



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

Steering Council

Ref.No/2017

Peja 10.02.2017

Pursuant to Article 17, paragraph 3, Article 23, point 1.3 of the Statute of the University "Haxhi Zeka" in Peja, the Steering Council at its meeting held on 10.02.2017 received this;

DECISION

- I. The Regulation on Stamps and Protocol at the "Haxhi Zeka" University in Peja is approved.
- II. Approval of this Regulation is accompanied by the Financial Implementation Cost, as well as the project for the electronic archiving of documents.
- III. The Management of the University will take care of the implementation of this Decision
- IV. The decision comes into force on the day of adoption by the HZU Steering Council, while the implementation of the Regulation from point 1 of this Decision will be made 01.04.2017

Decision is send to:

Rector

Vice-Rector for Finance

Secretary of HZU

Office for Budget and Finance

MEST

HZU Archives



UNIVERSITETI - UNIVERSITY - UNIVERZITET
“HAXHI ZEKA”

Steering Council

Ref. 717

Datë: 10.02.2017

REGULATORY
FOR THE USE OF THE STAMPS AND PROTOCOL OF DOCUMENTS
AT “HAXHI ZEKA” UNIVERSITY IN PEJA

Peja, 2017

In support of Law no. 03 / L-054 on the Stamp in the Institutions of the Republic of Kosovo and the Statute of the Republic of Kosovo "Haxhi Zeka" University in Peja Nr. 04-V - 662 of 30 May 2013, Article 2, Article 5, paragraph 3, Article 13 paragraph 1.17, Article 23 paragraph 1.3, Steering Council of the "Haxhi Zeka" University in Peja on 10.02.2017 issues;

REGULATORY
FOR THE USE OF THE STAMPS AND PROTOCOL OF DOCUMENTS
AT "HAXHI ZEKA" UNIVERSITY IN PEJA

Article 1

PURPOSE

This Regulation is intended to regulate the form, content, distribution, storage, and the unification of the procedure for the use of circular stamp for certification of document authenticity and square protocol stamp protocol for entry and exit of documents and documents within the central administration and academic units of "Haxhi Zeka" University in Peja (HZU).

Article 2

ESTABLISHMENT OF THE COMMISSION ON DEVELOPMENT OF STAMPS PROCEDURES

2.1 Based on Article 11 of Law no. 03 / L-054 on the Stamp in the Institutions of the Republic of Kosovo, UHZ has established the Commission for the Development of Stamps Procedure. The Commission is obliged to prepare preliminary procedures for obtaining a stamp permit, ordering stamp to the stampmaker, overseeing the work of stamp makers, archiving the stamps, the invalidation of the stamps and other actions foreseen by the provisions of the Law on Stamps.

2.2 The Commission is obliged to develop the procedure for obtaining stamping in the Ministry of Public Administration (hereafter MAP).

2.3 The commission oversees the work of the stampman. The stampmaker is obliged after the completion of the sealing work , under the supervision of the Commission, to restore or eliminate all models , forms as well as all other tracks, which have remained during the seals process.

2.4 The Commission, for the actions provided for in paragraph 2.3 of this article, keeps meeting minutes in three identical copies , which is also signed by the stamp-maker ,of which a copy is sent to the Ministry, a copy to a stamp maker, while a copy is kept in the HZUarchive.

2.5 The commission is obliged to keep a record of any action it undertakes regarding stamps.

Article 3

CONTENT AND FORM OF THE CIRCULAR STAMP

3.1 The circular stamp should contain the following text and marks:

- UHZ emblem is placed in the middle of the circular stamp;

- in the first outer circle is written “Haxhi Zeka” University in Peja, academic and organizational unit;

3.2 UHZ for certain job needs may have more than one circular seal identical or exemplary of the Seals. Identification of such stamps will be done by marking the number or the name of the academic unit, and organizational according to article 3.3.1.3 which are placed in the first outer circle

3.3. For UHZ's specific needs and work Circular seal will possess:

- Circular stamp for SC;
- Circular stamp for Rector;
- Circular stamp for the General Secretary;
- Circular stamp (hacking) for diploma
- Circular stamp for Academic Units
- Circular stamp for Procurement Office;
- Circular stamp for the Finance Office;
- Circular stamp for Certifiers
- Circular stamp for Administration and Services
- Circular stamp of the Student Parliament
- The stamp of the library I and II

3.4 Forms of circular stamps for academic and organizational units are set out in **Appendix 1**

Article 4

PROCEDURE FOR DISTRIBUTION OF THE CIRCULAR STAMPS

4.1. The seals are distributed by the Office of the General Secretary, through the procedure and the form of delivery, according to **Appendix 2**.

4.2. The stamp is accepted by the Leader of the academic and organizational unit or any officer authorized by the head of the respective organizational unit of HZU, and delivered by the Office of the Secretary-General who is authorized to hand over the stamp .The delivery receipt form is signed by both UHZ Authorized Officers who have made the receipt and delivery of the stamp.

4.3 At the moment of completion of the process of acceptance - delivery of stamps by HZU authorized officials, The Office of the General-Secretary is obliged to issue a decision on the date of commencement of the use of stamps.

4.4. Until the moment of issuing the decision for the date of commencement of use of stamps from General Secretary Office, stamps can not be used by the respective academic and organizational units of HZU

Article 5

USEAGE AND RESPONSIBILITY FOR CIRCULAR STAMPS

5.1. All academic and organizational units of HZU, will use circular stamps, based on the consent / approval given by the Ministry of Public Administration as a competent body for allowing multiplication of the basic stamp for Public Institutions in the Republic of Kosovo.

5.2. The UHZ circular stamp will be used to certify document authenticity/ the decisions issued by the Steering Council, the Rector, the Senate, the General Secretary, and the Deans of the HZU Academic Units. The stamp will be placed on all documents (eg letters, decisions, diplomas, etc.) which have been issued or signed by the Steering Council, the Senate, the Rector, the General Secretary, the Deans of Academic Units.

5.3 The circular stamp of the UHZ Steering Council, will be used to certify the authenticity of documents / decisions issued under the HZU Statute. The stamp will be placed on all documents (eg letters, decisions, etc.) that have been issued or signed by the Chair of the Steering Council.

5.4. The HZU rector's circular stamp will be used to certify the authenticity of documents / decisions issued by the Senate The seal will be placed on all documents (eg letters, decisions, diplomas, etc.) that have been issued or signed by the Rector as chair of the Senate., or the Vice-Rectors with the prior authorization of the Rector

5.4.1 The circular seals will be kept and used by the Rector of HZU to certify the authenticity of documents / decisions issued under the Statute of HZU.

5.4. The circular seals will be kept and used by the HZ General Secretary for certification of authenticity of documents / decisions issued under the HZU Statute.

5.5. Deans of academic units are responsible for using the stamp, are obliged to keep complete and accurate evidence, as well as a copy of any sealed document.

5.6. The stamp is placed on the left side of the signing of the person authorized for signature, so it will cover approximately a quarter (1/4) of the signature.

5.7. In the absence of the responsible person for the use of the stamp, the stamp may also be used by an authorized person who replaces the responsible person for stamping the documents / decisions issued by the Rectorate, the Central Administration and the Academic Units.

5.7.1. The authorization shall be made with prior notification from the Secretary-General.

Article 6

CONTENT AND FORM OF SQUARE STAMP-PROTOCOL

6.1. Square stamp-protocol serves for protocols of documents and paperwork who enter (admitted) and who come from the Haxhi Zeka" University in Peja, in accordance with article 9 and above of this Regulation. Unlike the Circular stamp which give force to the legal act, The square-protocol stamp has an auxiliary and technical role that aims to evidence all input and output files of HZU.

6.2 The square protocol stamp contain this data according to the rankings:

- a) The emblem of the Republic of Kosovo;
- b) The name of the institution, written in capital letters

- c) Name of the organizational unit of the institution; Rectorate and Faculties
- d) Protocol number of organizational unit, the following space is left to note the number of the protocol of the letter;
- e) The space where the number of attached pages will be marked
- f) The space where the day, month and year will be marked;
- g) Place of the headquarters of the institution
- h) Dimensions of Protocol Stamps-35mm-70mm;

6.3. The square stamp -protocol will possess:

- Central Administration
- Academic Units

6.4 Forms of square-protocol stamps for Central Administration and Academic Units is defined in Annex 3

6.5 The square-protocol stamp on the receipt of the declarations is placed on the right side, at the top / face of the document / paperwork, while on the occasion of sending the documents it is placed on the left side , at the top / face of the paperwork/ document

Article 7

PROCEDURE FOR DISTRIBUTION AND HOLDING OF SQUARE-PROTOCOL STAMP

7.1. Distribution of square -protocol stamp are done conducted in the same procedure as defined in Article 4, paragraphs 1 and 2 of this Regulation.

7.2. This stamp is held by the HZU authorized officer and responsible persons for stamping the documents / paperwork (submissions) that come in and go out of HZU.

Article 8

MANAGEMENT OF SUBMISSIONS RECEIVED BY HAXHI ZEKA UNIVERSITY

8.1 Any submission received by UHZ will be followed by the identification phase and the search phase. Management and acceptance of each submission will be made by the Office for Document Management at HZU and the HZU Archive Unit, including all incoming and outgoing submissions to HZU Offices.

8.2 HZU Central Administration and Academic Units can be identified by numbers or letters, in order to eliminate any eventual error during the management and exchange of documents.

Article 9

FUNCTION AND COMPOSITION OF THE PROTOCOL OFFICE

9.1 The Protocol Office shall have the competence to carry out such work

- Acceptance, opening and mail registration;
- Placing the Acceptance Stamp;
- Signature of documents and subjects;
- Identification of documents;

- Administrative -technical processing of complaints (papers and subjects);
- Sending papers and subjects in work;
- Leading job deadlines;
- Sending the Mail;
- Preparation and submission of documents in archive

9.2 The Office of the Protocol by the Head of the Office, the Registrar and the Sender

9.2.1 The Head of the Office, organizes the work in this office, takes care of the proper implementation of the provisions of the paper management system , presents reports on the state of motion of the papers.

9.2.2 The recorder accepts, opens, looks and marks the mail,evidence and archives the documents , especially those of a confidential nature (With the authorization of the General-Secretary) accepts, opens, looks and marks the mail, evidence and archives the documents in a special book of the Authorizing Officer leads the correspondence with regard to official management, adjusts and puts in the manual archive completed subjects, gives subjects in temporary use, answers to the ongoing management of Documents and the preservation of documents.

9.2.3.Sender, makes the internal and external delivery of the mail, sealing, putting the documents in envelopes, keeping records of mail expenses.

Article 10

INTRODUCTORY DOCUMENTS

10.1 Incoming documents all treated all the submitted documents and received at HZU, respectively at Central Administration and Academic Units. Each entry document is protocol-stamped, registered in the protocol book and then scanned by the official, copied for storage in the manual archive. The electronic copy (scanned) is sent to the relevant Department via e-mail, and is registered in the database.

10.2 The original entry letter after being stamped by the officer responsible for the Protocol,scanned , distributed by e-mail electronic copy , it is sent to the office to which the letter is addressed and upon receipt of the letter by the respective official who signs in the Expeditionary Book.

Article 11

OUTGOING DOCUMENTS

11.1 Outgoing documents are all documents issued by the Rector, Senate, General Secretary and Academic Units.

11.2 Outgoing documents are accepted by the Head of Protocol, which is sent by the relevant office. Such document is protocolled and evidenced in the protocol book. After protocolled and evidenced in the protocol book, the document is scanned-registered on the base date , photocopied and the copy stored in the manual archive , as well as an electronic copy sent to the

relevant office (basic) , from which the letter was sent. In the end, the document is put in an envelope and is sent to a physical or legal person through postal services.

11.3 The deadline for sending a document should not be later than 14:30

Article 12

MANAGEMENT OF INTRODUCTORY AND OUTGOING DOCUMENTS BY CENTRAL ADMINISTRATION AND ACADEMIC UNITS

12.1 Central Administration And Academic Units accept the introductory document by the Protocol Office in electronic form and then the original .Introductory document must be ptorocolled and evidenced in the protocol book.

12.2 Officer of HZU, as it accepts the introductory document in the electronic form and the original he is obliged to sign up in the book of evidences for accepting the original document on his side Once the introductory letter has been reviewed and completed, it is first archived in the respective unit and then in the HZU Archives.

12.3 Every Official of HZU it is obliged to send the outgoing document to the responsible officer for protocol, to protocol and register it in the protocol book. After protocoled and evidenced output document in the protocol book , scanned dhe registered on a basic date by the official responsible for the protocol, the officer of the respective unit also receive the electronically filed copy.

Article 13

Archiving the documents

Article 14

Archiving and procedures of archiving of UHZ documents is regulated by the Law on State Archives no.04 / L-088.

PRESERVATION OF STAMPS

The seal must be retained in the following way:

- a) The seal must be stored in a safe place – in the strongbox when it is not in use;
- b) The stamp must not be given to unauthorized persons;
- a) The Authorized Officer is responsible for the use of the seal and is obliged to keep the stamp, from unauthorized use;
- b) Authorized Officer during the use of stamps is obliged to keep full and accurate evidence, as well as a copy of the stamped document;
- c) The stamp is used only within the institution's seat (within academic and organizational units), exceptionally even outside her headquarters, but with the notice of the CAO and the Rector.

Article 15

DAMAGE AND LOSS OF THE STAMP

15.1. In the event of loss, damage or demolition of the stamp the authorized officer must act with full responsibility in accordance with the Law on Seals, as follows:

- a) If the seal of any HZU body becomes unusable (damaged), the responsibility person, the unit leader keeps a meeting minute in which it reflects the circumstances of the impossibility of using the seal, and announces the HZU Management the commission that is established for the conduct of the procedure for stamps and the Minister of Public Administration. The Commission in cooperation with the HZU Management, evaluates the presented information and realizes the necessary procedures for equipping the unit with the new seal.
- b) If the seal of any unit is lost, the official who is authorized to use / keep the seal keeps a meeting minute in which it reflects the fact as well as announces the police bodies. Officer to the relevant unit of HZU which has been laden on the day the seal was lost, send to the committee for developing the procedure for stamps and HZU Management a copy of the meeting minute held and notification to the police.
- c) Immediately after the ascertainment loss of stamp or when the stamp is no longer usable, by decision of the commission for the development of the sealing procedure, the stamp is declared invalid.
- d) The new stamp is made according to the foreseen legal procedure for seals and contains the same data of missing or damaged stamp.
- a) For this regulation are apply punitive provisions which are foreseen by the Law No.03 / L-054 for Seals in Institutions of the Republic of Kosovo.

Article 16

INVALIDATION OF STAMPS

16.1 In cases where the name of the institution is changed or for other reasons when the seal is not for use is declared invalid by the commission and then it is sent to the Kosovo archive for storage, in accordance with the rules and procedures set forth in the Law on State Archives.

16.2 At the moment when Central Administration or HZU Management issues a decision on the date of commencement of the use of new stamps, all stamps that have been used so far in each HZU unit will be declared invalid.

16.3 Commission which is established for the conduct of the procedure for stamps regarding the archiving of stamps compiles the meeting minutes in three identical copies and for the invalidation of stamps, of which a copy is sent to the Ministry of Public Administration, Kosovo Archives while a copy is kept in the HZU Archives.

Article 17

FINAL PROVISIONS

17.1 Upon entry into force of this Regulation every previous legal act shall be repealed who has regulated this issue.

17.2 Provisions of this Regulation can not be in contravention of the legal provisions in force and other provisions of other legal acts which are in hierarchy above this Regulation.

Article 18

This Regulation enter into force on the day of its adoption by the Steering Council, while its implementation begins on April 1, 2017.

Chair of the Steering Council

Name Surname

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