



Based on Article 6, paragraph 1.8, Article 13, paragraph 1.14, and Article 48, paragraph 1.9, of the Statute of the University of Prishtina "Hasan Prishtina", the University Senate in the meeting held on May 10, 2018, approves:

## **REGULATION**

for Supplement the amendment of Regulation n r. 163 dated: 15.1.2015, on the establishment and principles of functioning of the Advisory Body of the Academic Units of the University of Prishtina "Hasan Prishtina" ".

### **Article 1**

#### **Purpose**

This regulation defines the establishment, scope, principles of operation and organization of the Advisory Body (hereinafter AB) of the Academic Unit (hereinafter AU) of the University of Prishtina. AB is non-profit and has an advisory role and is based on the good will of the members and the commitment of the AU-s and UP to increase the quality of Higher Education in the field of activity of the AU.

### **Article 2**

#### **Foundation**

1. AB establishes a respective ONE upon the proposal of the Dean.
2. The Deans of the AU nominate the members of the TC, whose appointment is approved by the Council of the AU.
3. The Dean of the AU, prepares the constitutive meeting of AB, compiles the materials related to the order of the list and prepares the activities of the work of AB.
4. After the establishment of AB and the election of the chairman of AB, other members of AB can be proposed. For their election, the Dean informs the Council of AU.

### **Article 3**

#### **Principles**

AB for its functioning, will ensure the observance of the highest professional principles and standards, defined, among which:

1. Voluntary contribution - members of AB, work in AB without any remuneration.
2. Impartiality - TC members are treated equally, respecting the highest human and professional standards.

3. Accountability - AB members are accountable for their work and actions.
4. Personal and professional integrity - AB members are of high moral and professional qualities.
5. Reliability - AB members are committed to the mission and vision of UP.

#### **Article 4**

##### **Membership**

1. AB can have at least eleven (11) members up to a maximum of seventeen (17) members. The number of members must be odd and at least 65% of TC members must be from the labor market.
2. AB consists of labor market representatives who are leaders / decision makers in private or public companies, as well as representatives of government authorities relevant to the field of activity of the designated AU, and a student successfully registered in the AU good academic, and to be at least in the third semester of studies.
3. Ex-officio members of the TC are the Dean, the Vice Dean and the Secretary of the AU, and can be a representative from the University or any of the faculties with similar scope. The TC may have no more than 4 (four) ex-officio members who are part of the AB, without the right to vote.
4. Members of AB, unless they have been previously engaged in teaching, can not be engaged as lecturers in the AU, after being nominated as members of AB.
5. Each member, representative of the labor market that serves in AB, will sign the Memorandum of Understanding.

#### **Article 5**

##### **Selection of AB management structures**

1. The commission for the election of the chairman and vice-chairman of AB, consists of three (3) members of AB, two (2) of the members, who are not interested in being nominated and the secretary. "
2. If all members of the TC are nominated then the Commission consists of the Dean, Vice Dean and Secretary.
3. For chairman and vice-chairman of AB, members of AB can nominate themselves or any other member.
4. Nomination is made according to the form (Annex 1), which is sent by electronic mail, up to three days before the meeting.
5. The Secretary of the respective AU prepares the ballot papers with the names of the nominated members.

6. At least 50% of the members who have the right to vote, and who have signed the Memorandum of Understanding with the respective AU, must be present at the meeting.
7. All members present vote only for one nominated member.
8. The election of the President and the Vice-President of AB, is done by secret ballot.
9. AB elects the Chairman and the Deputy Chairman from among the representatives of the labor market.
10. If two or more members have an equal number of votes, the voting is repeated and only the members who have an equal number of votes are voted.
11. The nominated member who has won the largest number of votes is elected Chairman of the AB, while the second member in a row is elected Deputy Chairman.

## **Article 6**

### **Role and responsibilities**

1. AB may suggest to the Council of AU the updating of study programs, to ensure that students receive proper professional training, in accordance with market demands.
2. TC members can support the realization of the professional practice of AU students, in accordance with the study programs and can evaluate the learning outcomes of the students, if required.
3. The advisory body supports the AU and the labor market of the respective field of activity, in the creation of joint working groups.
4. The advisory bodies and the AU cooperate in the field of scientific research, professional services, mediation for innovations, as well as in proposals for my cooperation in joint projects with the AU and other partners.
5. AB members can be guest lecturers for the respective AU, provide scholarships for students as well as financial support for research projects of students and academic staff.
6. Members of AB can be members of the commission for the distribution of scholarships for students and / or evaluate the achievements of students if required by the Academic Unit.
7. The advisory body, depending on the activity of the AU, may also consider other issues proposed by the Dean.
8. At the invitation of the Dean, the President of the TC may present before the Council of the AU and before the Kosovo Accreditation Agency (KAA) the activities of the TC for a certain period, or requests for new study programs or improvement of existing programs.
9. In cases of accreditation and re-accreditation of study programs, if the Kosovo Accreditation Agency (KAA) requests a meeting with the President of AB, the President of AB will meet with KA experts after consultation with the management of AU.

## **Article 7**

### **The mandate of the members**

1. Members of AB, will serve actively and professionally, for at least two (2) years.
2. The members of the TC can be re-elected for another term, based on the interest of the members and the contribution given to the AU.
3. The President of AB, leads with a term of two (2) years, with the possibility of another term, through re-election.
4. Deputy President of AB, is elected for a term of 3 (three) years, without the possibility of re-election.

## **Article 8**

### **AB proposals and advice**

1. Proposals and advice for certain issues, AB addresses to the Council of AU, the Senate of UP, the management and the Steering Council of UP.
1. The advisory body may suggest amending, improving and amending the regulations of the UP and other acts in force.
2. The advisory body may propose to the Council of the OU programs related to lifelong learning, adult training and vocational training.
3. The advisory bodies make evaluations, recommendations and suggestions regarding the working conditions, laboratories and the facilitation of the functionalization of the work.
4. Advice and suggestions of AB on the issues addressed, including the drafting of new programs, application for the accreditation process, assignment of practical work, planning of scientific research projects, their evaluation, and drafting strategic documents, are addressed to the Council of AU, the Senate of UP, the Management and the Steering Council of UP.

## **Article 9**

### **APPROVAL**

1. The approval of the proposals of AB is done with the simple majority of the present members.
2. The recommendations of the Advisory Body, in the form of a proposal, shall be submitted to the Council of the OA for further consideration.
3. The Council of the AU reviews the proposals for changes of academic programs or for new programs, and within thirty (30) days gives the answer, together with the reasoning for the decision issued, to the President of AB.

## **Article 10**

### **Meetings**

1. AB will hold at least two (2) regular meetings during the year, and meetings as needed, which can be convened by each member, after receiving the support of half of AB members
2. Any member of the TC may convene meetings, by sending a written request, with the issue specified by e-mail, and addressed to the Chairman of the TC.
3. The President of the TC, appoints the meeting in consultation with the Dean of the AU.
4. The Secretary of the CA, on behalf of the Chairman prepares the invitation in the order of the list, and sends it to all members of the TC, at least seven (7) days before the meeting.
5. To hold a meeting of the TC, a quorum is required, or the number of more than half of the members present.
6. To ensure the smooth running of the TC meetings, the Dean of the TA appoints the secretary of the TA, who in addition to being a member, will be responsible and provide support to the Chairman of the TC.
7. The Secretary of the AU is responsible for organizing the meetings of the TC, summarizes the working reports of the TC, archives the documents and decisions, operationalizes his initiatives, publishes the activities of the TC, and other activities necessary to functionalize and promote the work of AB.
8. In the meetings of AB, for certain issues, are invited, but do not have the right to vote, also the Heads of departments, the Director of the institute of AU, the Head of the Career Center in UP or AU, as well as representatives of relevant bodies within the AU.
9. The Chairman of the TC will chair the TC meetings, and will ensure that information is disseminated to all members and stakeholders as needed.
10. If the current Chairman fails to organize the meetings of the TC and / or is absent in two consecutive meetings, the TC announces the elections for a new Chairman.
11. The President of AB, in cooperation with the Dean of the AU, reports to the Office for Quality Assurance of the Rectorate of UP.
12. For each meeting held, minutes are made, including the lists and decisions issued by AB.

## **Article 11**

### **Dismissal from the Member function**

1. AB excludes its member from exercising the function, when the member:
  - i. does not respect the decisions of UP and AB.
  - ii. does not exercise certain work responsibilities.
  - iii. does not participate in at least two (2) consecutive meetings of AB, without any grounded reasoning.
  - iv. does not respect the provisions of this regulation, and UP regulations.
  - v. does not act in accordance with the Code of Ethics of the UP.

2. The type and duration of the measure for exclusion is decided by a simple majority of votes of the members present.

## **Article 12**

### **Representation of AB**

1. In relation to the third party, AB is represented by the President, and in the absence of the President, the representation is made by the Deputy President.
2. The President of AB presents the work of AB in various organizations, before the Council of AU, institutions of higher education inside the country and abroad, in thematic workshops and similar activities.

## **Article 13**

### **Publication**

1. AB activities are published on the UP website, under the link of AU.
2. The Secretary of the AU is responsible for publishing the activities that are necessary for the functioning of the AB, and for promoting their work, on the website.

## **Article 14**

### **Ongoing procedures**

The procedures of AB that are in progress at the time of entry into force of this regulation, will continue according to the provisions that were in force at that time.

The mandate of the members of AB that are established by the Regulation dated December 29, 2014 for this transitional period will remain four (4) years, with the possibility of re-election for another term of two (2) years.

## **Article 15**

### **Entry into force**

This Regulation enters into force seven (7) days after signing by the Chairman of the Senate of UP.



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Rektor i UP-së



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Appendix 1- Form for the nomination of the Chairman of the Advisory Body

<b>Form for the nomination of the Chairman of the Advisory Body</b>	
Name of AB Member	
Name of Nominated Member	
Qualifications of the nominated Member	
Reason for nomination - How can this member contribute to the position of Head of AB?	