



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

REGULATIONS FOR THE CENTER OF EXCELLENCE AT "HAXHI ZEKA" UNIVERSITY OF PEJA

Based on Articles 17 and 23 of Statute No. 04-V-622 of "Haxhi Zeka" Pejë University, the Governing Council at the meeting held on 02.03.2023, approved the following:

Founded

Article 1

The Center of Excellence was established based on the decision of the Governing Council of UHZ with no. prot: 412 dt: 03.03.2022.

Purpose

Article 2

The Center of Excellence (hereafter QE) aims to help the University of "Haxhi Zeka" in Peja by providing training to regular academic staff for the advancement of academic capacities and the development of teaching systems that promote more effective and better quality teaching, in order to transform UHZ into a university competing with the best universities in the Region and in the World.

Mission

Article 3

1. The mission of QE is to increase the effectiveness and improve the quality of teaching at UHZ through:

1.1. Organizing and carrying out activities that contribute and ensure the advancement of the skills and competencies of the academic staff;

1.2. Promoting the culture of academic excellence through the implementation of standards and best practices in teaching;

1.3. Providing services in the field of excellence in teaching (curriculum development, preparation of teaching materials, engagement and permanent assessment of students, application of hybrid teaching methods, learning based on electronic platforms, etc.

1.4. Supporting Faculties and academic staff regarding the implementation of innovative and proven practices in teaching, mentoring and student assessment;

1.5. Promotion and provision of services related to the implementation of ethical standards in teaching.

2. Trainers use “CourseSites” and other online course management and organization platforms to improve the quality and efficiency of their teaching.

Activities

Article 4

1. Research and identification of training needs in the field of teaching and learning;
2. Organization of trainings for contemporary teaching methods for regular academic staff;
3. Identification and prioritization of challenges, needs and opportunities for the UHZ to address through trainings and programs offered in the QE.
4. Development and realization of trainings that will meet the needs of the academic staff at UHZ and other institutions of Higher Education.
5. Identifying and developing alternative forms of financial support for QE and encouraging donors to invest in improving teaching in UHZ.
6. Development of procedures for monitoring and reporting results.

Structure

Article 5

1. The QE consists of:
 - 1.1. Council of coaches
 - 1.2. The Director of QE - of
 - 1.3. Office of Teaching and Academic Affairs

Council of Trainers

Article 6

1. The Council of Trainers is established by the Senate according to the proposal of the rector of UHZ - for a 4-year term;
2. The Council of Trainers (hereinafter the Council) is the governing body of the QE. The council initially consists of senior certified trainers in regular employment at UHZ, as well as up to 2 national or international certified trainers who are not in regular employment at UHZ.

3. Members of the Council without the right to vote and without the right to be counted in the quorum are also certified retired coaches, who continue to be active in the teaching process at UHZ.

4. Council members must demonstrate their commitment to modern, creative, improved and effective teaching and must be able to demonstrate the use and / or mastery of the online course management platform. They should provide the exemplary role to other staff members of the University of Peja by moving their courses to such a platform as soon as possible.

5. The QE is subject to membership "refreshment" every year with four (4) new members dedicated to the idea of transformation and advancement of teaching in the Higher Education system. The number of coaches that make up the Council is limited to 11, of which 7 senior coaches and 4 new coaches, unless the lack of certified coaches makes it impossible to maintain this composition.

6. Membership in the Council ends in the following cases:

6.1. When a member resigns;

6.2. When a member has acted contrary to work principles;

6.3. When a member fails to fulfill the responsibilities of membership:

6.3.1. Participation in at least 75% of general meetings

6.3.2. Participation in other organizational activities;

6.3.3. Representing the mission, purpose and development of their activity in UHZ in accordance with the strategic development of QE.

6.4. For health reasons;

6.5. In case of conviction for a criminal offense; AND

6.6. Termination of engagement in UHZ.

Young trainers

Article 7

The new trainers are regular UHZ staff members who have been certified based on successful completion of the Train the Trainer program.

Director

Article 8

1. The Director of the QE must be a member of the QE and is appointed by the Rector for a period of 4 years;

2. The specific responsibilities and duties of the director are determined in the appointment decision.

3. The director of QE reports to the rector or vice-rector on teaching and student issues.

4. For the work of the Center, the Director reports to the QE Council and the UHZ Management Council.

Qualifications for the Director of QE

Article 9

1. The candidate who is appointed to the position of QE director must fulfill the following conditions:

- 1.1. To be a regular teacher at UHZ, at least prof. ass;
- 1.2. Have more than 10 years of teaching experience;
- 1.3. To know foreign languages
- 1.4. To be internationally certified for contemporary teaching methods;
- 1.5. To have good performance in teaching.

Early termination of the Director's mandate

Article 10

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

- 1.1. Resignation;
- 1.2. Dismissal from office;
- 1.3. Health reasons;
- 1.4. Conviction for a criminal offense;
- 1.5. Retirement;
- 1.6. Death.

2. The dismissal of the director 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 decision on dismissal is taken by the Rector after consulting with the Council of the Center of Excellence.

Office of Teaching and Academic Affairs

Article 11

1. The director of the office for teaching and academic affairs is a competent and motivated person for performing the tasks and responsibilities defined by the contract.

2. The director of the office for teaching and academic affairs is a member of the QE council, ex officio without the right to vote, who is responsible for administrative work related to the effective functioning of the QE.

Meetings

Article 12

1. The members of the QE coaches' council organize at least 4 meetings a year.
2. Meetings are organized more than four times a year if the Director of the QE or at least one third of the council members requests.
3. The quorum is considered valid if at least 50% of the members of the QE coaches' council are present at the meeting.
4. Members are considered present if they communicate via Skype or other video conference platforms.

Training plan and budget plan

Article 13

1. The training plan for the following year is drawn up by the QE council - based on the needs of academic units and their specifics and is mandatory for all academic staff;
2. QE every year in December draws up the training plan for the following year, which is approved by the QE Council - by an absolute majority of votes:
3. The budget plan of QE is drawn up in January by the council, which is sent for final approval to the Governing Council of UHZ.

The Chairman of the Council

Article 14

1. The Council is chaired by the director of QE.
2. The Director may appoint one of the members of the Council to temporarily chair the meetings.
3. The decisions taken at the meeting of the QE Council are signed by the QE Director.

Decision-making

Article 15

1. Decisions are made by a simple majority of the members present.
2. Each member has one vote.
3. In case the number of votes in favor 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.

Entry into force

Article 16

2. This Regulation is approved by two-thirds of the votes of the members of the Council and is sent for approval to the Governing Council of UHZ

2. The Regulation enters into force after being signed by the Chairman of the Governing Council of UHZ.

Changes

Article 17

Changing or supplementing this regulation is done with the same procedure as that of its approval.

Chairperson of the Governing Council of UHZ

Prof. Ass. Dr. Majlinda Belegu


