



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

The 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,

Approves:

STATUTE OF UNIVERSITY “ISA BOLETINI” IN MITROVICA

Article 1
Establishment

The University “Isa Boletini” in Mitrovica (hereinafter: the University) was established based on Government Decision no.01/118, dated 06.03.2013 and Decision of the Assembly of the Republic of Kosovo no. 04 - V - 620, dated 30.05.2013 on the ratification of the Government Decision on the establishment of the University. The University was established to provide academic education and research, and to contribute to the community.

Article 2
University Name

The name of the University is: University “Isa Boletini” in Mitrovica. The abbreviation of the University is UIBM.

Article 3
University headquarters

The seat of the University is in Mitrovica.

Article 4 Structure

The University is composed of academic and organizational units, as provided in this Statute.

Article 5 University Symbols

1. The university has the following symbols:
 - 1.1. emblem;
 - 1.2. seal and dry seal;
 - 1.3. flag;
 - 1.4. rector's necklace;
 - 1.5. the gown of the Rector, Vice-rectors and Deans of academic units.
2. The symbols of the University are determined by the Steering Council, upon the proposal of the Senate.
3. The academic units of the University have the right to use the name, emblem and flag of the University.
4. The anniversary date of UIBM is March 6th (the founding day).

Article 6 Mission

The mission of the University "Isa Boletini" in Mitrovica is to provide quality teaching for the training of staff in unique areas for Kosovo and the region, dedicated to providing scientific research, professional counseling and other professional activities that ensure well-being and social advancement.

Article 7 University goals

1. The University has the following 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. assist in the process of promoting civic democracy;
- 1.4. aim to create and support the highest standards in the field of teaching and learning, scientific research;
- 1.5. use its resources as efficiently as possible;
- 1.6. to cooperate maximally and to participate in all higher education activities at national, regional and international level;
- 1.7. to conform to European standards;
- 1.8. to be fully integrated in the European Higher Education Area, in the European Research Area, and to take adequate reform steps necessary to achieve its goals and fulfill its mission.

Article 8

Prohibition of discrimination

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

Article 9

Gender equality

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

Article 10

Adherence to legislation and ethics

1. The academic and administrative staff of the University and the students must behave in accordance with the applicable legislation, with dedication and in accordance with the highest ethical and professional standards and values.
2. The University must ensure that all actions are not in conflict with the rules on conflict of interest laid down by primary and secondary legislation.

Article 11

Academic freedom

The University has the autonomy and freedom of academic teaching and research within its activity. University premises have the right to inviolability by public order bodies, unless otherwise provided by special laws.

Article 12

The right of association and free expression

The academic, administrative staff and students of the University have the right to join and express themselves freely, within the structures provided by this Statute.

Article 13

Rights and duties

1. The University has the following rights and duties:

- 1.1. to elect the governing and managing authorities and to determine their mandate;
- 1.2. to regulate their structures and activities, through the regulations of the University, based on the provisions of this Statute, in accordance with the Law on Higher Education in the Republic of Kosovo and other bylaws issued by it and in accordance with other laws in force;
- 1.3. to select the teaching staff and other staff, to determine the additional conditions for the admission of students and the teaching and assessment methods of the students, approved by the Kosovo Accreditation Agency;
- 1.4. to independently design and implement curricula, scientific research and artistic projects;
- 1.5. to select areas for study;
- 1.6. to provide titles for professors and other staff, in accordance with the Law on Higher Education, the Labor Law, and the scheme approved by the Kosovo Accreditation Agency.

Article 14

Legal subjectivity

1. The University is a legal entity and has full legal subjectivity, regarding all the rights and duties, in relation to the issues addressed in the applicable laws, including:

- 1.1. the right to be a party to the proceedings;
- 1.2. adjusting 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, buildings and other capital assets;
- 1.5. receiving and administering funds from any legitimate source;

- 1.6. proposing taxes, fees and fines for approval by MEST;
- 1.7. appointment and termination of employment relationship of academic and non-academic staff, as well as the exercise of all duties of an employer, as provided by legislation in force;
- 1.8. signing contracts for goods, services and capital projects;
- 1.9. approval of the content and structure of its academic scientific, artistic and professional programs;
- 1.10. establishing legal relations with students and describing the criteria for their admission;
- 1.11. establishment of applied teaching and learning methodologies;
- 1.12. application of appropriate measures for quality assurance and assessment;
- 1.13. awarding and cancellation of titles, diplomas, vocations and scientific degrees, as well as honorary titles;
- 1.14. establishment of commercial, non-commercial enterprises, institutes for teaching purposes, scientific-research, professional and artistic services;
- 1.15. signing agreements with local and international institutions;
- 1.16. approval, content and shape of the emblem, seal, flag and other emblems;
- 1.17. other competencies necessary to perform its function according to the laws.

Article 15

Academic units and organizational units

- 1. Academic and organizational units of the University are not legal entities. The academic and organizational units of the University have the authorizations provided by this Statute.
- 2. The academic and organizational units of the University are special budget sub-programs within UIBM, a special budget organization within the Law on Budget.
- 3. The UIBM conducts procurement activity for all academic units. According to the requirements for commitment-expenditure, academic units have the planned budget within UIBM and have the opportunity to set priorities.
- 4. The managing authority, to which the authorization has been given, must submit to the Rector the detailed annual report regarding all aspects of the relevant management, including:
 - 4.1. contracts and agreements;

- 4.2. general use of resources;
 - 4.3. account and budget flow;
 - 4.4. hiring staff for special needs;
 - 4.5. utilization of equipment and buildings/premises;
 - 4.6. meeting project objectives.
5. The managing authority is responsible for submitting such a report for the shortest period, at the Rector's request.
6. In case of misuse of authority, the Rector has the right to suspend the authorization until the Steering Council makes a university's final decision.

Article 16

Property and real estate rights

The University has the right of ownership and other property rights in accordance with the applicable legislation.

Article 17

University's Governance

1. The main governing bodies of the University are: the Steering Council and the Senate.
2. All governing bodies 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 bodies of its members commences on October 1st, unless otherwise provided by this Statute.

Article 18

Steering Council of University

1. The Steering Council of the University (hereinafter: the Steering Council) is the main governing body of the University.
2. The Steering Council has general strategic responsibilities for the effective functioning of the University.
3. The Steering Council is responsible for all decisions regarding financial issues (budget, staff, 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 of Finance or any other public source has allocated to the University.

5. The Steering Council may constitute temporary committees to advise it on specific aspects of its work.

6. The Steering Council constitutes the Commission for statutory issues, as an Advisory Commission. The Commission informs the University bodies about all cases of non-implementation of the Statute and other acts, in certain issues, by the competent bodies, as well as participates in the drafting or gives the opinion in the procedure of preparation of acts and regulations issued by the University. The Steering Council, with a special act, regulates the scope of the Commission for statutory issues.

Article 19

Composition of the Steering Council

1. The Steering Council shall consist 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 according to 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 connection with the institution to which they are appointed.

3. The Senate elects four (4) members to the Steering Council with the right to vote from the academic staff of the University.

4. The members of the Steering Council act independently and do not represent any other individual or group interest.

5. The following people may not be elected as members of the Steering Council:

5.1. Rector, Vice Rector, Dean, Vice Dean,

5.2. Members of the Senate.

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 vacancy of the position of any 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 Students' Parliament may participate in the meetings of the Steering Council without the right to vote.

Article 20

Chairman and Deputy Chairman of the Steering Council

1. The Steering Council elects the chairperson of council and the deputy chairperson from among its members, who are not elected by the University Senate.
2. The mandate of the members of the Steering Council lasts three years with the possibility of re-election for another term. The elections for the Steering Council are held in June, and the mandate of the Steering Council commences on October 1st.

Article 21

Competencies of the Steering Council

1. The Steering Council drafts and approves its Rules of Procedure.
2. A quorum of four (4) members is required to hold meetings of the Steering Council.
3. Decisions in the Steering Council are taken by a majority vote of the members present. If the number of votes is equal, in an open ballot, the chairperson's vote is decisive.
4. The following decisions of the Steering Council require a qualified majority of two third (2/3) of the votes of all members:
 - 4.1. for the dismissal of the Rector;
 - 4.2. for the annual financial plan.
5. The Steering Council approves Special Regulations for the elaboration of the annual financial plan.
6. Meetings of the Steering Council are convened by the chairperson. In exceptional cases, meetings are convened by two third (2/3) of the members of the Steering Council. The agenda for the meetings of the Steering Council is decided by the chairperson, respectively the deputy chairperson in cooperation with the Rector.

Article 22

Support to the Steering Council

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

Article 23

Responsibilities of the Steering Council

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

1.1. develop a strategic plan, which will be reviewed annually. In preparing the strategic plan and its annual updates, the Steering Council consults with the MEST, regarding the compliance of its objectives and plans with the State Strategy for Higher Education and the resources that will be available from the MEST. The scope of such consultations is determined by a sub-legal act issued by the MEST;

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

1.3. develop strategies for adequate provision of funds from public and private sources, taking into account the facilitation of the establishment of commercial and non-commercial enterprises, as well as institutes for the use of the results of the academic work of the University;

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

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

1.6. decide on the establishment, amendment and abolition of the internal structure of academic units and organizational units, after approval by the Senate.

Article 24

Duties of the Steering Council

1. The duties of the Steering Council are:

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

1.2. to approve the Statute of the University;

1.3. 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;

1.4. issue regulations for the governance, direction and management of the University, as required by this Statute;

1.5. decide on the general organizational structure of the academic units, upon the proposal of the Senate and after consulting the units in question;

1.6. organize financial control in accordance with the Law on Higher Education and this Statute;

1.7. issue regulations, in accordance with this Statute, regarding:

1.7.1. disciplinary measures and procedure for academic staff and students;

1.7.2. payments and terms of service for staff;

1.7.3. procedures related to staff compensation complaints;

1.7.4. suspension or dismissal of staff;

1.7.5. complaints against suspensions and dismissals.

1.8. to propose to the MEST 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 MEST;

1.9. establish rules for calculating the costs of university services provided to third parties;

1.10. to elect the rector from the list of names proposed by the professional commission of five (5) members, appointed by the Senate;

1. 11. to elect the Vice-Rectors, according to the proposal of the Rector;

1. 12. ensure that the general provisions of this Statute are implemented in practice within the University;

1. 13. to act in accordance with the general provisions set out in this Statute;

1. 14. to decide on the form and content of the emblem, seal, dry seal, flag and other institutional symbols, as well as to propose to MEST the form and content of diplomas, according to the proposal of the Senate.

Article 25

Annual Report

1. The Steering Council shall publish the annual report on the completion of the work of the University, in accordance with the requirements of MEST and KAA. The report should provide information on the following aspects:

1.1. general strategic objectives achieved;

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

- 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 staff, 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 MEST on the implementation of the Strategic Development Plan, no later than March 31 of the following year.
 - 4. Reports shall be published on the University website.

Article 26

Rector

- 1. The Rector is the main managing authority of the University.
- 2. The Rector is responsible for the effective and orderly 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 his/her duties.
- 3. The duties of the Rector are specified in the employment contract.

Article 27

Election of the Rector

- 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 has the duty to verify whether the candidates presented for the position of Rector meet the conditions and criteria provided by the announcement
- 2. The Steering Council has the duty to verify the legality of the list of candidates proposed by the Professional Committee of the Senate.

3. The Rector is elected by a majority of the general members in accordance with the provisions of this Statute. If no candidate takes this majority of votes in the first round of voting, then the two (2) candidates with the highest number of votes qualify for the second ballot. If neither of the two (2) candidates takes the absolute majority three (3) times in a row, the election procedure shall be repeated from the beginning, as provided in this Statute.
4. The Rector is elected for a period of four (4) years, with the possibility of re-election for another term.
5. The regular term of the Rector commences on October 1st.

Article 28

Rector Election Procedure

1. To lead the procedure of electing the governing and managing bodies of the University, as well as the Deans, the Senate elects an interim/temporary chairman, a member of the Senate from among the academic staff.
2. The position of Rector is announced by the Steering Council with a public announcement/recruitment, within a period of fifteen (15) days, after consulting with the Rector.
3. The competition for the post of rector is open to internal and external candidates. The candidate must meet the following criteria:
 - 3.1. have proven experience in academic teaching, research and have the rank of Full Professor, Associate Professor or Assistant Professor;
 - 3.2. have proven university management experience.
4. The professional commission, elected by the Senate, proposes to the Steering Council the list of candidates who have met the requirements to be elected.
5. The Steering Council interviews the candidates who have met the requirements for this position. In these interviews each candidate presents a comprehensive vision for the development of the University strategy and its management approach.

Article 29

Responsibilities of the Rector

1. The Rector has the following responsibilities:
 - 1.1. to act on behalf of the University and to represent it to the general public;
 - 1.2. to organize, direct and manage the University;
 - 1.3. to lead/manage the academic staff;

- 1.4. decide on the Rules of Procedure for the academic staff of the University within the framework set by the Governing Council;
- 1.5. to hire, delegate, level, promote, suspend and determine the working conditions for personnel, in accordance with the regulations issued by the Steering Council and the Senate;
- 1.6. to chair the Senate;
- 1.7. to submit to the Governing Council proposals regarding the educational character and mission of the University, taking into account the recommendations and opinion of the Senate;
- 1.8. 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. present the annual budget report on revenues and expenditures for evaluation to the Steering Council;
- 1.11. sign contracts on behalf of the University with third parties;
- 1.12. 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. nominate candidates for the post of Secretary General;
- 1.15. announce all academic titles;
- 1.16. to form an advisory commission;
- 1.17. the Rector leads the Collegiums of Deans, which consists of the Deans of all academic units;
- 1.18. to perform all other duties on behalf of the University, as defined by this Statute or other regulations in force.

Article 30

Protection of legality by the Rector

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

Article 31

Rector's necklace

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

Article 32

Termination of the Rector's mandate

1. The mandate of the Rector may be terminated in case of:
 - 1.1. resignation;
 - 1.2. dismissal;
 - 1.3. punishment with a final and enforceable judgment;
 - 1.4. retirement;
 - 1.5. death.
2. Procedures for dismissal of the rector can be initiated by an absolute majority of votes by:
 - 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 with a qualified majority of two thirds (2/3) of the votes of the members.
4. In case of dismissal of the Rector, the mandate of the Vice-Rectors ends.
5. In the event of dismissal, the new Rector and Vice-Rectors shall be elected for the remainder of the term of office of the dismissed Rector.
6. In case of dismissal of the Rector or in any case of vacancy of the position of Rector, the Steering Council elects the acting Rector until the end of the procedure of electing the Rector for the remaining term. The Acting Rector will hold the post of Rector until the end of the term, 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/criteria provided for the election of the Rector, according to Article 27, paragraph 3. of this Statute.

Article 33

The right to legal means

1. The Rector has the right to file a complaint to the MEST against his/her dismissal.

2. The decision of MEST is the final decision in the administrative procedure.
3. A procedure can be initiated in the competent court against the decision of MEST.

Article 34

Vice-Rectors

The University has three (3) Vice-Rectors. Exceptionally, with a proposal justified by the Rector and approval by the Steering Council, the number of Vice-Rectors may be increased to a maximum of five (5).

Article 35

Vice-Rectors Duties

1. The duties of the vice-rectors are assigned by the rector, in accordance with the provisions of this Statute. The rector has the right to delegate full legal responsibilities to them for a certain period of time. Joint responsibilities may be assigned to vice-rectors in areas such as:

- 1.1. teaching and student affairs;
- 1.2. budget, finance and infrastructure;
- 1.3. international cooperation and projects;
- 1.4. research and Scientific Research;
- 1.5. academic Development and Quality.

Article 36

Acting Rector (Exercising the duty of rector)

The Rector appoints one of the Vice-Rectors to temporarily exercise the duty of Rector in case of temporary incapacity or incapability of the Rector.

Article 37

Proposal of Vice-Rectors

1. The Rector proposes the list of names for Vice-Rectors from the ranks of University professors, after notifying the Senate. The Vice-Rectors are elected by the Steering Council by an absolute majority of votes, in a voting ballot. 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 term.

Article 38
Termination of the mandate of the Vice-Rectors

1. The mandate of the Vice-Rectors may end prematurely in case of:
 - 1.1. termination of the rector's mandate;
 - 1.2. resignation;
 - 1.3. dismissal;
 - 1.4. punishment for a criminal offense by a final and enforceable court decision;
 - 1.5. retirement;
 - 1.6. death.
2. The procedure for the dismissal of the Vice-Rector can be initiated by the Steering Council, the Senate or the Rector.
3. The procedure for dismissal of the Vice-Rector is defined in the regulations issued by the Steering Council.
4. The decision to dismiss the Vice-Rectors is taken by the Steering Council.
5. 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 term of the mandate.

Article 39
Secretary General of the University

1. The Secretary is the highest administrative official of the University, with special rights and responsibilities defined in his/her contract which is signed by the Rector.
2. The Secretary is accountable to the Rector for efficient, economic and effective administration at all University levels. In this position the Secretary General is responsible for all matters that are not the competence of other bodies or leaders.
3. The University Secretary is the head of the University administration. He/She is the head of the University's Central Administration.

Article 40
The mandate of the Secretary General

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 recruiting announcement.

Article 41

Criteria and Conditions

1. Candidates applying for the position of University Secretary must meet the following conditions:

- 1.1. have a Master's degree or equivalent with at least four (4) years of study at the Faculty of Law;
- 1.2. have five (5) years of professional work experience;
- 1.3. have proven organizational and managerial skills;
- 1.4. have sufficient knowledge of the processes of education, art, and research.

Article 42

Duties and responsibilities

The Secretary General of the University has the following duties and responsibilities:

- 1.1. supervises faculty secretaries;
- 1.2. he/she is the head of the Central Administration;
- 1.3. he/she is the official responsible for the efficient, economic and effective leadership of the University;
- 1.4. he/she is the Head of Department Directors within the Administration;
- 1.5. he/she is the official responsible for the technical preparation of the budget process;
- 1.6. he/she is responsible for other issues requested by the Steering Council and the Rector, which are not defined by this Statute.

Article 43

Senate

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

Article 44

Composition of the Senate

1. The Senate consists of the following members with the right to vote:

- 1.1. Rector;

1.2. Vice-Rectors;

1.3. Deans of all academic units, according to this Statute;

1.4. A member elected by the academic staff of each academic unit;

1.5. Two (2) members elected by the Student Parliament from among the regular/full-time students of the University. Students who are members of the Senate must be distinguished students with an average grade point of at least eight (8) and must not be re-enrolled in the academic year.

1.6. A member elected by non-academic staff.

2. The Secretary of the University is a member of the Senate, without the right to vote.

Article 45 Mandate

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

Article 46 Chairmanship

The Senate is chaired by the Rector. In his absence, the Senate is chaired by the Vice-Rector, who is appointed by the Rector.

Article 47 Rules of Procedure

The Senate issues the Rules of Procedure and the Regulation for the procedure of election of its members.

Article 48 Responsibilities of the Senate

1. Regardless the responsibilities of the Steering Council and the Rector, the Senate shall be responsible for:

1.1. general strategic issues related to research, studies, teaching and courses at the University;

1.2. criteria for student admission;

- 1.3. approval of proposals by faculty councils for the selection and promotion of academic staff;
 - 1.4. policies and procedures for evaluating and holding exams to ascertain students' academic work;
 - 1.5. approval of the content of the curricula;
 - 1.6. providing lifelong learning;
 - 1.7. academic standards, course validity and review;
 - 1.8. quality assurance and evaluation;
 - 1.9. procedure for awarding qualifications and honorary academic titles;
 - 1.10. the procedure for determining the disciplinary responsibility of students.
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 Board of Steering Council;
 3. Development of the University's intellectual property protection policy and its commercial use;
 4. Providing advice on other issues that the Steering Council or the Rector may request from the Senate.

Article 49 **Duties of Senate**

1. The duties of the Senate are:
 - 1.1. to provide recommendations for the Statute of UIBM – approved by the Steering Council;
 - 1.2. to elect the members of the Steering Council from the University;
 - 1.3. to form a professional Commission of five (5) members for the compilation of the formal list of candidates for Rector;
 - 1.4. to approve the proposal of the councils of the academic units for the election of deans and vice-deans;
 - 1.5. initiate the procedure for dismissal of Deans and Vice-Deans according to the procedure determined by this Statute;
 - 1.6. take decisions on the admission and termination of academic units and propose other changes in their status for approval by the Steering Council;

- 1.7. to approve the study programs of the academic units;
- 1.8. 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. establish procedures and criteria for the evaluation of teaching, scientific and artistic work;
- 1.11. propose criteria for student enrollment, in accordance with this Statute and the Law on Higher Education;
- 1.12. decide on criteria for determining students' disciplinary responsibility;
- 1.13. define academic standards for lectures and for quality assurance of lessons, in accordance with this Statute;
- 1.14. decide on exam criteria;
- 1.15. to determine the content of all academic data and documentation according to this Statute;
- 1.16. establish the procedure for the evaluation of academic staff in accordance with this Statute;
- 1.17. to elect members for all committees and councils formed by the Senate;
- 1.18. to finally decide on the objections filed against the decisions given by the councils of the academic units and the Appeals Committee of the Senate;
- 1.19. decide on the award of the title “Doctor Honoris Causa”;
- 1.20. to decide on the award of the title “Professor Emeritus” in accordance with the provisions of this Statute;
- 1.21. decide on the award of the title “Honorary Member of the University”;
- 1.22. to review issues, at the request of the Board of Directors or the Rector;
- 1.23. to consider issues on the proposal of the councils of the academic unit;
- 1.24. to consider issues, at the request of the Student Parliament;
- 1.25. issue the Rules of Procedure of the Senate;
- 1.26. to consider 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 50
Temporary councils and commissions

1. The Senate may establish temporary councils or commissions to advise it on specific aspects of its work.
2. The Senate has a standing committee, called the Study Commission, according to the provisions of this Statute.

Article 51
Organizational structure

1. The University is composed of:
 - 1.1. Academic units;
 - 1.2. Organizational units.

Article 52
Legal subjectivity of academic units

The academic units (faculties) and organizational units have no legal subjectivity.

Article 53
Establishment of academic units

1. Academic units can be established:
 - 1.1. as new academic units;
 - 1.2. by integrating or disintegrating academic units.
2. The decision on the establishment of academic units is taken by the Steering Council, after consultations and the proposal given by the Senate.

Article 54
Prerequisites

1. The prerequisites for gaining the status of an academic unit are:
 - 1.1. activity in one or more specific fields of academic education, in scientific research within the institutional framework of the University;
 - 1.2. sufficient infrastructure;

1.3. appropriate number of academic staff that enables the fulfillment of academic requirements for a long period.

Article 55

Loss of academic unit status

1. The academic unit loses its status if:

- 1.1. evaluated negatively by the Kosovo Accreditation Agency twice in a row;
- 1.2. subject to integration or disintegration;
- 1.3. the council of this academic unit requests the institutional separation from the University. The final decision on secession is taken by the Steering Council.

Article 56

Annual Budget

The Steering Council decides on the annual budget of the academic unit, upon the proposal of the Rector and the budget hearing with the academic unit. Special needs for teaching, research and artistic obligations, and the results of previous work reports and evaluations of academic units shall be taken into account when allocating the budget.

Article 57

Infrastructure and scientific research

- 1. For the educational obligations, which are financed from public funds, the University assigns to the academic unit a certain number of academic and non-academic staff and provides the necessary 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 governing higher education issues.
- 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, shall be established by decision of the Senate and according to the proposals of the participating academic units.
- 5. Interdisciplinary study programs, which include several universities, will be established by decision of the Senates of the partner universities and according to the proposals of the participating academic units.

Article 58
Name, seal and emblem

1. The academic unit has its own name and stamp.
2. The academic unit holds the emblem and the name of the University within its emblem and name.

Article 59
Faculty

1. The faculty is engaged in the academic disciplines of:
 - 1.1. Academic education;
 - 1.2. Scientific research;
 - 1.3. Other activities defined by this Statute.

Article 60
Levels and types of studies

1. The faculty offers the following types of studies:
 - 1.1. Fundamental studies– Bachelor;
 - 1.2. Master studies:
 - 1.2.1. Master of Science;
 - 1.2.2. Master of Arts;
 - 1.2.3. Professional Master;
 - 1.3. Doctoral Studies.

Article 61
Faculties of UIBM

1. The University has the following faculties:
 - 1.1. Faculty of Geosciences;
 - 1.2. Faculty of Food Technology;
 - 1.3. Faculty of Mechanical and Computer Engineering;

- 1.4. Faculty of Law;
- 1.5. Faculty of Economics;
- 1.6. Faculty of Education.
- 1.7. Other faculties established pursuant to Article 56 of this Statute.

Article 62

Faculty

1. Regardless of the size (total number of academic staff, sufficient number of full-time professors, according to the need of different academic fields and percentage of permanent staff), the faculty must meet international standards in order to ensure development stable and professional activity in all scientific fields for a long period.
2. The Faculty orients its educational and research profile for the needs of the country, in the rehabilitation and lifelong learning of professionals, and offers practical services to local and international partners.
3. The Faculty 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.
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 create these levels of hierarchical, academic subdivision:
 - 5.1. Departments - Study programs (special fields of science or arts);
 - 5.2. Institutes (specialized fields of science or arts),
 - 5.3. Research center.
6. Institutes and centers from paragraph 5. of this article have the right to generate own revenues from expertise and professional projects from the public and private sector according to the applicable legislation.

Article 63

Responsibilities of the Faculty

1. The faculty is responsible for the following:
 - 1.1. proposes study programs to the Senate;
 - 1.2. organizes teaching, exams and student evaluation;

- 1.3. students' academic progress, including their academic services;
- 1.4. conducts research according to international standards;
- 1.5. ensures the quality, evaluation and reporting issues, as provided by this Statute;
- 1.6. uses the tools correctly and efficiently, as provided by this Statute;
- 1.7. deals with personnel/staff issues in accordance with the provisions of this Statute;
- 1.8. utilize correctly and efficiently the funds allocated by the Steering Council.

Article 64 **Faculty Leadership**

1. Each faculty is led by the Dean, who, according to the decision of the Senate, can be assisted by up to two (2) Vice-Deans.
2. Exceptionally, for areas that are of vital interest for the development and promotion of the faculty, upon the proposal of the respective faculty, a third Vice-Dean may be allowed/selected.
3. The decision from paragraph 2. of this Statute is taken by the Steering Council after consultation with the Rector.

Article 65 **Election of Deans and Vice-Deans**

- 1 The Council of the academic unit elects deans and vice-deans with the majority of votes of the members of the unit and this proposal is submitted to the Senate for approval for a period of four (4) years, from among the professors of the faculty concerned, with the right of re-election for another mandate.
2. Candidates for the post of Dean and Vice-Dean must be individuals with relevant academic qualifications and have skills and experience in leadership, as well as have at least the calling of assistant professor.
3. The elected dean proposes to the council of the academic unit the possible Vice-Deans for the joint mandate, who are elected in the council and 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 professors of the faculty, who temporarily holds the mandate of the dean in the Senate, until the procedure of electing 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 the Vice-Dean begins on October 1st.

Article 66
Termination of the mandate of the Dean

1. The mandate of the dean may end prematurely in case of:
 - 1.1. resignation;
 - 1.2. dismissal;
 - 1.3. punishment for a criminal offense;
 - 1.4. retirement;
 - 1.5. death.
2. The procedure for dismissal of the dean can 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 to dismiss the Dean is taken by the Senate, after consultation with the council of the relevant faculty. The decision of the Senate is taken by a majority vote of the members.
5. In case of termination of the mandate of the Dean, the mandate of the Vice-Dean/s also ends.
6. In case of termination of the mandate, the newly elected Dean and Vice-Dean shall be elected for the remaining term of the mandate.

Article 67
Termination of the Vice-Dean's mandate

1. The mandate of the vice dean may end prematurely in case of:
 - 1.1. resignation;
 - 1.2. dismissal;
 - 1.3. punishment for a criminal offense;

- 1.4. retirement;
 - 1.5. death.
2. The procedure for dismissal of the Vice Dean can 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 is taken by the Senate after consulting with the Dean and the council of the respective faculty. The decision of the Senate to dismiss 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 68

Duties of the Dean

1. The Dean is accountable to the Rector for his/her work. The duties of the dean are:
 - 1.1. to provide academic guidance in relevant areas for the development of teaching, scientific and artistic work in the faculty;
 - 1.2. to ensure efficient, economic and effective use of funds allocated to the faculty by the Steering Council;
 - 1.3. to take 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 in accordance with 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 staff in faculty subjects;
 - 1.7. to nominate the candidate for Vice-Deans;

- 1.8. to perform 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 assigns the duties of the Vice-Dean.

Article 69

Faculty Council

1. Each faculty has a faculty council.
2. The faculty council has up to thirty (30) members.
3. The members of the faculty council are:
 - 3.1. Dean;
 - 3.2. Vice-Dean/s;
 - 3.3. Faculty Secretary;
 - 3.4. Up to twenty (20) members elected from the ranks of faculty professors;
 - 3.5. Up to six (6) members elected from the ranks of faculty assistants;
 - 3.6. Two (2) student representatives, elected by the faculty student council;
 - 3.7. A member elected by the non-academic staff of the faculty.
4. The Dean and the Vice-Deans are not included in the limitation of the number provided in paragraph 2. of this article. They are ex-officio members of the faculty council.

Article 70

Mandate of Council Members

The term/mandate of office of academic and non-academic Council Members is four (4) years. The term of office of the students is one (1) year. Their mandate commences on October 1st of the election year.

Article 71

Chairman of the Council

The Dean chairs the Faculty Council. In the absence of the Dean, one of the Vice-Deans chair the Council in the order of priority assigned in the written form by the Dean through the Faculty Secretary.

Article 72

Duties and responsibilities of the council

1. The Faculty Council has the following responsibilities and duties:

- 1.1. nominate the candidate for the post of dean to be approved by the Senate;
- 1.2. to provide advice and proposals to the Governing Council and the Senate on all matters relating to the faculty, its staff, 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 approve the syllabi of the subjects;
- 1.5. to approve the list of Bachelor's degree diploma thesis;
- 1.6. to approve proposals for master thesis, reviews of evaluation committees for master thesis;
- 1.7. to approve proposals for doctoral thesis, reviews of evaluation committees for doctoral thesis and other procedures for doctoral thesis;
- 1.8. to supervise the progress of students, as well as scientific research or artistic creativity in the faculty;
- 1.9. propose the number and determine the conditions for enrollment of new students, in accordance with the instructions issued by the Governing Council and the Senate;
- 1.10. determine and implement appropriate quality assurance and evaluation measures in accordance with guidelines set by the Senate;
- 1.11. to compile annual work reports for the rector;
- 1.12. to deal with other issues related to academic issues;
- 1.13. to deal with other issues, which are determined by this Statute or that are required by the Steering Council or the Senate.

Article 73

Student Council

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 74 **Duties and responsibilities**

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 accomplishes its interests, related to 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's position.

Article 75 **Central University Library**

The Central University Library is an organizational unit within UIBM.

Article 76 **Duties and Responsibilities**

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 the academic staff.

2. The Central University Library provides services to students and teaching staff by offering (borrowing) library materials and providing access to electronic sources of information. It also provides professional services for the libraries of the respective faculties. The activity of 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, prepare and distribute databases and enrich and coordinate interlibrary cooperation.

Article 77 **Accountability**

The library reports to the Rector.

Article 78
Other organizational units

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

Article 79
Students and the organization of studies

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 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 harmony with the standards set by MEST.

Article 80
Types of studies

1. The University offers the following types of studies:
 - 1.1. Fundamental studies– Bachelor;
 - 1.2. Master studies: professional and scientific (graduates of professional masters can not enroll in doctoral studies);
 - 1.3. Doctoral studies.

Article 81
Field of study

The University offers fields of academic studies, for which there are programs in the Faculties of the University in accordance with Article 61 of this Statute.

Article 82
Content of the study program

1. Study programs contain:
 - 1.1. Title of the study;

- 1.2. Type of study;
 - 1.3. Academic or professional degree;
 - 1.4. Enrollment conditions and criteria;
 - 1.5. Objectives and results/outcomes;
 - 1.6. Curriculum details;
 - 1.7. Value in points according to ECTS (courses, diploma thesis);
 - 1.8. Conditions for individual studies.
2. The obligatory contents of the curriculum are determined by Regulations issued by the Senate.

Article 83

Bachelor Studies

1. Bachelor studies last three (3) years, requiring one hundred eighty (180) ECTS, and four (4) years, requiring two hundred forty (240) ECTS.
2. Upon successful completion of Bachelor studies, the degree “Bachelor of Science” or “Bachelor of Arts” is obtained.

Article 84

Master Studies

1. Successful completion of Fundamental - Bachelor studies is a condition for enrollment of Master studies.
2. Master studies last one (1) year to two (2) years and require sixty (60) ECTS up to one hundred twenty (120) ECTS.
3. Upon successful completion of master studies, the degree of “Master of Science”, “Professional Master”, or “Master of Arts” is obtained.

Article 85

Doctoral studies

1. Doctoral studies are the highest academic studies.
2. Doctoral studies usually last three (3) years, require one hundred eighty (180) ECTS and the successful completion of previous studies (Bachelor and Master) with at least three hundred (300) ECTS.

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

Article 86

Special programs

1. The academic units of the University have the right to establish special study programs within the Bologna Framework (Bachelor-Master-Doctorate):

- 1.1. for two-course/module study programs;
- 1.2. for interdisciplinary study programs;
- 1.3. for joint study programs.

Article 87

Two-course/module study programs

1. The two-course/module study programs are offered by the academic units in a joint study program and contain two 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 obtains the professional title in both fields of study.

Article 88

Interdisciplinary study programs

1. Interdisciplinary study programs are determined by the Senate, and proposed by two or more academic units for all three levels of study.
2. The responsibilities of each partner are defined in the study program.
3. The Senate establishes the Commission for interdisciplinary studies, composed of representatives of the academic units of the program and the Deans ex officio, 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 interdisciplinary studies 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 interdisciplinary studies commission and approved by the academic council of the academic unit.

Article 89

Joint study programs

1. Joint study programs can be developed between UIBM and other Universities, based on partnership contracts.

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 commission of the joint interuniversity study program, which is responsible for:

4.1. development of the study program;

4.2. organizational and technical issues;

4.2. procedures for implementation.

5. All proposals of the Study Commission must be approved by the Teaching/Scientific Council, or of the Councils of all academic units of all universities, which contribute to the study program.

6. The Senate makes the final decision on all study Regulations, proposed by the Joint Study Commission

Article 90

Other study programs

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

2. Individual elective courses 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 curriculum is based, including the following elements:

- 3.1. title of the study;
- 3.2. following the regular study program;
- 3.3. objectives and outcomes of the study process;
- 3.4. curriculum details;
- 3.5. value in ECTS points (courses, diploma thesis).

4. The study Commission decides on:

- 4.1. admission to the irregular study according to the version presented;
- 4.2. rejection of proposals for *studium irregulare*;
- 4.3. returning *studium irregulare* proposals for amendment or supplementation.

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

6. The Senate issues a special regulation which determines the form, criteria and other procedures for *studium irregulare*.

Article 91

Professional services and community contribution

1. Academic units have the right to offer specific subjects, courses, training and professional content to the general public.

2. It includes:

- 2.1. Training;
- 2.2. Seminars;
- 2.3. Summer or winter schools;
- 2.4. Webinars;
- 2.5. Conferences.

3. The curricula, prerequisites 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 course. The final decision is made by the Senate.

4. Upon successful completion of the university course, a certificate is obtained signed by the Dean of the Academic Unit in which the course is conducted and by the professor responsible for the course.

Article 92 Study Commissions

1. The Study Commission of the faculty 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 Central Study Commission is established by the University Senate.

Article 93 Central Commission for Studies

1. The Central Commission for Studies has the following tasks:
 - 1.1. to review and propose academic educational priorities, in order to increase the quality of studies, in line with the National Strategies and the UIBM Strategic Plan;
 - 1.2. review and propose new study programs (bachelor level, master and doctoral studies), major changes in existing programs and suspension or withdrawal of programs;
 - 1.3. to propose, where appropriate, for external educational partnerships, collaborations and arrangements for the certification of degrees offered by other institutions;
 - 1.4. to keep the Senate up to date on issues related to the dissemination of strategic educational initiatives in the country and beyond;
 - 1.5. draft an annual document for the Senate to advise on current debates and key areas of work in education and to seek input on strategic education issues at the institutional level;
 - 1.6. provide program implementation support and guidance to all University staff members, liaising with deans and other senior and managerial staff to promote program/s results;
 - 1.7. provide recommendations for teaching methods, in the fields of scientific studies and other academic issues;

1.8. oversee program development by ensuring that the program plan remains aligned with UIBM's mission and vision;

1.9. to draft for the Senate the report on the achievement of the results of the programs;

1.10. review and recommend to the Senate about ongoing review of university textbooks;

1.11. review and recommend about requests and complaints for changing study programs by students and for *studium irregulare*;

1.12. to consider and recommend to the Senate the proposals of the councils of the academic units for the election of the members of the academic staff.

Article 94 Faculty Study Commission

1.The Study Commission of the faculty is responsible for:

1.1. drafting proposals for new study programs;

1.2. adapting and modifying existing study programs;

1.3. continuous review of university textbooks;

1.4. requirements for change of study programs by students;

1.5. requirements by students for *studium irregulare*;

1.6. preparing the subject for student complaints.

2.Study Commission develop, comment, evaluate and propose solutions for all academic issues decided by the academic council of the faculty, respectively the Senate.

Articles 95 Composition

1.The Study Commission of the faculty has the following composition:

1.1. Vice-Dean appointed by the University Council (head);

1.2. Two (2) professors;

1.3. A teaching assistant;

1.4. A student with an average grade point of at least eight (8) and not re-enrolled.

2.The Standing Committee on Studies established by the Senate has the following composition:

2.1. Vice-Rector for Teaching (chairperson);

2.2. four (4) professors;

2.3. two (2) teaching assistant;

2.4. two (2) students with an average grade point of at least eight (8) and not re-enrolled.

3.The members of the academic staff are elected by the Senate or the Council of the academic unit.

4. The student member is elected by the Student Parliament, respectively the Student Council.

5.The term of office is in accordance with the Regulations of the Senate for members, as defined in this Statute.

Article 96

Admission to Bachelor studies

1.Every candidate who passes the Matura Exam, has the right to apply for studies at UIBM, according to the legislation in force.

2.The conditions for admission to the fundamental - Bachelor studies at the University are:

2.1. successful completion of high school in Kosovo, certified with a diploma;

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

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

3. The Senate issues Regulations, which define in detail the conditions and criteria for enrollment in Fundamental - Bachelor studies.

4. For special fields of study, the University organizes additional exams - Entrance Exams for some courses, in the student admission procedure, which must be approved by the MEST. In this case the student must successfully pass the Entrance Exam/admission assessment exam for enrollment in the first year of study.

Article 97
Admission to master studies

1. Students in Master studies are admitted on a competitive basis, according to the results of previous education and their equivalence, as defined in the Law on Higher Education.
2. Students who have completed preliminary studies are permitted to enter an equal competition for admission to Master or doctoral studies from all institutions of higher education in Kosovo.
3. For joint study programs the criteria for admission are set by the Senates of the partner Universities, in accordance with the provisions of their Statutes.

Article 98
Number of Students

1. The number of places for Bachelor, Master and PhD studies is determined by the Senate for each first year of the studies in each academic unit, upon the proposal of the relevant council in accordance with the development strategy of the University. The decision is based on the total number of students to be educated at public expense provided by the Ministry.
2. Full-time students in Bachelor and Master studies, who are not funded by public funds, but who achieve excellent results in teaching, may 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 acquiring this right are determined by Regulations.

Article 99
Terms and Competition

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

Article 100
The right to legal means

1. Candidates who have not been admitted in the first year of Bachelor studies, Master studies and Doctoral studies can appeal, according to the regulation in force.
2. The final decision on the complaint/appeal 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 101

Academic Success Evaluation

1.The following assessment methods are applied to determine academic success:

- 1.1. Exam;
- 1.2. Mid-term/colloquium;
- 1.3. Seminar paper;
- 1.4. Professional practice;
- 1.5. Practical test during exercises;
- 1.6. Interpretation and presentation of other works.

Article 102

Grading

1.All academic units of the University shall 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/student passes the exam successfully with grades from six (6) to ten (10).

3.The Senate issues the Regulation for determining the detailed criteria for grading.

Articles 103

Exam forms

1. Exams are a regular way of assessing knowledge.

2.Exams are organized separately for each course or combined for more courses in accordance with the study program (commission exam).

3.Exams are public and are held in one of the following ways:

- 3.1. Written exam;
 - 3.2. Oral exam;
 - 3.3. Written and oral exam;
 - 3.4. Professional practice.
4. In combined oral and written exams the time difference can not be longer than seven (7) days.
5. Exams are evaluated by a questioner or by an examination commission.
6. Exams may be held by an examination commission if:
- 6.1. Student complains;
 - 6.2. It 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 shall be determined/measured with the course syllabus.

Article 104 **Exam sessions**

- 1. Exams for Bachelor and Master studies are held during the exam period.
- 2. Exam deadlines include winter (January), spring (June), and autumn term (September). The exact period for each term is determined by the general calendar of studies, which is accepted by the Senate and open to the public.
- 3. Exam deadlines, which include daily schedules, are announced at the beginning of the academic year.
- 4. Exam schedules are determined in such a way that the student does not have more than one exam per day.
- 5. Exam schedules, once announced, are mandatory for both the professor and the student.

Article 105 **Exams in doctoral studies**

Exams in doctoral studies can be held throughout the academic year according to the individual agreement between the professor and the student/candidate.

Article 106

Exam registration

1. The exam registering time shall start four (4) weeks up to eight (8) days before the exam deadline.
2. The exam schedule is announced no later than eight (8) days before the start of the exam period.
3. In cases when the student is absent or abstains from the exam, the exam is considered to have failed (it is graded with 5). Exceptionally, in cases of student absence for a reason which has notified the faculty is considered to have abstained and is not graded.
4. At his request, the student may be allowed by the dean of the academic unit to enter the exam earlier or later, if he/she participates in an international exchange program or is doing practical training/internship abroad, during the period set for the exam.

Article 107

The right to legal means

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 (10) working days after the results are announced.
2. The complaint can be made for the following reasons:
 - 2.1. for the written exam - a complaint is filed against the grade obtained in writing;
 - 2.2. for the oral exam - a complaint is filed against the grade obtained orally;
 - 2.3. for the combined written and oral exam:
 - 2.3.1. an appeal is filed against the grade obtained 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 timely receipt of the complaint, the Dean of the academic unit forms the examination commission within five (5) working days after receiving the complaint and appoints three (3) professors, but without the course professor 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 is 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 lodged against the evaluation of the commission.
7. Tests from exams related to student assessment are stored at least fifteen (15) days after the announcement of exam results.

Article 108

Re-examination

1. The student has the right to retest in the course he/she does not pass.
2. As a rule, the student has the right to enter the exam he/she does not pass at most three (3) times.
3. The student, after complaining, with a valid reasoning, 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 three-member committee, who are appointed by the Dean of the academic unit.
4. If the same year is registered again, the previous number of failed exams of the student is not taken into account.
5. In case the student still fails four (4) times in the exam during the repeated year, he/she may lose the status of a full-time student in the designated study program.
6. The student can regain the status of a student, if he/she appears in a new study program. The decision on regaining student status determines the exams and other admissions to the student and the student's obligations in the new program of study.

Article 109

Graduation period

1. After the completion of the last semester, full-time, Bachelor or Master studies, the student will be assigned a period of twelve (12) months to complete the exams (graduation period).
2. The student can request once from the Dean of the academic unit to extend the graduation period for another twelve (12) months.

Article 110

Bachelor thesis

1. Bachelor study programs end with the preparation of a Bachelor's diploma thesis or an examination before the commission, in accordance with the study programs.
2. The Bachelor thesis is conducted individually by the student, proving that the theoretical skills achieved during the study can be successfully applied to solve practical problems in certain scientific fields.

- 3.The Bachelor diploma thesis can be worked together by two (2) or three (3) students (research group) and it must clearly indicate the contribution of each candidate.
- 4.The request for a Bachelor diploma thesis from two (2) or three (3) students is approved by the Council of the academic unit.
- 5.The procedure for application, thesis, defense and evaluation of the Bachelor Thesis is determined by the Academic Council of the academic unit.
6. Before the defense of the diploma thesis, the student signs the affidavit that the thesis is original, if it is proven otherwise the call is revoked.

Article 111 **Master thesis**

1. Master study programs end with the Master thesis, in accordance with the study programs.
- 2.The Master thesis is conducted individually by the student, proving that the theoretical skills achieved during the studies can be successfully applied to solve complex research problems in certain scientific fields.
3. The Master thesis prepared/conducted by (2) or three (3) students (research group) and the contribution of each candidate must be clearly marked.
- 4.The application for the Master's degree by (2) or three (3) students is decided by the Academic Council of the academic unit.
- 5.The procedure for submission, thesis, defense and evaluation of the Master thesis is determined by the Council of the academic unit.
6. Before the defense of the diploma thesis, the student signs the affidavit that the thesis is original, if it is proven otherwise the call is revoked.

Article 112 **Doctoral studies**

1. The Doctoral 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 contract signed 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 working over two-thirds (2/3) of the needs.
3. Professors in doctoral studies mentor doctoral students only if they from the narrow field of study.

4. The responsible institution that organizes the doctoral studies must have nationally and internationally recognized achievements in scientific or artistic research, respectively in artistic creativity.

5. In order to ensure the quality and promote the mobility of doctoral students and professors, Doctoral studies are open to any form of cooperation with similar institutions within the country and abroad.

Article 113

1. Doctoral studies are organized in six (6) semesters.

2. For students who have completed a master's degree or studies in the four plus two (4+2) system with three hundred sixty (360) ECTS, the studies shall last two (2) years, while the master's degree and ECTS are equivalent to the credit system up to one third (1/3) of the total number of credits provided.

Article 114

Doctoral Studies Council

1. In the framework of doctoral studies, the Council for Doctoral Studies is constituted, as a permanent Council of the UIBM Senate.

2. Within the academic unit - the faculty that organizes doctoral studies, the council of doctoral studies is constituted, as a permanent council of the faculty council.

3. The composition of doctoral study councils is regulated by the Regulation on University doctoral studies.

Article 115

Doctoral dissertation

The doctoral dissertation is a scientific paper 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 116

Admission of students to doctoral studies

1. Admission of students to doctoral studies is done through a public admission announced by the University.

2. The right to compete for enrollment in doctoral studies have:

2.1. graduates with the academic degree of Master of Relevant Science;

2.2. graduates with the academic degrees of Master of Science and Master of Arts.

3. The organization of doctoral studies, the conditions for admission and the criteria for the evaluation of candidates in doctoral studies are determined by the UIBM Senate, in accordance with this Statute and the Regulation on doctoral studies.

Article 117

Doctoral Procedure

1. During the first year of Doctoral Studies, the doctoral candidate proposes the mentor and the thesis.

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 for mentor, a teacher with the academic title of Assistant Professor may also be engaged, if there are at least three (3) papers published in international peer-reviewed journals in the field of doctoral supervision. A co-mentor from another university may also be nominated.

3. The doctoral student starts the procedure of submitting the project proposal of the doctoral 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 on the proposed mentor and competencies the rationale of the topic and the expectations of the original scientific contribution of the proposed research, the evaluation of the research costs, and the statement that he/she has not submitted a doctoral thesis on the same topic in other university studies, respectively in any other university. The topic of the doctoral dissertation is presented in the University form.

4. The council of the academic unit, on the proposal of the Council of Doctoral 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 must 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 committee.

5. The commission for the evaluation of the topic gives 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 Doctoral Studies Council of the academic unit must necessarily consider the proposal of the committee for evaluation of the thesis and the proposal of the mentor in the third semester of doctoral studies.

7. The draft proposal of the doctoral thesis is defended before the Council of Doctoral Studies of the academic unit, the evaluation committee and the proposed mentor, fifteen (15) days after the submission of the report of the evaluation committee.

8. The Council of the academic unit, on the proposal of the Council of Doctoral 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:

- 8.1. accept the original proposal;
- 8.2. ask the candidate to expand or change the topic/thesis;
- 8.3. ask the council of the academic unit to propose another mentor.

Article 118 **Submission of the dissertation**

1. The candidate for dissertation must submit to the Council of the academic unit the completed Doctoral dissertation for evaluation within three (3) years from the day when the topic was accepted by the Senate of UIBM. 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 doctoral dissertation 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.

Article 119 **Evaluation of doctoral thesis**

1. After the candidate has submitted the completed dissertation, the Council of the academic unit on the proposal of the Council of Doctoral Studies, within one (1) month from the day of submission of the thesis for evaluation, must form the commission consisting of three (3) members for the evaluation of doctoral thesis. The members of the Commission for the evaluation of the doctoral thesis must have at least the academic title of assistant professor.

2. At least one (1) member is not a teacher in doctoral studies, nor employed in the faculty, which is the institution responsible for studies, while if possible he is employed in another university in Kosovo or in a university outside Kosovo. The mentor cannot be a member of the Evaluation Committee.

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. acceptance of the dissertation in the offered version;
 - 4.2. rejection of the dissertation due to failure;
 - 4.3. returning the dissertation for completion or change/edit.
5. In case the dissertation is returned for completion or change, 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 completed or amended dissertation must be submitted to the Council of the academic unit together with the opinion of the mentor or mentors.
7. On the occasion of the approval of the report of the Evaluation Commission, the Council of the academic unit forms the commission for the defense of the doctorate. The commission for defense of doctoral thesis consists of three (3) members. The commission for defense of the doctoral thesis can be the same commission that has evaluated the doctoral thesis.
8. The decision of the Council of the academic unit for the approval of the dissertation must be ratified by the Senate.

Article 120 **Dissertation Defense**

1. Once the approval of the dissertation has been confirmed by the Senate, the defense of the dissertation is held within two (2) months. The date of the defense 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 are taken by the Secretary of the Commission, who is appointed by the Dean of the academic unit.

Article 121 **Academic degree award**

1. Upon successful completion of the dissertation defense, the candidate is awarded 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, where the candidate has successfully defended the dissertation, the Rector awards the scientific degree (scientific title) in a ceremonial manner.
3. The ceremony is public and formal. The procedure of the ceremony is determined by special rules issued by the Senate.

Article 122

Diploma content

1. The doctoral degree diploma contains:
 - 1.1. Name of the University;
 - 1.2. 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;
 - 1.5. Date of defense of the dissertation.
2. The diploma document is signed by the Rector and the Dean of the academic unit where the dissertation is defended.
3. The diploma document is certified with the seal of the University.
4. The form and other elements of the diploma document will be defined in a special regulation issued by MEST.

Article 123

Revocation of academic degree

1. The academic title “Doctor of Science” can be revoked in case of proof 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 is tracked plagiarism or copyright infringement;
 - 1.5. It is another unethical practice.
2. The procedure for revoking the title of “Doctor of Science” can be initiated after any request based on and supported by detailed written data.
3. Upon request, the Council of the academic unit forms a commission of three (3) members from professors of the same scientific discipline with the dissertation.
4. The members of the disputed dissertation commissions shall not be elected in this commission.

5. The Commission submits an evaluation report regarding the reasonableness of the request and proposes further procedures, within two (2) months after the start of the procedure. The person whose doctorate is being certified must be summoned to present his/her version of the request for revocation of the doctorate before the commission.

6. After the report and the proposal of the commission, the Council of the academic unit decides to reject or accept the request for revocation, in the first following meeting.

7. In case the Council of the academic unit accepts the request, the Senate shall vote for this decision in the next meeting. The person whose doctorate is contested may, if necessary, be summoned by the Senate to testify.

Article 124

Evidence and revocation of doctorate

The University is responsible for keeping records of awarded and revoked doctoral degrees.

Article 125

Regulation for doctoral studies

Regarding the organization of doctoral studies, the Senate issues Regulations.

Article 126

Academic titles

Academic degrees are awarded in accordance with the provisions of this Statute and in accordance with the Law on Higher Education.

Article 127

Revocation of scientific degree

1. The Senate, on the recommendation of the Rector, may revoke the title of holder of a scientific degree, if any of the conditions from Article 130, paragraph 1. of this Statute exist.

2. Reason and strong argument contain:

2.1. falsification or fraud during the assessment or examination;

2.2. plagiarism or copyright infringement in the preparation of a diploma or other written work;

2.3. another unethical practice.

Article 128

Diploma of studies

1. The 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 is provided by an administrative instruction issued by the MEST.
3. The diploma is signed by the Rector and Dean of the academic unit where the studies are completed.

Article 129

Recognition of studies

1. In accordance with the regulations of the Lisbon Convention on Recognition and in accordance with the special regulations of the MEST, 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 professional schools and university degrees obtained outside the Republic of Kosovo, it is the competence of the University to recognize the diplomas of higher professional schools and university degrees, as well as certificates of certain periods of study, in order to continue studies.
3. If the qualifications are recognized, the student has the right to continue his/her studies at the University.

Article 130

Study recognition procedure

1. The recognition procedure is led by the professional official of the University administration.
2. The decision for recognition of studies is based on the information extracted from the relevant European database and is coordinated with the National Council for Recognition, which is responsible for the application of the Lisbon Convention for 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 is always kept by the University administration.

Article 131

Completion of data

1. In disputed cases, when the data are not sufficient to make a decision, the Senate Study Committee should be asked for recognition and the following information should be provided:

1.1. complete file with all data;

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

2. The Committee on Studies submits the report to the Senate with a proposal for a decision, within two (2) months from the submission of the request.

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

3.1. full recognition of the diploma from abroad;

3.2. submission of the list of additional exams required for the purpose of full recognition;

3.3. rejection of the application due to major inconsistencies in the study programs.

Article 132

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/mid-term exams) is divided into two (2) semesters: winter semester starting on October 1st and ending on January 15th and summer semester starting on February 16th and ending on May 31st.

3. The course can be taught in weeks (15 semester weeks), during one or two (2) semesters or can be held as block-lectures in one semester.

4. Lectures can be conducted in physical form at the university, in the form of online and combined learning. The calendar of studies is issued by the Senate no later than August 30 and contains the schedule of lectures (lectures, exercises, seminars, colloquium), exam-sessions and deadlines for academic year.

Article 133

Student engagement and workload

The Senate issues Regulations on student engagement and overall workload.

Article 134
Language of studies

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

Article 135
Change of study programs

1. The student can change the study program, completing the studies in one study program and starting teaching in another study program in the same unit or in the other academic units 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 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 enroll in the new study program:
 - 4.1. at least in the second year of studies, or
 - 4.2. in the year of study that follows 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 paragraphs 3. and 4. of this Article.

Article 136
Procedure for changing the study program within the University

1. The student must submit the request for the change of the study program to the Study Commission of the academic unit. Attached to the application must be evidence of successful completion of the requirements, based on the previous study program.
2. The Study Commission of the faculty 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 must 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 137

Procedure for changing the study program from other universities

During the change/transfer of study program from another public university to UIBM, are applied the same rules as the change of the study program within the University.

Article 138

Students - status, rights and responsibilities

1. The person enrolled in UIBM has the status of a student.
2. Student status is verified with the student's ID card.
3. The content and form of the student's ID card are determined by a special regulation issued by the Senate.

Article 139

Modes of Study

- 1.The university offers two (2) modes of study:
 - 1.1. full-time studies;
 - 1.2. part-time studies;
- 2.The student may have the status of:
 - 2.1. full time students;
 - 2.2. part-time student;
 - 2.3. guest students.

Article 140

Student rights

- 1.Students who are admitted to the University have the following rights:

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

1.2. utilize university libraries and other student services;

1.3. to participate in the elections for student representatives in university bodies, to participate regularly in the meetings of 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. to present new ideas and controversial opinions without risking losing the student seat or the privileges they may be entitled from the University;

1.5. complain about the quality of the teaching process or the University infrastructure;

1.6. to oppose a decision or action of the University against them in the MEST and in the competent court.

Article 141 **Students' Obligations**

1. Students who are admitted to the University have the following obligations:

1.1. respect the regulations issued by the University;

1.2. respect the rights of staff and other students;

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

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

1.5. behave well both inside and outside the University premises so as not to discredit the University;

1.6. respect the rules of the Code of Conduct;

1.7. pay fees and charges that are fixed.

Article 142 **Enrollment in the following year of studies**

1. Successful completion of the year in accordance with the study program is a prerequisite for the student to enroll in the next year of studies.

2. A student who has not been able to successfully complete the year must re-enroll in the

same year of study.

3.The maximum number of re-registered years is equal to the number of regular years of the respective studies.

Article 143

Loss of student status

1.The regular student loses the student status for the following reasons:

- 1.1. when he/she decides to leave studies;
- 1.2. when he/she completes the studies;
- 1.3. when he/she fails to enroll in the academic year;
- 1.4. when he/she has not completed the studies in the double period of the duration of his/her studies;
- 1.5. when he reaches the maximum number of re-registration/enrollment of years without successfully completing the studies.
- 1.6. in the case of expulsion, 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 (1) 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 the following 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 relevant media reaction and confirmed by the relevant Faculty Council.
- 3.3. for individuals with physical disabilities, including sight and hearing, or mental disabilities, certified by a physician.

4.The decision for enrollment is taken every year by the Council of the academic unit.

5.The student may request temporary suspension from full-time student status in cases proven to be:

- 5.1. severe illness;

- 5.2. care for children under the age of three (3);
 - 5.3. pregnancy and maternity leave;
 - 5.4. other justified cases.
6. The final decision is made by the Dean of the academic unit.

Article 144 **Regular student's status**

1. The status of regular student is maintained within two (2) years after the completion of all exams. During this time the student must pass the diploma exam/thesis to successfully complete the studies.
2. A student who has exceeded the time allotted to successfully complete the degree can submit a request to the Dean of the academic unit for the extension of this period for another year.

Article 145 **Re-enrollment**

1. The student can be re-enrolled as a full-time student, without any obstacles, in relation to the period of temporary suspension of full-time student status. The period of temporary suspension of full-time student status does not count towards the duration of studies.
2. If the valid curriculum at the time of the first student enrollment does not take place in the following year of student enrollment after the temporary suspension of full student status, the Study Commission of the academic unit decides on differential exams or other obligations additional as a condition for continuing studies.

Article 146 **Exclusion of students**

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 Academic Unit Council. Excluded students have the right to appeal to the Appeals Commission at the level of the academic unit as a second degree.
2. Regulations elaborating these procedures are issued by the Steering Council after consultation with the Student Parliament.

Article 147

The right to legal means

1. Students have the right to appeal against the decision taken by the bodies of the University, academic units and organizational units related to their rights, obligations and responsibilities.
2. Such appeals are submitted to the Studies Commission of the academic unit within fifteen (15) working days after the announcement of the decision.
3. The Studies 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 appeal.
4. The appeal against the decision in the second instance is decided by the Senate.
5. Students have the right to dispute the decision of the Senate in the competent court.

Article 148

Students' 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 course is not offered in the faculty where the student is enrolled.
2. The registration of the course 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 course.
3. In case of admission, the student is given a certificate on the admission for registration of a certain course and the amount of ECTS credits, which are obtained upon completion of the course. ECTS credits earned are credited to the student's study program.
4. In the official document of the student are recorded the data for the registered course, the fulfillment of the obligations of the student and the success shown. For ECTS credits earned the student is issued a certificate from the academic unit where the student earned them.
5. International mobility of students between universities in Kosovo is regulated by a special act of the University. This act and the agreement with the university where the guest student comes from will also regulate the rights and obligations of the guest students, tuition fees and other issues related to the guest student.

Article 149

Students' organization

1. Students have the right to establish student organizations within the University, to which all students can part of.

2. Each student organization in its name must have the name of the University.
3. Each student organization has its own statute, which is approved by its members, in accordance with the general regulations issued by the Steering Council. The statute will include the principles of equal opportunities and non-discrimination.
4. Student organizations exercise activity only on issues of studies process and organization of student life at the University.

Article 150 Representation

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

Article 151 Students' elections

1. Members of the Student Parliament and Student Councils shall be elected in accordance with the procedures for parliamentary elections.
2. Student organizations have the right to nominate members for the Student Parliament and the Student Council of academic units, based on the election results, every two (2) years.
3. The details of the election procedure shall be determined by Special Regulations issued by the Steering Council, in consultation with the Student Parliament.
4. The limit for the nomination of 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 according to the principle of a majority of votes.

Article 152

Student Parliament

1. The Student Parliament is the highest body of student representation.
2. The total number of members of the Student Parliament is eleven (11).
3. Members are nominated by student organizations, based on the total number of votes cast 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 President of the Student Parliament is an ex officio member from the total number of student members of the Senate. The Student Parliament elects the member of the Senate from the list of nominees, prepared by the Student Council of the academic unit.

Article 153

Student Councils

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 full-time students enrolled in that academic unit, with a minimum of five (5) and a maximum of twenty-one (21) members.
3. Members are nominated by the student organization, based on the total number of votes won 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 Chairman and a Vice-Chairman.
5. The Steering Council issues the Rules of Procedure for student councils.
6. Each student council proposes a list of candidates for the student member of the Senate to be elected by the Student Parliament.
7. The President of the Student Council is an ex officio member from the total number of student members of the Faculty Council. The Student Council of each academic unit elects a student member of the Academic Unit Council.

Article 154

Budget for students

The Steering Council allocates an appropriate annual budget for the activity of the Student

Parliament and student councils based on the projects proposed by the Student Parliament.

Article 155
The right to peaceful assembly

Students are entitled to peaceful assembly.

Article 156
The right of association

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

Article 157
Research and knowledge

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

Article 158

Scientific Researches

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

Article 159

Infrastructure for Scientific Research

1. The University provides infrastructural conditions for scientific research and artistic creativity for its academic staff.
2. On the proposal of the Council of the academic unit, the Rector may grant permission to the academic staff to conduct research and creative work in certain locations outside the University and to participate in joint projects with other institutions.

Article 160

Evidence of scientific research

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

Article 161

The right of professors to be exempted for one academic year

1. Academic staff have the right to request the Senate to allow them one (1) year of focused research at a foreign university.
2. A positive decision of focused research for one (1) year requires:
 - 2.1. application for the research project;

- 2.2. at least two (2) years full commitment to 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 year off, the employee shall receive the full salary.
4. After the year of focused research, the employee has the right to return to the same job position with the same conditions as before.

Article 162 **University Employees**

- 1. All jobs shall be based on full-time contracts and part-time contracts.
- 2. The Steering Council issues Special Regulations for collective agreements for academic and non-academic staff in accordance with applicable laws.

Article 163 **Other engagements of academic staff**

- 1. Personnel who are employed full-time may not have another full-time employment contract at any other university.
- 2. Personnel who are employed full-time, who may be engaged, elected or appointed to another public institution, do not have the right to be elected to governing bodies, but have the right to vote.

Article 164 **Academic staff**

- 1. The academic staff of the University will be persons engaged in:
 - 1.1. academic teaching;
 - 1.2. scientific research;
- 2. Academic staff consists of:
 - 2.1. Full-time professors;
 - 2.2. Associate Professors;
 - 2.3. Assistant Professors;

2.4. University Assistant;

2.5. Lecturers.

3. The official abbreviations for the academic staff are:

3.1. Full-time/regular Professor – Dr. Prof. ;

3.2. Associate Professor – Dr. Assoc. Prof.;

3.3. Assistant Professor - Dr.Ass. Prof.;

3.4. Assistant – Ass.

|Article 165 Non-academic staff

1. The non-academic staff of the University are persons who are committed to:

1.1. Leadership and professional duties;

1.2. Administration;

1.3. Technical work.

2. The specific responsibilities and qualifications for each position are determined by the job description in accordance with the legislation in force.

Article 166 Appointment of academic staff

1. The academic staff 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/review.

3. If the council of the academic unit brings the same proposal even after the review, the Senate makes a final decision.

4. Appointment procedures shall be done in a transparent way with the announcement of the public recruitment 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. The Evaluation Commission evaluates the candidates who are considered to have met the requirements for the offered position.

6.The Evaluation Commission reports to the council that has formed it, within a certain deadline.

7. At each stage of the recruitment, the rules on the prevention of conflict of interest provided by the legislation in force and the internal acts of the University are applied.

8.Other issues for evaluation procedures are determined by the rules issued by the Senate in accordance with this Statute.

Article 167

Appointment and promotion of academic staff

1. The requirements for appointment and promotion to any title of academic staff are the relevant qualifications and experiences relevant to the job position.

2. An oral interview is held to establish an employment relationship at the University. Other modalities in this regard are provided by Special Regulations issued by the Senate.

Article 168

Conditions for obtaining the academic title of regular professor (Doctor Professor, prof. Dr.) and admission to work

1.The academic staff, who has the academic title "Associate Professor", shall apply for the academic title "Doctor Professor", at least 4 (four) years after obtaining the academic title "Associate Professor".

2. For the title of regular professor the candidate must have:

2.1 the degree of doctor of science and the calling of associate professor;

2.2 supervised master and doctoral topics (Doctoral mentoring is valid for 3 years after the establishment of doctoral studies at the university);

2.3 a significant number of monographs (at least two monographs; the published doctorate is known as a monograph);

2.4 textbooks (at least one 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 participants (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. well-known 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 *Regular Professor*, as well as the duration of employment is made according to the legislation in force.

Article 169

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 4 (four) 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 calling of assistant professor;
 - 2.2. a significant number of monographs (published doctorate is considered 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. has created works of art, has held public presentations, for 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 170

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 known as monograph);
 - 1.3. publications in international scientific or artistic journals with at least 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. has created real artistic works or has had public presentations, this is 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 171

Conditions for obtaining the title of the assistant and admission to work

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 no older than 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. Except for 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 172
Qualifications for Foreign Language Lector

1. For the title of Lector of foreign languages the candidate must meet the following requirements:

- 1.1. have successfully completed Master studies in the chosen language;
- 1.2. have excellent language skills of chosen language;
- 1.3. have an average grade of Bachelor and Master studies not less than eight (8), in each of these studies.

2. Lector in other faculties, except in the home faculty, have all the rights and obligations to hold lectures.

3. All appointments for titles, as well as the duration of employment are for four (4) years.

Article 173
Special Regulations

1. Additional Regulations regarding the special qualification of the academic staff 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 staff of the courses of Fine Arts and Music, in accordance with the above provisions of this Statute.

Article 174
Retired Professor

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

2. The candidate for the title "Professor Emeritus" is distinguished for special academic and scientific achievements during the period of his/her activity. His/Her 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" shall have the right to teach and engage in scientific work, in accordance with his qualifications and the requirements of the special academic unit, until the age of seventy (70).

4. Other issues regarding the rights and responsibilities of "Professor Emeritus" are determined by individual contract, concluded by the Rector on the proposal of the Dean of the special academic unit.

Article 175
Code of Conduct

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

Article 176
Disciplinary responsibilities

- 1.The disciplinary responsibilities of the employees of the University and the measures to be taken are determined by the Regulations issued by the Steering Council.
- 2.The procedures and criteria for the revocation of titles, suspension or termination of employment of staff are determined by Special Regulations issued by the Steering Council after consulting the Senate.

Article 177
Rights and responsibilities of staff

- 1.The academic staff has 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 University.
- 2.Academic staff has the freedom to publish the results of their research and creative work, which is conditioned by the Regulations of this Statute, which has to do with the use of intellectual property rights for the benefit of University.

Article 178
Adherence to rules and values

- 1.The academic staff of the University is obliged to respect:
 - 1.1. The principals 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 conduct;
 - 1.7. The reputation of the university and the advancement of this reputation.

Article 179

Duties of academic staff

1. The academic staff of the University, during the educational/teaching process, is obliged to fulfill the following tasks:

- 1.1. to prepare and offer lessons, seminars, exercises and other forms of teaching;
- 1.2. prepare university textbooks or literature suitable for studies within the course structure and content;
- 1.3. supervise seminar papers, Bachelor and Master diploma thesis, doctoral dissertations and other student research papers;
- 1.4. ensure smooth organization of the exams during the scheduled exam sessions.

Article 180

Participation in meetings

1. The staff must regularly attend the meetings of the bodies and commissions where they are appointed as members and perform such duties 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 181

Peaceful assembly and unions

The staff has the right to peaceful assembly and the right to form a trade union, staff 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 182

The right to legal means

1. Academic and non-academic staff have the right to file complaints against the decisions taken by the University bodies, by the academic units or by the organizational units regarding their rights, obligations and responsibilities.
2. Such appeals must be submitted within fifteen (15) working days after the relevant decision has been published.
3. The appeal against the decision, unless otherwise provided in this Statute, must be decided in the first place 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. the Rector, if the decision in the first instance is made by the Vice-Rector or by the Secretary General;

3.4. the 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 that has to do with the financial issues of UIBM and for the opening and closing of study programs in UIBM;

3.6. the Ministry, if the decision in the first instance was made by the Steering Council.

Article 183

Honorary titles

1. The University awards honorary titles to deserving persons.
2. The Senate shall issue Special Regulations on the decision-making procedure in the selection of honorary titles, awards for distinguished students and recognitions.

Article 184

“Doctor Honoris Causa” Title

1. “Doctor Honoris Causa” Title is awarded to:
 - 1.1. great achievements in the field of science and art;
 - 1.2. significant contribution to the development of human relations, support and consolidation of peace.

Article 185

Title “Honorary Member of the University”

1. The “Honorary Member of the University” title is awarded to:
 - 1.1. uninterrupted internal support and political support for the University;
 - 1.2. relevant financial contribution to the development of the University.

Article 186
Acknowledgments, awards and prizes

1. The University bodies can provide gratitude, awards and prizes to students, academic staff and other persons with distinguished contribution to the University.
2. Upon the proposal of the Senate, the Steering Council shall issue Regulations on the criteria and procedures regarding awards, recognitions and awards.

Article 187
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 188
University funds

1. The University in accordance with the legislation in force and the provisions of this Statute has the right to receive funding from the following 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 grants;
 - 1.5. Contracts with local, international, public and private bodies for teaching, research, art work and consulting.

Article 189
Entering into contracts

1. The University is free to enter into a contract for any purpose related to higher education, research or artistic work. The University may 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 applicable law and have the consent of MEST and MoF;
 - 1.2. public funds are not endangered.

Article 190
Allocation of funds

1. Funds are allocated by the Ministry of Finance in accordance with the Law on Public Financial Management and Accountability, the Budget Law during the financial year, according to the budget request approved by the Assembly of Kosovo.
2. Funds allocated by the Ministry of Finance for the University are deposited in the budget code of UIBM, to be administered by the Rector in accordance with the provisions of this Statute. Sub-accounts shall be available for each academic and organizational unit and under the responsibility of its dean or director.

Article 191
Budget transfer

Within the budget limits approved by the Kosovo Budget, the Steering Council has the right to make the limited budget transfer between budget lines maximum ten percent (10%) per year, as well as to change the funds allocated according to economic categories.

Article 192
Budget allocation by the Ministry of Finance

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

Article 193
Annual budget report

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

Article 194

Budget procedure

The Rector of UIBM has the duty to prepare 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 195

Annual financial plan

The Steering Council issues an annual financial plan based on budgetary procedures in accordance with this Statute and applicable laws.

Article 196

Development of budget procedures

1. Budget procedures contain the following actions:

- 1.1. the elaboration of the report on the realization of annual revenues and expenditures is done by the Department of Finance and General Services of University, 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 is done by the Department of Finance, in cooperation with the Deans and the organizational units;
- 1.3. budget hearings on requests with academic and organizational units are organized by the Rector and the Director of the Budget and Finances of the UIBM;
- 1.4. the annual report of budget expenditures is presented in a comprehensive manner with budget data, approved and spent by economic categories;
- 1.5. the data for the fulfillment of the duties and the activity are based on the provisions for the reporting of the activity and the fulfillment of the duties with this Statute.

Article 197

Budget of academic and organizational units

1. The approved budget for each academic and organizational unit presents the current state of finances for the current budget year and consists of economic categories determined by applicable laws and the provisions of this Statute.

2. Requests for capital investments or other projects are presented in a specified and reasoned way/strategy, based on the strategic development plan of the UIBM.

Article 198

Budget data

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

Article 199

Student payments

1. Student payments are made for specific services provided by University during the study period.
2. Annual student fees 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 fees apply to basic studies - Bachelor and Master studies, as well as Doctoral studies.
4. The Steering Council issues detailed regulations on the type and amount of student payment that are in accordance with the relevant Regulations issued by the Ministry.

Article 200

Administration of student tuition fees

1. Student fees are deposited to the University's account.
2. During the annual budget procedures a corresponding percentage of student payments are returned to the academic unit from where they are 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 allocated for the development of special study programs, for student mobility financing, short-term scientific purposes and is allocated by the Steering Council.

Article 201

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 designated by law.
2. The authority designated 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. After 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 Auditor General of Kosovo.

Article 202

Internal audit

1. In order to establish greater operational efficiency, and budgetary and fiscal discipline, as well as compliance with the rules regarding the fair use of funds, the UIBM, in accordance with applicable laws, constitutes the internal audit function.
2. Internal audit is an independent advisory activity that assists the university in meeting its objectives by providing a systematic, disciplined approach to assessing and improving 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 exercises his/her activities, in accordance with the laws and bylaws 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 staff.

Article 203

Quality Assurance and Evaluation

The University develops its own quality assurance system in order to maintain quality and achieve the objectives of the activity.

Article 204

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 responsible governing bodies with indicators of assurance and quality improvement measures, and personnel and organizational decisions.

Article 205
Procedure of evaluation

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

Article 206
Effects of evaluation

1. Estimates have the following effects:

- 1.1. public motivation and evaluation in case of positive results;
- 1.2. implement appropriate measures in order to improve performance in case of negative results.

Article 207
Evaluation results

The results and effects of the evaluation shall 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 208
Evaluation Estimates

1. Evaluation estimates:

- 1.1. evaluation of management measures at all organizational levels in relation to:
 - 1.1.1. establishment and adaptation of study programs;
 - 1.1.2. changing study programs;
 - 1.1.3. organizational measures such as the establishment, adaptation and amalgamation/disintegration of institutional units;
 - 1.1.4. achieving social goals.
- 1.2. evaluation of study programs and organization of studies;
- 1.3. assessing the quality of teaching;
- 1.4. evaluation of research activities;
- 1.5. evaluation of artistic work.

2. Evaluations are done to achieve the objectives, adapt the work and save the measures taken.

Article 209

Teacher evaluation

1. Evaluation of teaching, scientific research and artistic work is done as described below:

- 1.1. internal assessments through self-assessment;
- 1.2. questionnaires and self-assessment by academic staff;
- 1.3. anonymous student assessment questionnaires;
- 1.4. analysis of parameters based on the work report and fulfilment of tasks;

2. External assessments done by international colleagues:

- 2.1. presence in class;
- 2.2. expert reports.

3. The University, on regular basis, conducts external assessments in accordance with this Statute and the standards set by the Kosovo Accreditation Agency.

4. The Senate issues regulations on the schedule, procedures and measures of all types of evaluation in accordance with this Statute and after consulting the Steering Council.

Article 210

Quality evaluation by students

1. The evaluation of the quality of teaching by students is done twice a year through anonymous questionnaires coordinated by the Special Study Commission.

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 is stored and used in a database.

3. Ten percent (10%) of the best annual teaching quality evaluation results is published by each chair of the Study Commission.

4. The head of each Study commission is obliged to discuss with the teachers ranked in ten percent (10%) of the lowest annual results by the students and to jointly decide on the measures to be taken to improve the quality of teaching.

Article 211

Evaluation procedure

1. All external and internal evaluations shall be performed by standard procedure, including the following actions:

1.1. The managing authorities that are responsible for the evaluation beforehand inform the University unit under evaluation about:

1.1.1. Areas;

1.1.2. Objectives;

1.1.3. Procedures and schedules;

1.1.4. Instruments.

1.2. Preparation of the written report version, after the completion of the evaluation for:

1.2.1. Evaluation procedure;

1.2.2. Results;

1.2.3. Proposed measures.

1.3. The rated units are given a reasonable period of time to respond to the version of the report. These comments shall become an integral part of the evaluation report.

1.4. The final evaluation report shall be given to:

1.4.1. Responsible persons of the evaluated units;

1.4.2. 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 at most two (2) years.

Article 212

External evaluation

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 the academic unit, after consulting with the Dean;

- 1.3. At the initiative of the relevant Ministry, after consulting with the Steering Council and the Rector of the University.
2. The cost of evaluation initiated by the relevant Ministry shall be covered by additional Government funds.

Article 213

Collaboration in evaluation

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

Article 214

Evaluation of work performance

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

Article 215

Work report and fulfillment of duties

1. All heads and leaders of institutes or other organizational sub-units of the University shall provide the annual report of the work and fulfillment of duties for the deans of their academic units.
2. The annual work report contains:
 - 2.1. Recent data about teaching of the academic year;
 - 2.2. Data for artistic works and research data of the last calendar year.

Article 216

Annual work report of the academic unit

Each Dean of the academic unit provides the Rector with a complete annual report of the work of his/her academic unit.

Article 217

Content of the work report and fulfillment of tasks

1. The work and performance report contains sufficient information about:
 - 1.1. number of students (enrolled, total number, graduates);

- 1.2. academic teaching;
- 1.3. study programs and courses;
- 1.4. teachers, teacher responsibilities and lectures;
- 1.5. exams and seminar papers;
- 1.6. bachelor and Master diplomas;
- 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 papers presented;
- 2.4. research projects funded from public and private sources;
- 2.5. academic staff funded by private sources;
- 2.6. other relevant scientific research parameters.

3. A standard and detailed form is issued by the Senate for each academic unit on the proposal of the rector and after consultation with the dean of the council of the respective academic unit.

4. The Senate determines a special procedure for the annual collection of work reports on the proposal of the Secretary General.

5. All performance records are reported no later than March 31st of the following year.

Article 218 **Work report administration**

1. Work reports are compiled, collected and stored in a computerized and standard manner.
2. The University administration provides the appropriate tools for data collection about the work, and is responsible for storing data and analyzing them.
3. The Secretary General, as the administrative representative of the Rectorate, and as the most competent person, on these issues, has unrestricted access to all records/data and decides on the right of access to University records/data.

Article 219
Administration and data

1.The University provides efficient and useful administrative services to enable academic staff to meet the objectives and responsibilities in the field of academic training, research and artistic work, in the best possible way, as provided herein the Statute.

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

Article 220
Central Administration

1.The University administration is responsible for professional, administrative and technical issues related to:

- 1.1. Education, research and artistic activity;
- 1.2. Administration of study recognition;
- 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. Folders;
- 1.9. Circulation of goods;
- 1.10. Information system management;
- 1.11. Central database;
- 1.12. Other general aspects of University administration.

2.All the above-listed tasks are coordinated by the Secretary General.

Article 221
Administrative Offices

1.The administrative offices of the academic and organizational units are responsible for professional, administrative and technical issues, the structure of which is determined by the

scope of the unit itself in accordance with the provisions of this Statute.

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

Article 222

Secretary of the academic unit

1. The Secretary of the academic unit is the head of the Administrative Office of the academic unit. It is responsible for fulfilling certain functions of the administrative office effectively and efficiently. He/she is accountable for his/her work to the Dean and the Secretary General.

2. Candidates for the position of Secretary must meet the following qualifications:

2.1. have a university degree with at least four (4) years of study or master degree;

2.2. be from the field of justice/law;

2.3. have four (4) years of professional work experience;

2.4. have sufficient knowledge in educational and research processes;

2.5. 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 recruiting process.

Article 223

Internal organization of University services

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 job positions within the administration of the University.

3. At the suggestion of the Secretary, the Dean or the Director issues regulations on the systematization of jobs within the administrative office of the academic or organizational unit.

Article 224

Files

1. The Secretary General is responsible for maintaining accurate records of administrative offices.

2. In relation to these data, consistent/stable files should be kept on:

- 2.1. candidates applying for admission;
- 2.2. students enrolled in all study and research programs;
- 2.3. graduates;
- 2.4. contract staff;
- 2.5. ownership;
- 2.6. financial accounts;
- 2.7. research, creative and consulting projects;
- 2.8. commercial contracts;
- 2.9. academic work reports;
- 2.10. evaluations:
 - 2.10.1. individual reports;
 - 2.10.2. external and internal evaluations.
- 3. Other issues requested by the Steering Council, the Rector or the Senate.

Article 225

Collegial cooperation

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

Article 226

Storage of personnel data

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

- 1.1. number of students and student book/registrar;
- 1.2. budget figures;
- 1.3. infrastructure data;
- 1.4. 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 227

Data confidentiality

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

Article 228

University media and publications

1.The University functions as a publisher, editor of textbooks, monographs and 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 constitutes the Publishing Council, which consists of one member from each academic unit. The Rector is a member of the Publishing Council, ex officio with the right to vote.

3. The members of the Publishing Council are selected according to the respective fields of science and art. For sciences that are not included in the Publishing Council, the Rector appoints a professional editor.

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

5.The selected members of the Publishing Council are at the same time editors of scientific publications from the scientific, professional and artistic field to which they belong.

Article 229

Publication priorities

1.The annual priorities for publication shall be determined by the Senate, based on the number and type of requests made by the academic staff, through the academic units.

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

Article 230

University Bulletin

- 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 231

Students' Journal

- 1.The University students' journal is published regularly.
- 2.The Rector shall appoint the Editor-in-Chief responsible for the students' journal after consulting the editorial staff of the students' journal.
- 3.The editorial board is formed by five (5) members who are elected by the Students' Parliament.
4. Students are hired as part-time journalists in the students' journal, up to six (6) months. Details about job duties and employment procedures are described in the Regulation issued by the editorial office.

Article 232

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 preliminary Statute are valid until the development of a new procedure in accordance with this Statute.
2. Within six (6) months after the approval of this Statute, the University "Isa Boletini" in Mitrovica 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 233
Repeal

With the entry into force of this Statute, the Provisional Statute of UIBM is repealed.

Article 234
Entry into force

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



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

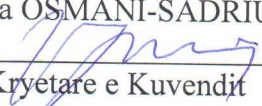
Legjislatura VII
Sesioni vjeshtor

Kuvendi i Republikës së Kosovës, në mbështetje të nenit 65 (9) të Kushtetutës së Republikës së Kosovës, të nenit 17, paragrafi 1 të Ligjit nr. 04/L-037 për Arsimin e Lartë në Republikën e Kosovës dhe të nenit 67 të Rregullores së Kuvendit, në Seancën plenare të mbajtur më 10 dhjetor 2020, pas shqyrtimit të Propozim-statutit të Universitetit “Isa Boletini” në Mitrovicë, mori këtë:

V E N D I M

Miratohet Statuti i Universitetit “Isa Boletini” në Mitrovicë.

Nr. 07-V- 094
Prishtinë, 10.12.2020

Vjosa OSMANI-SADRIU

Kryetare e Kuvendit

Vendimi i dërgohet:

- Qeverisë së Republikës së Kosovës,
- Komisionit për Arsim, Shkencë, Teknologji, Inovacion, Kulturë, Rini dhe Sport,
- Universitetit “Isa Boletini” në Mitrovicë dhe
- Arkivit të Kuvendit.



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

VII Saziv
Jesenje zasedanje

Skupština Republike Kosovo, shodno članu 65 (9) Ustava Republike Kosovo, članu 17, stav 1 Zakona br. 04/L-037 o visokom obrazovanju u Republici Kosovo i članu 67 Poslovnika Skupštine, na plenarnoj sednici održanoj 10. decembra 2020. godine, nakon razmatranja Predlog – Statuta Univerziteta „Isa Boletini“ u Mitrovici, donela je sledeću:

O D L U K U

Usvaja se Statut Univerziteta „Isa Boletini“ u Mitrovici.

Br. 07-V- 094

Priština, 10.12.2020. godine

Vjosa OSMANI-SADRIU

Predsednica Skupštine

Odluka se prosleđuje:

- Vladi Republike Kosovo,
- Komisiji za obrazovanje, nauku, tehnologiju, inovacije, kulturu, omladinu i sport,
- Univerzitetu „Isa Boletini“ u Mitrovici i
- Arhivi Skupštine.