



UNIVERSITETI I PRISHTINËS “HASAN PRISHTINA”

**REGULATION
ON THE INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS WITHIN
THE SERVICES OF THE UNIVERSITY OF PRISHTINA "HASAN PRISHTINA"**

Prishtinë, Nov. 2017



**UNIVERSITETI I PRISHTINËS
"HASAN PRISHTINA"
UNIVERSITY OF PRISHTINA**

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Nr. Prot.: _____

Datë: ___/___/_____

The Steering Council in support of article 230 paragraph 1 of the Statute of the University of Prishtina, in the meeting held on 23.11.2017 issued:

**REGULATION
ON THE INTERNAL ORGANIZATION AND SYSTEMATIZATION OF JOBS WITHIN
THE SERVICES OF THE UNIVERSITY OF PRISHTINA "HASAN PRISHTINA"**

**Article 1
Purpose**

This Regulation aims to define the internal organization and systematization of jobs within the services of the University of Prishtina "Hasan Prishtina" (hereinafter UP).

**Article 2
Scope**

- 1. This Regulation is implemented by all organizational structures within the UP.**
- 2. The duties and responsibilities of the University of Prishtina are defined by the Law on Higher Education and the Statute of the University of Prishtina, as well as the relevant legislation in force.**
- 3. According to this Regulation, the organization of work enables the application of applicable legislation, bylaws and internal acts of the University, as well as other activities that are within the competence of the University.**

Chapter I

Article 3

I. Organizational structure of the University of Prishtina "Hasan Prishtina"

1. The structure of the Governing bodies of UP is as follows:

- 1.1. Board of Directors;**
- 1.2. Rector;**
- 1.3. Senate.**

2. The organizational structure of the administration and organizational units of UP is as follows:

- 3.1. Secretary General;**
- 3.2. Administrative Offices of academic units**
- 3.3. Central Administration Offices;**

- 3.4. Vocational centers**
- 3.5. Central University Library (BQU) e; AND**
- 3.6. BQU sectors.**

3. The number of civil servants foreseen for employment in the central administration of UP and the administration of academic units is four hundred and eighty three (483).

4. The number of civil servants provided for employment as in paragraph 3 of this article, can be changed by decision of the Steering Council, with the recommendation of UP bodies and / or academic units depending on their needs.

5. The above number does not include the positions of those appointed by the Rector, which are expected to be from the regular academic staff.

Article 4

Rector's Office

1. The Offices of the Rector of the University of Prishtina "Hasan Prishtina" consists of:

1.1 Rector

1.2 Vice-Rectors

1.3 Support staff

2. The duties and responsibilities of the Rector and Vice-Rectors are defined by the Statute of the University of Prishtina "Hasan Prishtina" as well as by other legislation in force.

3. Support staff in the Rector's Office consists of:

3.1 Advisor (1 regular academic staff);

3.2 Public Relations Advisor (1 internal or external clerk)

3.3 Administrative Assistant (1 clerk);

3.4 Media Officer (1 clerk);

3.5 Public Relations Officer (2 employees);

3.6 Protocol Officer (1 clerk);

3.7 Proofreading and editing officer (2 clerks);

3.8 Translation and Adaptation Officer (1 clerk);

3.9 Driver (1 clerk).

4. The number of civil servants in the rector's office is nine (9).

Article 5

Office of the Secretary General

1. The Office of the General Secretary of UP consists of:

1.1. Secretary General and

1.2. Support staff.

2. Duties and Responsibilities of the Secretary General of the University of Prishtina "Hasan Prishtina" are defined by the Statute of UP.

3. The duties and responsibilities of the support staff of the Office of the Secretary-General shall be determined by civil service legislation.

4. The support staff of the Office of the Secretary-General shall consist of:

4.1. Certifier (1 clerk);

4.2. Diploma Officers (4 clerks);

4.3. Administrative Assistant (1 clerk).

5. The number of civil servants in the office of the Secretary General is seven (7).

Article 6

Central Administration

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

1.1. education, research and artistic work;

1.2. administration of recognition of studies;

1.3. personnel administration;

1.4. legal aspects;

1.5. University development plan;

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. Within the central administration are:

2.1. Law office;

2.2. Office for staff;

2.3. Information Technology Office;

2.4. Office for Budget and Finance;

2.5. Internal Audit Office;

2.6. Procurement Office;

2.7. Office for Academic Affairs;

2.8. Office for Science and Sponsored Research;

2.9. Office for Academic Development and Quality;

2.10. Student Services Office,

2.11. Foreign Relations Office,

2.12. Center for Human Rights and Gender Equality,

2.13. Center for lifelong learning,

2.14. Center for Excellence in Teaching,

2.15. Center for Energy and Sustainability,

3. Central Library

Aneksi 1: Struktura Organizative e Universitetit të Prishtinës “Hasan Prishtina”

