



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKAI"

REPUBLIKA E KOSOVËS REPUBLIKA KOSOVA MINISTRIA E ARSIMIT, SHKENCËS DHE TEKNOLOGJISË		UNIVERSITETI UNIVERZITET "HAXHI ZEKAI" PEJË
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Regulation on the Organization and Operation of Business Support Centers

Pejë, May 2023

By Article 23 and Article 82, paragraphs 1 and 2 of Statute No. 04-V-622 of UHZ, the Governing Council of "Haxhi Zeka" University in Peja, during the meeting held on May 14, 2023, approved the following:

Regulation on the Organization and Operation of Business Support Centers

Purpose

Article 1

This regulation aims to establish the organization and operation guidelines for the Business Support Center (from now on referred to as BSC). BSC serves as a crucial reference point guiding a range of activities and actions undertaken by BSC to support the business community, governmental and non-governmental organizations, individual and civic initiatives, and beyond.

Scope

Article 2

1. The BSC implements specific activities to motivate the business community, teachers, and students in entrepreneurship. In cooperation with partners and industry stakeholders, BSC will provide these services. The centre will maintain strong connections to address partner businesses' needs effectively.
2. BSC serves as a bridge between the university and the labour market. The centre offers comprehensive support for entrepreneurship and innovation, fostering education and skill development to adapt to the changing times and contemporary trends. BSC is committed to serving businesses in the Peja region and beyond.

Definitions

Article 3

Abbreviations used in this regulation have the following meanings:

UHZ – Haxhi Zeka University

BSC – Business Support Center

NQF – National Qualifications Framework

Activities, duties and responsibilities of BSC

Article 4

The activities, duties and responsibilities of the Business Support Centre are:

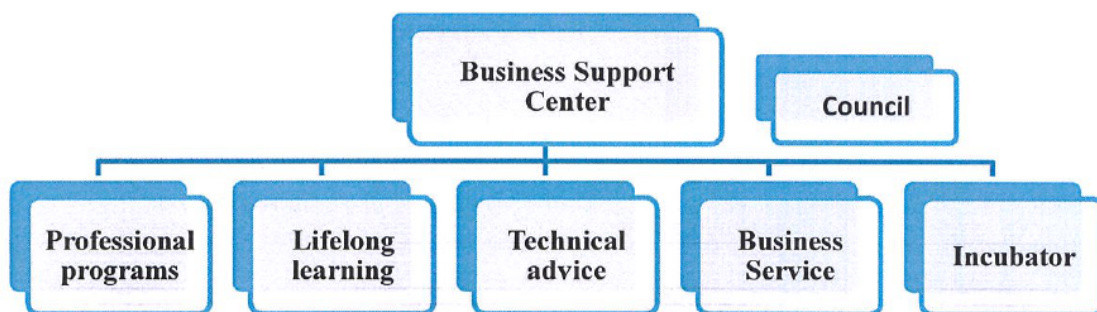
1. Prepare and implement professional programs up to the fifth level of the NQF;
2. Identifies new professional programs according to the fifth level of the NQF;
3. Expands communication with the regional business community and increases university-business engagement;

4. Encourages entrepreneurial actions among the student community, as well as supporting entrepreneurial activities in the region and beyond;
5. Offers professional assistance according to the needs of the business community from the fields of business, tourism, trade, justice, agro-economy, information technology, arts, etc.;
6. Organizes courses, seminars and workshops of the "Lifelong learning" type for all those interested;
7. Promote business opportunities for students and introduce them to the challenges of doing business;
8. Offers various infrastructural spaces for the needs of business incubators;
9. Assists "One-Stop Shop" through various techniques and practices, such as drawing up business plans for a successful business, preparing documents for application in projects, filling out forms, providing professional advice, etc.
10. Trains and certifies business personnel for soft skills;
11. Find favourable local and foreign business partners and their alignment;
12. Identifies partners for cooperation with partners abroad;
13. Collaborates and develops new services or products, test new applications, offers the use of UHZ laboratory equipment for business needs, etc.;
14. Provides technical advice for commercial cooperation (sub-contracting);
15. Offers advice on the protection of intellectual property;
16. Give advice and information on financing opportunities for innovations;
17. Offers other advice in areas of interest to businesses.

Organization and structure
Article 5

The leading bodies of BSC are:

1. Council;
2. Director of BSC.



Organizational chart of BSC

Council

Article 6

1. The Council is the advisory body of BSC;
2. The Senate approves the composition of the Council according to the proposal of the UHZ rector for a 4-year term;
3. The council consists of five (5) members (one teacher for each academic unit), three (3) members from businesses (industry), of which at least one (1) is an alumnus;
4. The Council approves the BSC work plan;
5. The council forms professional commissions from different fields according to academic units;
6. Council members demonstrate their commitment to strengthening UHZ's connection with the broader business community;
7. Membership in the Council ends in the following cases:
 - 7.1. When a member resigns;
 - 7.2. When a member has acted contrary to work principles;
 - 7.3. When a member fails to fulfil their responsibilities, such as:
 - 7.3.1. participation in at least 75% of general meetings
 - 7.3.2. participation in other organizational activities;
 - 7.3.3. representing the mission, purpose and development of their activity by the strategic plan of UHZ;
 - 7.4. For health reasons;
 - 7.5. In case of conviction for a criminal offence, AND
 - 7.6. Termination of engagement as a teacher at UHZ.

Director

Article 7

1. The Director must be a member of the BSC and be appointed by the Rector for four years from among the professors of UHZ;
2. The Director is responsible for the overall supervision of BSC, including the budget, personnel and functions;
3. The specific responsibilities and duties of the Director are determined in the appointment decision;
4. The Director of BSC reports to the Rector;
5. For the specific work of the Center, the Director consults with the BSC Council.

Early termination of the Director's mandate

Article 8

The director's mandate may end prematurely in case of:

- 1.1. resignation;
- 1.2. dismissal from office;
- 1.3. health reasons;
- 1.4. a conviction for a criminal offence;
- 1.5. retirement;

- 1.6. death.
2. The director's dismissal can be done in cases where he acts contrary to the Statute of UHZ, the Code of Ethics and other acts of UHZ.
3. The rector decides on dismissal after consulting the Center Council.

Council meetings

Article 9

1. Members of the Governing Council organize at least four meetings per year.
2. Meetings are organized more than four times a year if the Director of the BSC or at least one-third of the council members so requests.
3. The quorum is valid if at least 50% of the BSC council members attend the meeting.
4. Members are considered present if they communicate through video conference applications.

Chairmanship of the Council

Article 10

1. The Director of BSC chairs the Council.
2. The Director may appoint one of the council members to chair the meetings temporarily.
3. The Director of the Center signs the decisions taken at the Council of the BSC meeting.

Decision-making

Article 11

1. A simple majority of the members present make decisions.
2. Each member has one vote.
3. If the number of votes in favour and against a proposal is equal, then the chairperson's vote is decisive.
4. Council members withdraw from voting on any issue in which they have a conflict of interest.

Funding sources

Article 12

The centre develops its activity with financial means provided by:

1. Budgetary means of UHZ, allocated exclusively for its operation.
2. EU funds.
3. The tools that BSC implements through its services.
4. Other alternative legal donations.
5. Subsidies/external grants to support the activity of BSC.

Other legal sources

Article 13

1. UHZ determines the BSC budget annually to realize its activity.

2. All income and expenses from work and its activity are transferred through the UHZ budget according to the law in force.
3. Amount and payment rates of personnel and persons engaged in BSC projects, including expenses for using BSC resources, are regulated according to the contracts unique among the parties involved in the projects according to the legislation in force.
4. UHZ will benefit up to 30% of all generated revenues of BSC in funds financial or material.

Entry into force
Article 14

The regulations of the Center for Business Support of the University "Haxhi Zeka" entered into force on the day of approval by the Governing Council of UHZ.

Head of the Governing Council of "Haxhi Zeka" University

Prof. ass. dr. Majlinda Belegu

