



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

Senate

Ref. 823

Datë: 07.04.2018

**REGULATION ON THE ESTABLISHMENT OF THE ADVISORY COMMISSION FOR STATUTORY
MATTERS AND OVERSEEING THE IMPLEMENTATION OF REGULATIONS AND OTHER ACTS
ISSUED BY THE BODIES OF "HAXHI ZEKA" UNIVERSITY IN PEJA**

Peja, 2018

Steering Council of “Haxhi Zeka” University, according to article 17, paragraph 6 of the Statute of University, in the meeting held on 07.04.2018 approves:

REGULATION ON THE ESTABLISHMENT OF THE ADVISORY COMMISSION FOR STATUTORY MATTERS AND OVERSEEING THE IMPLEMENTATION OF REGULATIONS AND OTHER ACTS ISSUED BY THE BODIES OF “HAXHI ZEKA” UNIVERSITY IN PEJA

Article 1

The purpose

This regulation aims to establish the advisory commission for statutory matters and overseeing the implementation of regulations and other acts issued by the bodies of “Haxhi Zeka” University in Peja.

Article 2

Purview

The Commission informs the University authorities of all cases of non-implementation of the Statute and other acts in matters determined by the competent authorities as well as participates in the drafting or gives an opinion in the procedure for preparation of the acts and regulations issued by the University.

Article 3

Definitions

The terms used in this Regulation have this meaning:

KDUHZ- Steering board of “Haxhi Zeka” University

UHZ-University “Haxhi Zeka” in Peja;

Commission- Commission for statutory matters.

Article 4

Responsibilities of the Commission

4.1 Commission for statutory matters, as a permanent commission is responsible for:

4.1.1 To review the legal basis and legal acts and other normative documents, before the approval in KDUHZ, Senate and other bodies of “Haxhi Zeka” University, respectively if they are in accordance with the Statute, laws in force and subordinate acts of “Haxhi Zeka” University.

4.1.2 To analyze and evaluate the suitability of the existing subordinate acts for the functioning of all organs of “Haxhi Zeka” University;

4.1.3 Review and prepare recommendations for amending and supplementing the regulations, administrative instructions and other documents before being sent to the Council for approval

- 4.1.4 To review issues related to methodology and the unique technique of drafting sub-legal acts
- 4.1.5 To supervise the implementation of sub-legal acts
- 4.1.6 To review other matters as set out with this Regulation and issues which, by a special decision of the KD-UHZ, are transmitted to the Commission
- 4.1.7 To engage experts as needed, for certain issues in the purview of the commission with the approval of the UD-UHZ
- 4.1.8 To organize meetings with all the bodies that interweave their duties with the act that is in process and will be approved according to article 4.1.1. the meeting should be of a consultative nature for certain issues, after the drafting of sub-legal acts
- 4.1.9 the commission contacts the other commissions of KD-UHZ, which are obliged to provide all the necessary information regarding their work, with the aim of harmonizing and unifying the working procedures and their organization

ARTICLE 5

Composition and mandate of the Commission

- 5.1 KDUHZ makes a decision for selecting members of the commission. The number of members may not be less than three and their mandate is 3 years
- 5.2 The mandate of the committee member may end with secession or interruption of employment
- 5.3 The Chairperson of the Commission is elected from among the members of the Council, while members of the commission can also be Professors from the respective fields
- 5.4 Members of the Commission may not be simultaneously members of other commission which are foreseen in the Statute
- 5.5 General Secretary of "Haxhi Zeka" University is a member of ex-officio, without the right to vote

Article 6

Responsibilities of the Chairperson of the Commission

- 6.1 Chairperson of the Commission, have these competences:
 - 6.1.1 It organizes the overall work of the Commission;
 - 6.1.2 Response to KD-UHZ, for the Commission's work
 - 6.1.3 Signed decisions, acts and other documents
 - 6.1.4 Plans the work program;
 - 6.1.5 Calls the meetings and leads them
 - 6.1.6 Every six months prepares a report on the work of the commission and submits it to the KDUHZ for approval;

6.1.7 Performs other work defined by the Regulation and upon the request of the CP-UHZ / Chairperson of the CP-UHZ

6.1.8 If the Chairperson of the Commission is prevented to do the job, the other member of the commission exercises his duty until such an obstacle is avoided

Article 7

Commission meetings

7.1 Commission meetings are called by the chair of the commission, according to the annual work plan on his side. Chair person of the commission can make calls for extraordinary meetings.

7.2 In the absence of the chairman of the commission the meeting is called by one of the members of the commission appointed by him.

7.3 The Chairperson of the Commission or one of its members may request the meeting of the Committee for a more appropriate date if it is requested by the KD-UHZ

7.4 The date and agenda of the day shall be appointed by the Chairperson or by one of the members of the Commission with his / her authorization, except if previously the commission has decided differently. The members of the commission are notified with the agenda of the day not later than three working days before the meeting is held. The agenda can only be changed by a commission decision

7.5 The Commission can invite external experts to support its work. If compensation is required on their part, KD-UHZ by decision determines the amount of compensation.

7.6 The commission meets as needed no less than once a month

Article 8

The nature of the commission meetings

8.1 Meetings of commission, in principle, are open, except where the Commission discusses confidential matters, the secretarial service provider may release the meeting;

8.2 The Commission can invite representatives of other bodies within the HZU to receive information or submit recommendations in the relevant documents

Article 9

Reports of the Commission

9.1 The Chairperson, on behalf of the Commission, prepared a written report on the KD-UHZ. The commission report may also be verbally supplemented by the chairperson or the rapporteur of the Commission;

9.2 The committee report may contain recommendations together with the relevant justification. The report may also be submitted as a notice also the reasons and the contrary opinions should be included in it;

9.3 The Commission at the end of the calendar year notifies the KD-UHZ with a report on its annual work. The report will include the activity of the Commission.

Article 10

Subcommissions

10.1 Commission for specific tasks and duties, may propose to the DC-UHZ to form subcommissions and its composition, the final decision is taken by the KD-UHZ;

10.2 One of the members of the commission should be chairperson of the commission

10.3 The subcommission reports for its work to Commission

Article 11

The voting procedure in the Commission

11.1 The Commission takes all decisions by a majority of votes, in the same way decisions are taken also by the subcommission

11.2 in the record, the opposite opinion of the member is recorded;

11.3 The meeting minutes are signed by the Chairperson of the Commission;

11.4 The chairperson according to official duty, or at the request of any member of the commission or other participants, may correct eventual errors in the minutes or other decisions;

Article 12

Administrative support

12.1 Secretarial services, are the duty of one of the secretaries of "Haxhi Zeka" University which provides administrative support to the commission and undertake other duties and authorizations as needed and instructions of the KD-UHZ

12.2 The Secretariat keeps records of all data for all the acts discussed and reviewed by the Commission as well as approved by the Council

Article 13

Compensation

12.1 The commission members for their work have the right to compensation. The manner and amount of compensation shall be determined by the (KD-UHZ) by special decision.

Article 14
Entry into force

14.1 This regulation enters into force upon approval by the KD-UHZ.

Chairman
Haxhi Xhemajli

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

