



**UNIVERSITETI - UNIVERSITY - UNIVERZITET  
"HAXHI ZEKA"**

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**Governing Council**

**Ref.Nr./2017**

**Peja, 07.12.2017**

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Pursuant to Article 17, Article 23 point 1.3 of the Statute of the University "Haxhi Zeka" in Peja, Governing Council at its meeting held on 07.12.2017 took this:

**Decision**

- I. Regulation on Establishment and Principles of Functioning of Institutes at "Haxhi Zeka" University in Peja approved
- II. The decision enters into force on the day of signature

The decision is sent to:

Rector,

Secretary of UHZ,

MEST,

Archive of UHZ



**UNIVERSITETI - UNIVERSITY - UNIVERZITET  
"HAXHI ZEKA"**

Steering Council

Ref. 3176

Datë: 08.12.2017

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**REGULATORY  
on Establishment and Principles of Functioning of Institutes at 'Haxhi Zeka' University in  
Peja**

Peja, 2017

Pursuant to Article 17, Article 23, paragraph 1.3, Article 65, paragraph 3 and paragraph 5, of the Statute of "Haxhi Zeka" University in Peja, , Governing Council of "Haxhi Zeka" University in Peja në mbledhjen e mbajtur më dt. 07.12.2017, miratoi:

## **REGULATORY**

### **on Establishment and Principles of Functioning of Institutes at 'Haxhi Zeka' University in Peja**

#### **Article 1**

##### **Purpose of Establishment and Scope of Institutes**

Purpose and field of activity of institutes, established under the Statute of "Haxhi Zeka" University in Peja (hereinafter UHZ) and this Regulation, can be teaching, scientific-research, professional services and artistic. Institutes should also develop strategies for utilizing the results of academic, scientific and artistcs work of University, and to raise funds to support UHZ's mission.

#### **Article 2**

##### **Activity of the Institutes**

Academic Units, when applying Article 62, paragraph 1.2, of the Statute of UHZ , should clearly specify the activity of the Institute and its interest.

#### **Article 3**

##### **Principles and Objectives**

Each Academic Unit, when exercising their right to establish the Institute, in accordance with the conditions laid down in this regulation, should in their act set out the principles and objectives of the Institute.

#### **Article 4**

##### **Publication of data**

Academic Units must publish the internal acts of the Institute on the UHZ website cooperation agreements, organizational structure and report on the progress of scientific activities.

#### **Article 6**

##### **Requirement and conditions for establishment of the Institute**

6.1 The request for establishment of the Institute is initially addressed to the Academic Unit Council.

6.2 Upon request for establishment, The department or academic unit which proposes shall draft the regulation of work of that Institute which shall comply with this regulation.

6.3 The Academic Unit must have its own infrastructure, for the purpose of carrying out this activity within the Institute.

6.4 Governing Council of "Haxhi Zeka" University in Peja, make a decision on approval or disapproval of the request.

6.5 The approval of the Governing Council for the establishment of the Institute shall also include the adoption of the Regulation of Procedure, confirming compliance with this Regulation.

6.6 6.6 Upon the approval of the request by the SC, and the approval of the regulation of procedure of that Institute, the Academic Unit may proceed further with the election of the bodies of the Institute.

6.7 6.7 The provisions of this Regulation also apply to galleries, theaters and centers within UHZ.

## **Article 7**

### **Bodies of the Institute**

7.1 7.1 The bodies of the Institute are:

7.1.1 7.1.1 Council of the Institute;

7.1.2 Director of the Institute;

7.1.3 Secretary of Institute.

7.1.4 7.1.4 If the Institute expands its work and engagements, the Governing Council of "Haxhi Zeka" University in Peja, on the basis of the Institute's reasoned request, allow the increase in the number of staff.

## **Article 8**

### **Council of the institute**

8.1 The Institute Council shall consist of five members:

8.1.1 8.1.1 Vice-Rector for Scientific Research or any other representative selected by the Rector of UHZ;

8.1.2 8.1.2 Teaching Vice-Dean of the relevant Academic Unit (if the Academic Unit has a Vice-Dean for Science then he / she will be appointed a member);

8.1.3 8.1.3 Head of relevant department (if the Institute relies on the human resources of several departments, the Dean of the Academic Unit appoints one member);

8.1.4 A member of the academic staff selected by the relevant department (ifThe institute relies on the human capacities of several departaments, the Academic Unit Council elects one member),

8.1.5 An external member, from the academic, business or entrepreneurship community, from Kosovo or abroad, proposed by the Head of Department and approved by the Dean of the Academic Unit if the Institute relies on the human capacity of many departments , The Dean of the Academic Unit proposes to the Academic Unit Council one member for approval.

8.1.6 If the Institute is established and operates with the support of any Institution, The Council shall require that Institution to delegate one member.

8.1.4 Council members have a four-year term, with the possibility of re-election

8.2 The Council shall elect the Chair from among its members.

8.3 The Chairperson shall convene and chair Board meetings

8.4 Decisions in the Council shall be by majority vote

8.5 The Director of the Institute shall be a member of the Board of the Institute but without the right to vote

## **Article 9**

### **Director and Secretary**

9.1 The Institute shall be managed by its Director, which is responsible for all its research - scientific and publishing activity.

9.2 The Director of the Institute shall be elected by the Council of the Institute for a four-year term with the possibility of re-election.

9.3 The Director must be one of the academic staff (professors) of the respective department or the respective Academic Unit (if the Institute relies on the human capacities of several departments).

9.4 In its work, the Director shall be supported by the Secretary of the Institute, who shall be nominated by the Director and approved by the Institute Council.

9.5 The Secretary shall be one of the academic staff of the department or the respective Academic Unit.

9.6 9.6 The Director and the Secretary shall take care of informing, arranging meetings, conferences, and other necessary work, with the commitment to engage as closely as possible the staff of the department or the respective Academic Unit

## **Article 10**

### **Funding**

10.1 The activities of the Institutes may be funded from the following sources:

10.1.1 From public funds, including UHZ;

10.1.2 From projects;

10.1.3 Own activity;

10.1.4 From donations;

10.1.5 From other sources, in accordance with the law and the Statute

## **Article 11**

### **Contracting works**

11.1.1 After reaching an agreement on contracting works, Rector, based on data on the agreement reached for the contracting of works, signs the contract, which must contain:

11.1.2 All elements of the reached agreement

11.1.3 Precise determination of works and work assignments;

- 11.1.4 The precise contracted value for each position and job;
- 11.1.5 Total value of work
  - 11.1.6 The deadline for ending the work
  - 11.1.7 Payment method and payment execution deadline
- 11.1 Prior to entering into a contract under the preceding section, Director of Institute, with the consent of the Dean of the Academic Unit , appoints the contractor and other contractors, taking as a basic criterion the opinion of the contractor, professional and scientific competencies of the contractors, as well as the opinion of the contractor.
- 11.2 In its projects and activities, the Institute may also engage experts outside UHZ.

## **Article 12**

### **Allocation of funds realized and payment for work performed**

- 12.1 Payment of works performed shall be made in accordance with the relevant UHZ Regulations.
- 12.2 Allocation of funds realized on the basis of the works in the specification will be done according to the regulations of the UHZ Steering Council.
- 12.3 12.3 Direct costs incurred during the works (travel expenses, expenses for the purchase of equipment necessary for the execution of works, consumables, etc.) are allowed to be at a maximum height of 10% of the contracted value.
- 12.4 The allocation of funds generated by projects or services based on the work performed is as follows:
  - Mjetet bruto të realizuara ..... A
  - TVSH ..... B = 0.13043A
  - Remaining ..... C=A-B
  - Direct expenses (10%..... SHD =0.IC
  - D=C-SHD
  - For University ..... U = 0.2D
  - For faculty
    - b) If services are performed without a laboratory F=0.ID
    - a) If the services are performed by a laboratory F=0.2D
  - Engagement staff ..... PA=D-(U+F)
- 12.5 The dean of the relevant academic unit compiles the report on the allocation of funds and sends it to the financial service, which compiles the ruling on the payment of the work to the perpetrators and gives the order for payment of the funds designated according to the Dean's report.

## **Article 13**

### **Reporting and accountability**

- 13.1 At the beginning of each academic year, The Director of the Institute presents the annual report for the completed academic year, and the annual plan for the following academic year for the Institute Council, regarding the activities of the Institute.

13.2 The Council shall vote to approve the Annual Report and shall vote separately on the Annual Plan.

13.3 the Chairperson of the Council submits the annual report and annual plan approved to the Dean of the Academic Unit.

13.4 The Dean of the Academic Unit proceeds for approval to the Rectorate (Vice-Rector for Science), and to the Governing Council

13.5 The Governing Council reviews them for approval. As part of the review, the SC invites the Vice-Rector for Scientific Research for consultation.

#### **Article 14**

##### **Losing Scientific Research Status - Institute**

The Institute loses its status if it does not carry out the activity for which it was established, the UHZ Board of Directors may, by decision, repeal the regulations and declare the activity of the Institute closed

#### **Article 15**

##### **Entry into force**

This Regulation shall enter into force on the day of its signature by the Chairman of the Board of Directors of UHZ.

7 December 2017

Chairman  
Nur Çeku

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Explanation: This regulation is translated in English but signed and protooled in Albanian.