation on Official and Archival Management in UGJFA, 10/2016](#)
13. [Regulation on Official and Archival Management in the Faculties of UGJFA, 10/2016](#)
14. [List of Categories of Documentary Material with the Preservation Dates of the Faculties of UGJFA, 10/2016](#)
15. [Rules for Procedures and Measures for the Processing and Security of Personal Data in UGJFA, 10/2016](#)
16. [Regulation on Registration in the book of visitors of persons entering and leaving the rectory building, 10/2016](#)
17. [Regulation of Basic Studies of the Faculty of Medicine, 12/2016](#)
18. [Regulation on Student Elections in UGJFA, 04/2017](#)
19. [Regulation of Basic Studies of the Faculty of Education, 07/2017](#)
20. [Regulation of Basic Studies of the Faculty of Philology, 07/2017](#)
21. [Code of Ethics for Academic Staff and Decision for completion, 08/2017](#)
22. [Regulation on Unification of Personal Income of Administrative Staff, 10/2017](#)

23. [Regulation on Personal Income of Academic Staff, Additions to Functions, Fees and Standing Committees in UGJFA, 10/2019](#)
24. [Regulation on the allocation of scholarships at the University of Gjakova "Fehmi Agani", 10/2019](#)
25. [Regulation on Internal Organization and Systematization of jobs in UGJFA, 11/2019](#)
26. [Regulation on the Work of the University Management System \(SMU\), 12/2019](#)
27. [Regulation on Internationalization and Mobility, 12/2019](#)
28. [Regulation on Selection Procedures regarding the Appointment, Reappointment and Promotion of Academic Staff in UGJFA, 12/2019](#)
29. [Rules and Procedures for General Elections in UGJFA, 01/2020](#)
30. [Regulation of Quality Assurance and Evaluation in UGJFA, 01/2020](#)
31. [Regulation for the Publishing House, 01/2020](#)
32. [Regulation of the Library of the University of Gjakova "Fehmi Agani", 01/2020](#)
33. [Guide for Drafting the Diploma Thesis for Basic Studies, 01/2020](#)
34. [Regulation on Determining the Criteria for Master Studies, 01/2020](#)
35. [Regulation on Research - Scientific Activity, 02/2020](#)
36. [Regulation for the International Summer University, 05/2020](#)
37. [Internal Quality Assurance Standards for UGJFA, 05.2020](#)
38. [Performance, Quality and Curriculum Evaluation Manual, 05.2020](#)
39. [Regulation of Basic Studies at the Faculty of Social Sciences, 5/2020](#)
40. [Regulation of Evaluation Procedures for the engagement of external collaborators in UGJFA, 11/2020](#)
41. [Regulation for Doctoral Study, 11/2020](#)
42. [Regulation of the Commission for supervising the implementation of the strategic plan of UGJFA, 11/2020](#)
43. [Regulation on the Establishment of the Advisory Committee on Statutory Matters, 11/2020](#)
44. [Regulation on Academic Student Mobility at UGJFA, 11/2020](#)
45. [Regulation on the Work of the Career Development Center at UGJFA, 11/2020](#)
46. [Rules of Procedure of the Ethics Council of UGJFA, 11/2020;](#)

47. [Regulation on the Establishment and Principles of the Advisory Body of the Academic Units of UGJFA, 11/2020](#)
48. [Regulation on the Engagement of students in practical work in the UGJFA Administration, 11/2020](#)
49. [Regulation on the Ombudsman of the University of Gjakova "Fehmi Agani", 12/2020](#)
50. [Code of Ethics for administrative staff at the University of Gjakova "Fehmi Agani", 12/2020](#)