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UNIVERSITETI- UNIVERSITY - UNIVERZITET
"HAXHI ZEQA"

REGULATION FOR THE ELECTION PROCEDURE, ESTABLISHMENT, AND
OPERATION OF THE STUDENT PARLIAMENT AND STUDENT COUNCILS OF
"HAXHI ZEKA" UNIVERSITY

April 2023

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Based on the competences defined by article 154, paragraph 3 and article 155, paragraphs 5, of the Statute of "Haxhi Zeka" University in Peja, the Steering Council of "Haxhi Zeka" University in Peja, on 30.04.2023, approves the following:

Chapter I

GENERAL PROVISIONS

Article 1

Purpose and Scope

This Regulation defines the procedure, criteria and other aspects related to the organization of elections for members of the student parliament and student councils of the faculties, as well as the constitution of the student parliament and student councils in the academic units of UHZ, including their functioning after the beginning of the mandate.

Article 2

Definitions

Abbreviations used in this regulation have the following meaning:

- 1.1. UHZ - University "Haxhi Zeka";
- 1.2. CEC – Central Election Committee of UHZ;
- 1.3. FEC – Faculty Election Committee;
- 1.4. FC – Faculty Council;
- 1.5. SP – Students Parliament;
- 1.6. SC – Student Councils.

Article 3

The Right to establish student organizations

1. Active students, in accordance with the current legal acts of "Haxhi Zeka" University, have the right to establish student organizations that may include all regular students and correspondence students in bachelor studies as well as master's level students.
2. Each student organization must have its own statute approved by its members, in accordance with this regulation, as well as the legislation in force in the Republic of Kosovo regulating the field of non-governmental organizations.
3. Student organizations have the right to run with a single list or form pre-election coalitions (pre-certification) with other student organizations.

Chapter II

PROCEDURES AND ELECTION RULES FOR STUDENT REPRESENTATIVE BODIES

Article 4

Representation in governing bodies

1. Student interests will be represented at the University through these bodies:
 - 1.1. University's Student Parliament;
 - 1.2. Faculty-level Student Councils.

2. Student organizations have the right to propose members for the Student Parliament and Faculty Student Councils based on election results and according to mandates certified by the Central Election Committee (CEC).
3. Students who have repeated any academic year are not eligible to run for, or be elected to student representative bodies.
4. Undergraduate students with an average grade lower than 7.5 (seven point five) are not eligible to run for, or be elected to student representative bodies.
5. Bachelor's and master's students proposed by the Student Councils for membership in the Senate must have an average grade not lower than eight (8) for the respective level, whether bachelor's or master's.
6. If the average grade of the elected student representative in student representative bodies falls below 7.5 (seven point five) during their term, they do not lose the mandate obtained in the election.
7. Students who are part of the leadership bodies of political parties are not eligible to run on the electoral lists of student organizations.
8. A student who has obtained a mandate for representation in student representative bodies has their mandate immediately terminated upon graduation. The remaining mandate will be fulfilled by the next candidate on the certified list of candidates from the same student organization. This applies to all levels of student representation, including the Student Parliament, Student Councils, Faculty Councils, and the Senate.

Article 5

The Student Parliament

1. The Student Parliament is the highest organ of student representation that makes decisions on student issues at the level of UHZ.
2. According to Article 155, paragraph 6 of the UHZ Statute, the Student Parliament elects members of the Senate.
3. The mandate of student members of the Senate is one (1) year, without the right to reelection except in cases where this mandate is exercised ex-officio by the President of the Student Parliament, in accordance with Article 155, paragraph 6 of the UHZ Statute.
4. The Student Parliament operates in accordance with current legislation, the Statute, and focuses on issues such as:
 - 4.1. Student interests at the University level and their rights as defined in Article 143 of the Statute;
 - 4.2. Studies related to the aspects of university reforms and academic developments in the interest of students;
 - 4.3. Involvement of students in the development of learning quality and assessment, in accordance with the Statute;
 - 4.4. Organization of educational, cultural, and sports activities; and
 - 4.5. Other general issues of student interests.
5. The Student Parliament has the following competencies:
 - 5.1. Election of student members to the UHZ Senate;
 - 5.2. Development of student activities within UHZ;
 - 5.3. Proposals to the UHZ Senate regarding student and academic issues related to student interests;
 - 5.4. Participation in all faculties' committees and councils;
 - 5.5. Other issues determined by the Student Parliament in accordance with current legislation and the UHZ Statute.

6. For the realization of their activities, in the interest of students and UHZ, the Student Parliament may request financial and logistical support from the UHZ Steering Council, based on reasoned requests for activities, in accordance with budgetary possibilities and Article 157 of the Statute.

Article 6

The structure of the Student Parliament and mandates

1. The Student Parliament consists of the total number of members of the Student Parliament, which is nine (9).
2. Members of the Student Parliament are proposed by student organizations based on the overall number of votes obtained in student elections and according to priority lists of candidates published by each student organization at the beginning of the election campaign.
3. The allocation of mandates for the Student Parliament depends on the overall percentage of votes obtained during the elections, according to the Statute and this regulation, provided that organizations winning mandates in the Student Parliament have passed the necessary threshold of 5%.
4. Votes of student organizations that have not reached the 5% threshold of the overall number of votes for the Student Parliament will not be distributed to other qualified organizations for representation in the Student Parliament.
5. Members of the Student Parliament elect the president, vice president, and secretary.
6. The elections of the Student Parliament are conducted by the Central Election Committee.
7. The mandate of the Central Election Committee for student elections ends immediately after the constitution of the Student Parliament, except in cases specified differently by this regulation.
8. After the conclusion of student elections, the official responsible for the implementation of this regulation for the functioning and exercise of the mandate of the Student Parliament is the secretary of the CEC, respectively, the general secretary of UHZ, while for the student councils, the responsible person is the chairman of the FEC, respectively, the secretary of the faculty.

Article 7

Student Councils

1. The Student Councils are representative bodies of students at the faculties.
2. Each Student Council proposes a list of three (3) candidates for student members of the Senate to be elected by the Student Parliament, according to the Statute and this regulation.
3. The Faculty Student Council elects one (1) student member for the Faculty Council from the ranks of students who have won mandates in the student elections for the Student Council.
4. The members of the Student Council elect the chairman, vice chairman, and secretary, as stipulated in this regulation.
5. The Student Council takes care of issues such as:
 - 5.1. Represents and advocates for the promotion and protection of student interests in the Faculty Council, taking into account the rights of students as specified in Article 143 of the UHZ Statute.
 - 5.2. Collaborates with the responsible structures of the faculty for quality in teaching and learning, considering the rights of students specified in Article 143 of the Statute.
 - 5.3. Participates with the responsible structures of the faculty in the development of the quality of teaching and assessment, according to the Statute.

- 5.4. Also takes care of other issues related to student rights, as specified in Article 143 of the Statute.
6. The Student Council makes decisions on issues such as:
- 6.1. Preparation of a shortlist for student members of the Senate, according to the provisions of the Statute and this regulation.
 - 6.2. Elections of student members in the Faculty Council.
 - 6.3. Developments in student activities within the faculty related to student rights, according to the Statute.
 - 6.4. Proposals to the Faculty Council regarding issues related to student rights specified in the UHZ Statute.
 - 6.5. Participation in all committees and the Faculty Council.
7. The Faculty Student Council cannot undertake actions and make proposals to the academic unit for issues outside their mandate that do not involve student rights, as specified in the UHZ Statute. For initiatives related to the central level, the Faculty Student Council must consult with the Student Parliament.

Article 8

The structure of the Student Councils and mandates

1. The total number of members of the Student Council is 1% of the total number of regular students registered at that faculty. The Student Council has a minimum of 5 and a maximum of 21 members.
2. Members of the Student Council are proposed by student organizations based on the total number of votes obtained during the student elections for the faculty, according to the ranking in the candidate lists published by student organizations at the beginning of the election campaign.
3. The allocation of mandates for the Faculty Student Council, for each certified student organization participating in the elections, depends on the total percentage of votes obtained during the elections, according to the Statute and this regulation.
4. Votes from student organizations that have not reached the threshold of 3% of the total number of votes for the Student Council will not be distributed to other qualified organizations for representation on the Student Council.
5. Elections for Student Councils will be conducted by the Faculty Electoral Committee in collaboration with the Central Election Committee.

Article 9

Electoral principles for student elections

1. Student organizations claiming to participate in student elections must be registered and fulfill all other criteria, in accordance with this regulation and other applicable legislation.
2. Registration of new student organizations will be done at the Ministry of Public Administration according to the current Law on Freedom of Association in Non-Governmental Organizations.
3. All student organizations registered as "association" or "association" in the relevant Ministry of Public Administration, according to the current law, are considered registered, while the establishment of new organizations must be registered no later than twenty (20) days before the declared election date, according to this regulation.
4. Student organizations have the right to register for:
 - 4.1. General representation of university students;
 - 4.2. Representation of students in academic units.

5. For initial certification to participate in student elections, student organizations must secure two hundred (200) supporting signatures from students throughout UHZ through supporting statements.
6. The supporting statement for the organization's certification must include: name and surname, ID card number or personal number, faculty, and the original signature of the student.
7. The same student cannot fill out the supporting statement for two different student organizations claiming certification for participation in student elections for the first time.
8. In case irregularities or falsifications are identified during the completion of entries in the supporting lists, the Central Election Committee removes the name of the candidate found in other lists and takes legal action against him/her in accordance with current legislation.
9. Supporting lists, in addition to physical copies, must be submitted to the CEC-UHZ also in electronic form (Excel), at the official email of the CEC-UHZ.
10. The qualifying date for student organizations to gain the right to participate in student elections will be determined fifteen (15) days before the voting day in student elections. The registration and licensing process must be completed no later than that date.

Article 10

Representation principles and election threshold

1. Members of the Parliament of Student Councils will be elected in accordance with the procedures of the Statute and this regulation, while for cases not regulated by the Statute and this regulation, the provisions for general elections at the level of the Republic of Kosovo apply accordingly.
2. Representation of students in the Student Parliament and Student Councils is based on the number of votes obtained for the Student Parliament and Student Councils.
3. During student elections for the parliament and Student Councils, a proportional representation system will be applied. This ensures that each student organization that has won the overall number of votes above the respective threshold will gain the number of seats in proportion to the percentage of votes they have received in student elections at both levels.
4. The threshold for the nomination of members of student organizations is:
 - 4.1. Five percent (5%) of the overall number of votes for the Student Parliament.
 - 4.2. Three percent (3%) of the overall number of votes at the faculty level for the respective faculty student councils.

Article 11

Duration and termination of the mandate

1. The mandate of the members of the Student Parliament and the Faculty Student Council lasts for two (2) years, without the right to reelection for an additional term at the same representation level.
2. The mandate of the elected representative in the Student Parliament or Faculty Council ends prematurely in cases such as:
 - 2.1. Resignation;
 - 2.2. Graduation of the elected student, at the level of the studies for which they obtained the mandate;
 - 2.3. Loss of student status by the elected student who obtained the mandate;
 - 2.4. In the case of disciplinary measures for serious violations, with a decision by the competent bodies for the imposition of disciplinary measures at the Faculty and University level.;
 - 2.5. In case of indictment or conviction for a criminal offense.
3. The procedure for the premature termination of the mandate of the student representative in the Student Parliament and Student Councils is implemented by the secretary of the CEC (general

secretary) for the Student Parliament and the chairman of the Faculty Election Council (faculty secretary) for the faculty student councils.

Article 12

Announcing and holding student elections

1. Student elections are announced by the Executive Council of UHZ.
2. Student elections are held in a physical manner.
3. Student elections are held no later than twenty-five (25) days from the decision of the Executive Council to announce student elections.
4. The exact date of student elections is determined by the Executive Council of UHZ.
5. Student organizations that are verified to participate in university or faculty student elections must conduct their campaigns based on the candidate list order, always respecting the Statute and this regulation.
6. The election campaign period for student organizations will begin on the first day after the certification of student organizations for participation in elections.
7. The election campaign concludes 24 hours before the voting day, counting the time from 00:00 on the first day after the certification of student organizations for participation in elections. The elections will be conducted by the Central Election Committee, while monitoring will be carried out by institutions, organizations, and other parties interested in election monitoring. From the moment the election campaign concludes, the electoral silence is considered to begin.
8. Violations of election rules and procedures, as well as the breach of electoral silence, will be sanctioned by the Central Election Committee and the Executive Council as the second level in this process.
9. In case of violations by student organizations, the CEC may impose sanctions, such as:
 - 9.1. Removal from the electoral lists of candidates who commit violations;
 - 9.2. Disqualification from the election race for the student organization, if the violations result from the conduct of the student organization or the candidate, if the violations result from the conduct of the candidate.

Article 13

Central Election Committee

1. The Central Election Committee is established by the Executive Council on the day of the decision to announce student elections. In the same meeting, the Executive Council appoints the chairman and members of the CEC. The chairman of the CEC is preferably a professor from the field of justice.
2. The Vice-Chairman of the Central Election Committee is elected as another member of the CEC from the ranks of professors.
3. The General Secretary of the University is automatically appointed as the secretary of the CEC.
4. The Central Election Committee consists of members as follows:
 - 4.1. Two regular working relationship professors;
 - 4.2. General Secretary of the University;
 - 4.3. One representative from all student organizations certified for elections;
 - 4.4. A representative from the Central Election Committee of the Republic of Kosovo, in the capacity of an observer, without the right to vote.
5. CEC/UHZ must submit a written request for the names of nominees from student organizations eligible to be represented in CEC/UHZ. Nominations must be submitted in writing to the chairman of CEC/UHZ at least one day before the constituent meeting.

6. Other members of CEC/UHZ who are not members of student organizations are proposed by the Executive Council, in consultation with the management of UHZ.
7. CEC is responsible for preparing, leading, and conducting student elections.
8. The Chairman of the Central Election Committee convenes the constituent meeting and leads the CEC.
9. The results of student elections are announced by the CEC.
10. CEC must approve voting instructions proposed by the chairman of the committee within two weeks of its constitution.

Article 14

Faculty Election Committee

1. For each faculty at UHZ, the election committee must be established by the Faculty Council within three (3) days after the announcement of the elections by the Executive Council.
2. The Faculty Election Committee consists of members as follows:
 - 2.1. One faculty professor;
 - 2.2. One faculty assistant;
 - 2.3. The faculty secretary.
 - 2.4. One representative from all student organizations certified for elections.
3. Nominations for members of the Faculty Election Committee are made by the members of the Faculty Council. The Faculty Council makes the decision to appoint members of the Faculty Election Committee.
4. The decision to appoint members of the Faculty Election Committee by the Faculty Council must be submitted to the CEC before the constituent meeting of the Faculty Election Committee.
5. The faculty secretary is the chairman of the Faculty Election Committee. The vice-chairman is elected by a majority vote from the ranks of professor members.
6. The Central Election Committee supports and guides the Faculty Election Committee in the preparation, leadership, and conduct of student elections at the respective faculty.

Article 15

Restrictions on the electoral process

1. No student can represent the interests of students in more than one representative body, at the University or Faculty level, within the respective mandate, including committees where students are represented.
2. No student has the right for their name to be on more than one list of candidates, at the University or respective Faculty level.
3. A student elected and who has won a mandate in a student representative body is obliged to carry out their duties independently.
4. All members of the Central Election Committee and Faculty Election Committees must sign a written declaration (an ethical statement under oath) prepared by the chairman of the CEC. This declaration, in its content, specifies that the members of the CEC and Faculty Election Committees will work during their mandate with precision, independently, impartially, and with a high sense of ethical responsibility.
5. The Executive Council has the right to suspend student members of the Central Election Committee and Faculty Election Committee, upon the recommendation of the chairman of the CEC or FEC, in case of any violation substantiated with evidence of the provisions of this regulation by the respective members. In this case, the position will not be filled again during the suspension period.
6. A student who has won a mandate in student representative bodies and in the meantime has lost student status at the respective faculty or has graduated from that faculty does not have the right to run for representation in the same body if they have enrolled in another faculty within UHZ.

Article 16
CEC Chairman

1. The Chairman of the CEC is responsible for:
 - 1.1. Convening CEC meetings;
 - 1.2. Leading the meetings;
 - 1.3. Providing guidance on the decision-making process;
 - 1.4. Implementing CEC decisions;
 - 1.5. Coordinating the faculties' committees.
2. The Chairman of the CEC is assigned a professional collaborator who will assist in the execution of technical tasks and the preparation of minutes and other matters.
3. The Executive Council is obligated to provide sufficient administrative support to the Chairman of the CEC to fulfill the obligations specified in this Regulation.
4. The respective Faculty Council is obligated to provide sufficient administrative support to the Chairman of the Faculty Election Committee (FEC) to fulfill the obligations specified in this Regulation.
5. In case the Chairman of the CEC is absent from meetings, the responsibilities outlined in paragraph (1) of this Article are exercised by the Vice-Chairman.

Article 17

Observers and the electoral committee

1. Each student organization that is certified for participation in student elections according to this regulation, has the right to nominate an observer to the CEC or the KZF.
2. Nomination of observers must be made no later than three (3) days after the certification of student organizations for participation in the elections.
3. The list of nominated observers must be archived and submitted to the CEC.

Article 18

Replacement of CEC members

In case of resignation of the CEC member, the Steering Council must replace the resigned members within 24 hours, according to the procedure defined by this regulation.

Article 19

Quorum and decision-making in the CEC and FEC

1. In the CEC and FEC, a quorum is considered to exist if the majority of members participate in the meeting, according to this regulation.
2. In case there is no quorum to hold the meeting, the chairman can call another meeting within 24 hours.
3. Decisions of the CEC and FEC are taken by majority vote, and in other cases as provided by this regulation.
4. In case of equal voting, the vote of the chairman of the CEC or FEC is decisive.

Article 20

Call of the CEC / FEC meeting

1. The Chairman of the CEC/FEC is obliged to convene the meeting of the CEC/FEC within the specified deadline according to this regulation, at the latest twenty-four (24) hours after being notified of the respective case.
2. The invitation must be delivered to the members through official email or other suitable means of electronic communication, at least one (1) day before the meeting. The invitation must include the agenda, venue, and time of the meeting.
3. CEC/FEC may hold meetings with physical presence or online.

Article 21

Proceedings of the CEC/ FEC meeting

1. The proceedings must be prepared for every meeting of the CEC/FEC.
2. The proceedings should include a brief description of the meeting and the decisions that have been made. The proceedings must be signed by the Chairman of the CEC or FEC, respectively.
3. All proceedings of meetings from the CEC/FEC must be preserved by the Chairman of the CEC and FEC.
4. A copy of the proceedings for each meeting must be provided to the General Secretary of UHZ and kept in the UHZ archive for a period of three years.

Article 22

CEC responsibilities and the certification of lists

1. The Central Election Committee (CEC) has the following responsibilities:
 - 1.1. Determining and implementing the election schedule;
 - 1.2. Preparing lists for the student elections with the right to vote;
 - 1.3. Issuing decisions on objections against the list of candidates;
 - 1.4. Certifying organizations for participation in the elections;
 - 1.5. Determining the overall number of mandates;
 - 1.6. Evaluating the list of candidates;
 - 1.7. Leading the election procedures;
 - 1.8. Identifying the final lists of voters, according to the proposal of FEC;
 - 1.9. Determining the election results;
 - 1.10. Imposing sanctions on student organizations;
 - 1.11. Granting mandates to accepted organizations and elected candidates;
 - 1.12. Informing the candidates;
 - 1.13. Announcing the election results;
 - 1.14. Certifying the mandates;
 - 1.15. Substituting mandates;
 - 1.16. Constituting the student parliament;
 - 1.17. Coordinating the electoral committees of faculties for the constitution of student councils.
2. The lists of accepted student organizations are publicly announced, at the latest 14 days before the election day, and the same lists, finalized, are sent to the CEC at least 15 days before the election day. The CEC makes the decision to certify these lists.
3. The lists of candidates proposed by student organizations and verified by the CEC are publicly announced at least seven (7) days before the election day.

4. The election results are publicly announced within five (5) days after the election day. The achieved mandates are distributed no later than seven (7) days after the election day.
5. The CEC announces the election schedule, at the latest, one day after its constitution. The deadlines set in the election schedule are mandatory for all student organizations and must be respected. Any action taken outside the election schedule is considered invalid.

Article 23

List of students with the right to vote

1. The Central Administration of UHZ and the student service of the faculty are obligated to provide the finalized list to the CEC, with all the data of students eligible to vote, at the latest within seven (7) days after the announcement of student elections by the Steering Council.
2. The list of students with voting rights, prepared by the Central Administration, should only include active students who have registered for the corresponding academic year in which the student elections are held.
3. Students with voting rights must meet the following criteria:
 - 3.1. Have the status of a regular/correspondence student according to Article 142, paragraph 1 of the UHZ Statute and be an active student, as defined in paragraph 2 of this Article.
 - 3.2. Students with a stamped index or ID, documents that prove the student has registered for the academic year in which the elections are held.
4. The list of students with voting rights must be made public and accessible to the CEC and students within seven (7) days after the announcement of the elections by the Steering Council.
5. The final lists of students with voting rights will be published no later than 10 days before the election date.
6. Within the period from the publication of the lists, as per paragraph 4 of this Article, each student has the right to file a complaint against the content of the list through a written complaint that can be submitted to the CEC.
7. Complaints against the list of students with voting rights can be submitted within a maximum of three (3) days after the announcement of the lists, as per paragraph 1 of this Article. Regarding complaints, the CEC decides within 24 hours of receiving the complaint. The decision of the CEC regarding the complaint is final in the administrative procedure.

Article 24

List of candidates

1. Student organizations with the right to participate in elections for the student parliament or student councils according to this regulation must submit the candidate lists to the CEC via email, at the latest one (1) day before the election date, using the Candidate List form as specified by the CEC. Upon submitting the lists to the CEC, the lists cannot be altered and supplemented with new candidates.
2. Each candidate list must contain:
 - 2.1. The name of the certified student organization in the elections;
 - 2.2. The governing body to be elected (SP or SC);
 - 2.3. The list of candidates in sort;
 - 2.4. The declaration of consent from the candidates;
 - 2.5. The authorized person of the student organization, who must have student status.
3. In case the candidates on the lists for the Student Parliament and Student Councils are the same in two or more student organizations, the CEC must request candidates to declare which organization they will represent in the elections, at least 14 days before the election day. If candidates do not

- declare within this period regarding the representation of the respective organization, the CEC decides to remove them from the candidacy list of all organizations they represent.
4. Student organizations that have been represented before in the representation of UHZ students have the right to keep their names with which they have competed in the past.
 5. The submitted candidate lists cannot be changed after their submission to the CEC.
 6. The use of names of existing political parties of the Republic of Kosovo as the names of student organizations is not allowed.

Article 25

Contents of the list of candidates

1. The list of candidates from student organizations must consist of a minimum of twice the number of seats allowed for the election of a representative body, parliament, or student council, according to this regulation. If the list of student organizations is not compiled according to the content specified in this paragraph, the respective student organization assumes responsibility for the subsequent effects in the electoral process.
2. Students who are not listed among the candidates published by the CEC cannot win a mandate in the Student Council or Student Parliament.
3. Candidates running for representation in student representative bodies must meet the conditions and criteria for the average grade according to this regulation.
4. To make their candidacy legal, candidates must provide the following information:
 - 4.1. Name and surname;
 - 4.2. Place of birth;
 - 4.3. Date, month, and year of birth;
 - 4.4. Address;
 - 4.5. Faculty;
 - 4.6. Student index number or ID card number;
 - 4.7. Proof of regular student registration generated by SEMS;
 - 4.8. Declaration of consent.
5. Candidates who do not meet the criteria specified in this regulation, which determine the exercise of the voting right, including the average grade criterion, are automatically removed from the list of candidates by the CEC.
6. The verification of the submitted documents, according to this article, is carried out by the academic units, respectively, by the Student Councils.

Article 26

Gender representation in candidate lists

1. In the list of candidates for parliament and student councils, every third candidate must be female.
2. For other details of the gender representation of the list of candidates, the CEC refers to the Law in force on Gender Equality and other relevant legislation, applicable in the Republic of Kosovo.

Article 27

Regularity of the list of candidates

1. The validity of the list of candidates must be checked by the CEC, after the submission of the final list by the Student Organizations, according to the deadlines of this regulation.
2. In case of irregularities identified by the CEC in the list of candidates, the list is returned to the representative of the student organization for improvement, according to the remarks given by the CEC.
3. The revised list of candidates, after their withdrawal, must be submitted to the CEC by the student organization no later than 14 days before the elections.
4. If the election list or list of candidates, which has been returned for improvement, is not submitted within the specified time period, the list of candidates of the relevant student organization is considered withdrawn.

Article 28

Candidacy withdrawal

1. Each student organization has the right to withdraw its candidacy through a written statement, which must be signed by the authorized representative of the student organization, no later than seven (7) days before the voting day.
2. The candidacy of the student organization will be considered withdrawn, if the required number of candidates according to this regulation has not been replaced, for the reason that the candidates have withdrawn their candidacy in writing and through a signed statement, no later than seven (7) days before the elections.

Article 29

Deadline for submitting the list of candidates

1. The electoral list or list of candidates which is not submitted within the period specified by this regulation, is not accepted by the CEC.
2. The list of candidates must be submitted personally by the authorized person of the organization in physical and electronic copies.
3. The CEC should arrange an information campaign in the period before the elections through flyers or in electronic form for the students with the right to vote, informing them about the election procedures. The Governing Council is obliged to provide the necessary resources for the smooth running of the electoral process.

Article 30

Holding elections

1. Elections are held on the day decided by the Steering Council according to this regulation.
2. Polling stations in all faculties open at 7:00 a.m. and close at 7:00 p.m., with the exception of this, if there is a queue of voters at the time the polls close, then the closing time of the polling station is postponed until the student votes the last.
3. The number of polling stations in the faculties is determined by the CEC.

Article 31

Access to the polling station

1. The FEC is obligated to ensure appropriate venues for conducting elections in each building of the respective faculty. The necessary equipment, such as ballot boxes, voting booths, and other materials necessary for voting, must be provided by the CEC.

2. During the election process, the following individuals, in addition to the members of the CEC and FEC, may have access to the polling stations:
 - 2.1. Official election observers appointed for the elections;
 - 2.2. Voters;
 - 2.3. Other designated official staff responsible for the regular functioning of the elections, who must be certified by the CEC no later than five (5) days before the voting day.
3. After voting, the voter must leave the polling station promptly.
4. If necessary for the smooth functioning of the election procedure, the chairperson of the CEC or FEC has the right to restrict voter access to the polling station one by one, in an orderly manner.
5. The presence of unauthorized individuals, except those specified in paragraph 2 of this Article, is not allowed at the entrance of the polling stations.
6. Each certified student organization participating in the elections may have one (1) observer at the polling stations.

Article 32

Protection of the secrecy of the vote at the polling station

1. Each polling station must have at least one voting booth.
2. The voting booth must be placed in that position so that the voter is not observed by other persons who are present at the polling station during the voting procedure.
3. During the voting process, it is prohibited to use the phone and take pictures of the vote. No other action that violates the secrecy of the vote is allowed. In case of any misuse of voting rights, the relevant provisions of the Criminal Code of the Republic of Kosovo apply.

Article 33

Ballots and electoral material

1. Ballots and election material are prepared by the CEC and distributed to the relevant faculties, through the FEC.
2. Ballots for student councils and Student Parliament must be distinguished by colour.
3. Ballots must be folded at least once, before being thrown into the ballot box.

Article 34

Observance of election procedures

1. The CEC, respectively the FEC, is responsible for the observance of election procedures in accordance with this regulation.
2. Any irregularity related to the election procedures is reported according to this regulation.

Article 35

Method of voting

1. Voting must be done in person.
2. People with special needs who cannot vote without the help of the accompanying person, have the right to choose a person who will help them during voting.
3. In case of any problem during the voting, the CEC will take the measures, in accordance with the legislation applicable in the Republic of Kosovo and this regulation.

Article 36

Verification of voters

1. Each voter is obliged to prove his/her identity before the CEC, by presenting the student ID-card or index, according to the list of voters accepted by the CEC.
2. Eligibility assessment must be done on the basis of the electoral list for persons who have the right to vote.

Article 37

The right to vote and voting errors

1. Each student with the right to vote has the right to vote for:
 - 1.1. the student parliament of the university;
 - 1.1 The student council in the faculty where he/she is included in the list of students with the right to vote.
2. In the event that a voter makes a mistake while filling out the ballot, FEC is obliged to provide another ballot upon the voter's request. The preliminary ballot must be cancelled by FEC in the presence of the voter and in a transparent manner.
3. The submission of the additional ballot must be recorded in the voting protocols, compiling an official record.

Article 38

Registration of voters at the voting register

1. The student who has voted must be registered in the voting register by a member of the FEC.
2. The name must be registered with the original ordinal number of the list of eligible voters.
3. The other member of the FEC must record the voter's name in the list of eligible voters, according to the contents of the register.

Article 39

Method of voter registration

The ballot must be registered with a stamp on the inside back of the index by a KZF member, while for students with ID-cards, the registration is done through a special marker on the back of the card.

Article 40

Verification of voter's identity

1. In case of doubt about the identity of the voting student, the KZF has the right to request additional documents.
2. If the identity cannot be clarified, the student is not allowed to vote.
3. Once the ballot is submitted, no other doubts regarding the identity of the voter are taken into account.

Article 41
Ballot content and format

1. The content of the ballots is determined by the CEC, according to this regulation.
2. The ranking of student organizations on the ballot is determined by drawing lots, which is carried out by the CEC.
3. The preparation of ballots must be carried out by the CEC according to the dynamics defined by this regulation.

Article 42
Validity of the ballot

The ballot is considered valid if there is indisputable evidence for the student organization that the voter has chosen. This is the case when the voter marks to the left of the name of the eligible organization with an ix (x) or a tick (v), so that the voter's intention to choose the relevant organization is clearly indicated.

Article 43
Invalidity of ballot

1. The ballot is considered invalid, if:
 - 1.1. a part is torn in such a way that it will not be possible to clarify which student organization was voted for;
 - 1.2. no student organization is listed;
 - 1.3. two or more student organizations are listed;
 - 1.4. the marks on the ballots are made in such a way that it cannot be determined which student organization was voted for.
2. Words, comments or other signs written on the ballot render the ballot invalid.

Article 44
Counting of votes and submitting results

1. After the voting schedule is over, the chairman of the FEC declares the end of the voting. The polling station must be closed by FEC members, in the presence of certified observers and monitors.
2. FEC emptied the ballot boxes and:
 - 2.1. Counts the ballots for each elected body;
 - 2.2. Determines the total number of voters registered in the voting lists;
 - 2.3. Accounts for the eventual discrepancy of the numbers according to subsection 2.1 and 2.2 of this paragraph.
3. The FEC unfolds the ballots, arranges them according to the elected body, checks the validity, identifies the invalid ballots according to the sequence number and states:
 - 3.1. The number of votes cast in the ballot box;
 - 3.2. The number of invalid votes;
 - 3.3. The number of valid votes for each organization.
4. The results according to paragraph 3 of this Article, immediately after the counting of the votes, are submitted to the chairman of the CEC, in hardcopy and electronic copies.

Article 45

FEC report on election results

1. Within 24 hours after the closing of the polling stations, the FEC must submit a written report to the CEC regarding the election results.
2. The report must contain the following information:
 - 2.1. The name of the polling station and the date of the vote;
 - 2.2. The names of the FEC members;
 - 2.3. The names of the observers and monitors;
 - 2.4. The exact number of ballots submitted for each contested organ;
 - 2.5. The start and end times of the voting;
 - 2.6. Decisions of the FEC, including any possible disqualification of a voter from voting;
 - 2.7. Other decisions of the FEC during the election period (e.g., disruptions during the election period, voting assistance for students with special needs, etc.).
3. Attached to the FEC report on the elections:
 - 3.1. List of eligible voters;
 - 3.2. Voting register;
 - 3.3. Invalid, spoiled, blank, and marked ballots for each contested organ;
 - 3.4. Valid, separated, blank, and marked ballots for each contested organ;
 - 3.5. Unused ballots.
4. The report must be signed by all present members of the FEC, observers, and monitors. In case of refusal to sign, the reasons must be documented in the report.

Article 46

Obstructing the voting process

1. In case of special circumstances or incidents at the polling station, the FEC may interrupt the voting process and continue the voting on another day.
2. In cases where unauthorized individuals, without exception, interfere in various ways in the election process, the respective FEC or CEC will take the necessary legal actions to report the case to the decision-making bodies of the University, including initiating criminal proceedings with the competent state authorities.
3. Any election postponement must be publicly announced without delay by the chairperson of the FEC.
4. If the voting process has started and obstacles arise during its course, all ballots and voting boxes must be closed by the chairperson of the FEC until the electoral procedure continues.
5. During the voting process, unauthorized individuals, according to this regulation, are not allowed to approach the rooms where the voting is taking place; otherwise, the FEC takes measures specified in this regulation.
6. In accordance with the implementation of this article, the chairperson of the FEC informs the police and the CEC of the University.

Article 47

Distribution of the acquired mandates

The distribution of the mandates is done by the CEC in accordance with this regulation.

Article 48

Announcement of election results

1. The preliminary result of the elections is published by the CEC, no later than 24 hours after the end of the elections.

2. The final result of the elections is published by the CEC, no later than five (5) days after the end of the elections.
3. The announcement must contain:
 - 3.1. Election results in numbers sorted by student organization;
 - 3.2. List of candidates for each body;
 - 3.3. The total number of mandates for each student organization voted within the parliament and student councils.

Article 49

Confirmation of mandates

1. All students who have won mandates must be informed by the CEC, through the authorized person of the student organization, within two (2) days after the announcement of the final results.
2. The mandate is considered accepted if the mandate holder does not contest their election within two (2) days after the final election results are declared.
3. In case of objection or resignation by the mandate holder, the mandate must be assigned to the next candidate according to the order of the candidates' list.

Article 50

Complaint against the electoral process

1. Objections to the violation of student election procedures and results must be submitted to the CEC within 24 hours after the preliminary election results have been announced.
2. Possible objections of students and student organizations to the election results are examined and decided by the CEC within 24 hours after their acceptance.
3. Complaints against the decisions of the CEC, related to the objections according to paragraph 1 and 2 of this Article, are examined and decided by the Steering Council of the UHZ, as a second instance.
4. Any change in the election result due to the acceptance of complaints must be publicly announced by the CEC. The decision of the Steering Council is final.

Article 51

Repetition of the election process

1. If the Steering Council finds that the violations of the election procedures were of those proportions which essentially influenced the election result, the election process will be repeated according to the same procedure only in the relevant faculty. This re-election process must be held within seven (7) days after the final decision is made by the Steering Council.
2. Paragraph 1 of this Article applies only if it is based on strong and indisputable evidence, which may have influenced the outcome of the elections.

Chapter III

The Constitution of Parliament, Student Councils, and their Work

Article 52

Principles of constitution of Parliament and Student Councils

1. The Student Parliament and student councils must be constituted within a period of 15 days from the day of the certification of the election results. The Student Parliament and student councils are considered constituted with the election of the parliament president, respectively, the student council president.
2. The right to elect the president of the parliament or the student council is held by each student organization that has won seats in the Parliament or the Student Council and has the necessary majority to elect the president of the parliament and the student council.
3. The constitutive meeting of the Student Parliament is led by the Central Election Committee (CEC), while the constitutive meeting of the student council is led by the Faculty Election Committee (FEC). The constitutive meeting for the election of the Student Parliament president is convened by the CEC within 15 days after the certification of student elections. The constitutive meeting of the Parliament is convened by the CEC only after student organizations deposit the signed coalition agreement, demonstrating that they have created the necessary majority to elect the president of the Student Parliament. The signed agreement by student organizations is deposited with the CEC and the Steering Council of the University within 13 days from the date of the final certification of the results.
4. The constitutive meeting for the election of the student council president is convened by the FEC within 15 days after the certification of student elections. The constitutive meeting of the student council is convened by the FEC only after student organizations deposit the signed coalition agreement, demonstrating that they have created the necessary majority to elect the student council president. The signed agreement by student organizations is deposited with the CEC and the Executive Council of the University within 13 days from the date of the final certification of the results.
5. The agreement signed by student organizations and members who have won mandates, for the parliament and student councils, according to paragraphs 4 and 5 of this Article, is binding for all student organizations that have signed it, and it cannot be changed unless there is a new agreement between student organizations, respectively a new majority created through a new agreement, for the parliament or student councils. The constitution of the Student Parliament and student councils must be based on the signed agreement, and in no case can the agreement be changed before the first constituent session of the Student Parliament or student councils.
6. In the agreement for the student parliament and student councils, deposited with the CEC and the Steering Council, the details of student representation, the leadership of the student parliament and student councils, as well as the representation of students in the Senate and other bodies, must be specified.
7. If student organizations fail to create the majority and deposit the agreement with the CEC and the Steering Council, according to paragraphs 4 and 5 of this Article, within 13 days, the Steering Council will assess the situation and take concrete measures against organizations, including the declaration of extraordinary elections for the Student Parliament and student councils.
8. The right to propose the president, vice president, and secretary of the Student Parliament or the student council at the constituent meeting is held by organizations that have deposited the agreement, according to paragraphs 4 and 5, as specified in the agreement. The agreement cannot provide for positions that are not defined in this regulation.
9. The invitation to the constituent meeting of the parliament and the student council must be made for each representative who has won a mandate individually by the chairman of the CEC and FEC.
10. The refusal (non-acceptance) of mandates must be carried out as stipulated in Article 49, paragraph 3 of this regulation. The substitute candidate must be selected from the official list of candidates from the respective organization, and the substitution with the next candidate on the list must be officially presented to the CEC, only by the representative authorized by the respective student organization, within 2 working days.

11. The substitution procedure for a mandate must not have any effect on delaying the constitution, but it must adhere to the procedures and schedules for the further constitution and functioning of the representative student bodies.
12. No representative who has won the mandate, according to the certified results by the CEC, is allowed to be absent from the constituent meeting of the Parliament or the Student Council. Absence from the constituent meeting implies resignation from the mandate, except in cases of illness or death of the member or a family member, which must be evidenced with appropriate documents. The CEC/FEC will replace the mandate holder who unreasonably has been absent from the constituent meeting with the following student on the list of candidates from the respective student organizations.
13. In case of consecutive refusal of mandates by the succeeding students on the list of candidates from the student organization and the absence of other candidates on the list, the CEC determines that the respective organization loses the right to representation in the respective body.
14. If, during the constitution procedure and afterward, a member of the SP/SC loses the mandate, and there is no other student on the list of the student organization to accept the mandate, the position of the mandate holder remains vacant, and the total number of members of the SP/SC in the quorum is calculated by subtracting the lost mandate.
15. During the exercise of the mandate, if the SP and SC members consider it necessary, they may change the governance agreement, entering into a new agreement through the same procedures as in the above paragraphs of this Article. The new agreement is submitted as a notice to the Steering Council, the respective official in the CEC, and the Faculty Council's official. It can then be voted on by the members of the PS and KS, and the ongoing governance of the SP and SC can continue through the new agreement.
16. The mandate of SP/SC members is free, and it can only be revoked if the conditions set out in Article 10 of this regulation are met. In the case of meeting the conditions for the termination of the mandate according to Article 10 of this regulation, the SP/SC is obliged to promptly inform the responsible person, respectively, the secretary of the CEC for SP members and the chairman of the FEC for SC members, about the replacement of the mandate. In case of non-notification, disciplinary measures will be taken against the SP/SC chairman.
17. Complaints regarding the termination of the mandate can be submitted to the Steering Council by each member of the respective body. The procedure for the replacement of the new mandate holder must be carried out in order from the certified list of candidates. If the respective organization does not have other members on the waiting list, the position remains vacant.
18. The Student Parliament, through consultations, is assisted in its functional duties by the Steering Council and the General Secretary of the University.

Article 53

Mandate and the verification of mandate

1. The mandate of the members of the SP/SC begins on October 1st of the year when the student elections were held.
2. The mandate of the members of the SP/SC lasts for a period of two years.
3. In the constituent meeting of the SP/SC, the mandate of each member must be verified by the CEC, respectively, CECF, based on the official list of mandate holders prepared by the Central Election Committee.
4. The verification of mandates must be recorded in the minutes of the constituent meeting. The gained mandates that cannot be verified based on the relevant documentation of the CEC must be removed from the meeting. The CEC requests the respective student organization to replace the mandate holders as stipulated in this Regulation.

Article 54

Ethics statement

With the beginning of their mandate, each member of the PS and KS must sign the ethical declaration as follows: 'I declare that I will perform my duties with honour and loyalty, with justice and without bias, with integrity and responsibility, and I will contribute to fulfilling the tasks of the SP and SC. I will exercise my mandate with vigilance and dedication in the interest of the University and the students, and I will adhere to the rules of the Statute of the University of Peja.'

Article 55

Election of the president and secretary of the Student Parliament

1. The chairman of the SP is elected by the majority of all parliament members, based on the agreement deposited in the CEC and the Steering Council, according to Article 52 of this regulation.
2. SP can elect up to two (2) vice-chairs, by a simple majority and based on the agreement deposited according to Article 52. In the case of a new agreement, the same procedures apply for vice-chairs as for the chairman of the SP.
3. If student organizations fail to elect the parliament chairman according to the deposited agreement, based on Article 52, the Steering Council takes measures against the respective organizations that have not implemented the deposited agreement in the CEC and the Steering Council.
4. After the election of the Chairman, the secretary is elected by a simple majority through open voting, according to the agreement specified in Article 52 of this regulation.
5. After the election of the chairman and secretary of the SP, the chairman of the CEC hands over the leadership of the meeting to the chairman of the SP, while the proceedings are handed over to the secretary of the SP, and the parliament is considered constituted.
6. The election of the chairman and secretary in the constitutive meeting must be done according to the agreement, based on Article 52 of this regulation. If the agreement specifies a rotational system for chairpersons, other chairpersons who will lead the SP in rotation do not need to go through an individual election procedure, but the mandate period within the rotation must be in accordance with the agreement specified in Article 52. The same applies to the secretary of the SP. In all cases where the mandate of the chairman of the Student Parliament is rotational, the secretary of the CEC must be notified of the change in the chairperson within the rotation period, according to the agreement specified in Article 52 of this regulation. At the end of the rotation period, the chairman, vice-chairs, and secretary of the Student Parliament cannot take any action in the exercise of their functions.
7. In the case of a new agreement, during the mandate, the chairman and secretary of the SP must be elected according to the procedure specified in this article.

Article 56

Dismissal of the president and secretary of the Student Parliament

1. The chairman can be removed from his position by an absolute majority (50% + 1) through a vote based on the total number of members of the Student Parliament (SP).

2. An extraordinary session for the removal of the chairman can be called by the chairman or 1/3 of the members of the SP. The convened meeting is chaired by one of the vice-chairs, the secretary, or the oldest member in age of the student parliament. The chairman can only call a meeting for his/her removal once.
3. In case of resignation or removal of the chairman, the first vice-chair assumes temporary leadership and within five (5) working days calls a meeting for the election of a new chairman.
4. The secretary can be removed from his position by an absolute majority of the votes of the present members who vote at the SP.
5. An extraordinary session for the removal of the secretary can be called by the chairman or 1/3 of the members of the SP.
6. In the event of resignation or removal of the secretary, the chairman appoints one of the two vice-chairs temporarily to assume the duties of the secretary and must appoint a point on the agenda for the same meeting for the election of a new secretary.
7. In case of failure to remove the chairman or secretary of the SP, another meeting with the same agenda cannot be called within the next thirty (30) days.
8. After the removal of the chairman or secretary of the student parliament, student organizations can elect a new chairman of the SP within the current agreement, according to Article 52 of this regulation. In the case of a new agreement, before or after the removal of the chairman of the SP, the provisions of this Article for the removal of the chairman of the SP do not apply, but only the election of a new chairman is made, based on the new agreement concluded between student organizations, as specified in this regulation.

Article 57

Election and dismissal of the president and secretary of the Student Council

1. The chairman of SC is elected by an absolute majority of the total number of members of SC at the respective faculty. Proposals for candidates are made at the constitutive meeting chaired by the chairman of FEC, and they are voted on as stipulated in the provisions of this regulation, based on the agreement of student organizations deposited with the Central Election Committee (CEC) and the Steering Council, according to Article 52 of this regulation. The chairman of SC is removed by a majority vote of all members of the Student Council.
2. An extraordinary session for the removal of the chairman can be called by the Chairman or 1/3 of the members of SC. The convened meeting is chaired by one of the vice-chairs, the secretary, or the oldest member in age of the student council. The chairman can only call a meeting for his/her removal once.
3. In case of resignation or removal of the chairman, the first vice-chair takes over the chairmanship and within five (5) working days calls a meeting for the election of a new chairman.
4. The secretary can be removed from his position by an absolute majority of the votes of the present members who vote at SC.
5. An extraordinary session for the removal of the secretary can be called by the chairman or 1/3 of the members of SC.
6. In the event of resignation or removal of the secretary, the chairman appoints one of the two vice-chairs temporarily to assume the duties of the secretary until the next meeting, where he must also appoint an item on the agenda for the election of the new secretary.
7. In case of failure to remove the chairman or secretary of SC, another meeting with the same agenda cannot be called within the next thirty (30) days.
8. The election of the chairman and secretary of KS at the constitutive meeting must be done according to the agreement, based on Article 52 of this regulation. In case the agreement specifies the rotation system for chairmen, the other chairmen who will lead SC according to the rotation do not need to go through an individual election procedure, but the mandate period within the rotation must be

according to the agreement specified in Article 52 of this regulation. The same applies to the secretary of SC. In all cases where the mandate of the chairman of SC is based on rotation, the chairman of FEC must be notified of the change in the chairman within the rotation period, as specified in the agreement in Article 52 of this regulation. In case of the end of the rotation period, the chairman, vice-chairs, and secretary of SC cannot take any action in the exercise of their functions.

9. In case of a new agreement, during the mandate, the chairman and secretary of SC must be elected according to the procedure specified in this article.
10. After the removal of the chairman or secretary of SC, student organizations can elect a new chairman of SC within the current agreement, according to Article 52 of this regulation. In the case of a new agreement, before or after the removal of the chairman of SC, the provisions of this article for the removal of the chairman of SC do not apply, but only the election of a new chairman is made, based on the new agreement concluded between student organizations, as specified in this regulation.

Article 58

Election and dismissal of the vice-president of the SP and the vice-president of the SC

1. SP/SC can elect up to two (2) vice-chairs. The decision on the number of vice-chairs is made by open voting with a simple majority of the votes of the present members.
2. The chairman and vice-chairs must be from different student organizations.
3. Each vice-chair must be elected in separate votes with a simple majority of the votes of the present members, based on the agreement deposited according to Article 52 of this regulation.
4. In the absence of the chairman, the first vice-chair presides over the meeting.
5. The vice-chair can be removed from the position with an absolute majority of votes from the total number of members.
6. In case of failure to remove the vice-chair of SP/SC, another meeting with the same agenda cannot be called within the next thirty (30) days.
7. In case of resignation or removal of the vice-chair, the chairman calls a meeting for the election of the new vice-chair within a period of seven (7) days, based on the deposited agreement, according to Article 52 of this regulation.
8. In the case of a new agreement, according to Article 52 of this regulation, the same provisions apply for the vice-chairs of SP/SC as in the case of the chairman of SP/SC, including the conclusion of the new agreement.

Article 59

SP and SC meetings

1. The chairman calls and presides over the meetings.
2. If the chairman is unable to preside over the meeting, then the meeting is chaired by the first vice-chair. If all vice-chairs are unable to participate in the meeting, then the secretary presides over the meeting.
3. The chairman calls SP/SC meetings as needed. During the academic year, excluding vacation periods, regular SP/SC meetings should be held at least once every three (3) months.
4. Extraordinary SP/SC meetings can be held at any time according to the procedures outlined in this regulation. Extraordinary meetings can be called at any time by the chairman or 1/3 of the members, based on compelling and substantive reasoning. The agenda should be limited to one item. During the extraordinary SP/SC meeting, the next meeting may be scheduled. In this case, members absent from the SP/SC meeting must be individually invited. The extraordinary meeting must be held within a period not exceeding 24 hours from the time of the call.

5. Extraordinary meetings are chaired by the chairman, in his absence by the vice-chairs, or in their absence by the secretary of SP/SC.
6. In case of dismissal or resignation of the chairman and all vice-chairs, the Executive Council authorizes the General Secretary to conduct procedures for the election of the chairman and vice-chairs in accordance with this regulation. To elect the chairman, vice-chairs, and secretary, student organizations must deposit the agreement, as specified in Article 52 of this regulation.
7. Members of SP/SC must be invited by the secretary of SP/SC at least three (3) days before the meeting; invitations can be made in writing via email.
8. SP/SC meetings must be open to the public, except in cases when SP/SC decides otherwise with a majority vote.
9. As needed, the meetings of PS may also invite the chairpersons of student councils.
10. The chairman of SP/SC cannot act and proclaim decisions on behalf of SP/SC without a decision or consensus of SP/SC.
11. The chairman of SP/SC is one of the equal members of SP/SC.
12. SP/SC meetings may also be held online.

Article 60

Meeting attendance and substitution

1. All members of SP/SC have the right and are obliged to participate in the meetings of the respective body.
2. Proxy voting is not allowed. Members must sign the attendance list for each meeting of SP/SC, and the attendance list is an integral part of the meeting minutes prepared and distributed by the secretary of the respective body.
3. A member of SP/SC may be absent from a meeting only for valid reasons, and the chairperson must be notified in advance.
4. If a member of SP/SC is regularly invited to meetings and without valid reasons is absent from regular meetings, as per the invitation, for six (6) months, their mandate shall cease.
5. In the event that a member's mandate ceases for the reasons specified in this regulation, they must be replaced by a new member according to the order from the list of candidates of the respective student organization.

Article 61

Conflict of interest

1. A member of SP/SC is considered to be in a conflict of interest if their mandate is in contradiction with the law and sub-legal acts.
2. Unless SP/SC decides otherwise, a member in a conflict of interest must leave the meeting during the time when matters for which there is a conflict of interest are discussed and voted on.
3. The decision to exclude a member for a specific issue due to a conflict of interest can be appealed within two days through a written complaint addressed to the Executive Council of UHZ. The appeal must be considered within a reasonable period. If the request is accepted, the matter must be reinstated on the agenda for the next meeting of the respective body, and all decisions from which the member of SP/SC was excluded are considered invalid.

Article 62

Meetings and the approval of the agenda of the SP/SC

1. The chairman presides over, adjourns, and closes the meeting.

2. The agenda is prepared by the chairman in collaboration with the vice-chairmen and the secretary.
3. The chairman is obliged to include in the agenda the written requests that have been submitted on time.
4. The secretary of SP/SC is obligated to convey via email to all members of SP/SC the invitation to participate in the meeting, the agenda, and the relevant materials for discussion.
5. SP/SC meetings must have a quorum of 50%+1 of the total number of members.
6. At the beginning of the meeting, the chairman confirms the attending members and those absent. After ensuring the quorum, he proposes the agenda, opens the discussion on the agenda, confirms the approval of the agenda, and continues the meeting according to the agenda items.
7. After the approval of the agenda, the meeting proceeds to approve the minutes of the previous meeting.
8. Members of SP/SC have the right to raise objections in the minutes and request changes or additions in accordance with the discussions held in the respective meeting. The decision on changing the objections in the minutes is made by a majority vote of the present and voting members.
9. Members of SP/SC have the right to propose changes or additions to the agenda.
10. Materials or requests submitted during the meeting may be approved by an absolute majority vote.
11. The minutes and copies of SP/SC decisions should be archived in SP/SC files.

Article 63

The progress of the SP/SC meeting

1. After the approval of the agenda, discussions on the agenda items continue.
2. The report and justification for each agenda item are presented by the chairman or a person designated by the chairman, after which the chairman opens the discussion.
3. All present members of SP/SC can participate in the discussion and present their views and proposals on the issues to be decided in the meeting.
4. The chairman gives the floor to the speaker in turn, notes the conclusion of the discussion on the specific topic, puts the issue to a vote, notes the approval or rejection of the proposal, takes measures to ensure the smooth conduct of the meeting, notes the conclusion of the meeting, and takes other necessary actions for the guidance and management of the meeting according to this regulation.
5. In the meeting, no one can discuss without being given the floor by the chairman.
6. For each agenda item, a member can discuss up to two times, the first time for up to 5 minutes and the second time for up to 2 minutes.
7. The chairman has the right to remind members to adhere to the agenda.
8. The chairman has the right to adjourn the meeting for a maximum of 30 minutes. With the consent of the majority of SP/SC members, this time period may be extended.
9. The chairman may adjourn the meeting if he considers that the meeting cannot continue regularly.

Article 64

Decision making, voting and election

1. Decisions of SP/SC are fully valid only if the quorum is confirmed at the time of voting.

2. Before the vote, the chairman formulates the proposal for the decision or request related to that agenda item.
3. After formulating the decision and reviewing, according to the request and items on the agenda, SP/SC makes a decision or draws conclusions.
4. SP/SC makes decisions with an absolute majority of votes from all present members.
5. If there are multiple requests, first, there is a vote on those proposed in the materials, and then votes are taken for other proposals.
6. Voting is done by a show of hands or through a secret ballot. The voting method is decided during the SP/SC meeting with a simple majority vote.
7. Voting options are: "for" "against" and "abstain".
8. In the case of a tie vote, it is considered that the voting has failed.

Article 65

Maintaining order in the PS/SC meeting

1. The chairman of the meeting takes care of keeping order in the meeting.
2. For violation of the order in the meeting, the chairman can issue a verbal warning, while with a simple majority of votes SP/SC can take the following measures:
 - 2.1. Oral remark;
 - 2.2. Taking the floor; AND
 - 2.3. Leaving the meeting.

Article 66

Rendering of measures to maintain order in SP/SC meetings.

1. Verbal warning can be addressed to the attendees by the chairperson of SP/SC, if their behaviour and discussion disrupt and impede the normal course of the meeting.
2. Taking the floor from the chairman of the SP/KS as a reprimand against the member of the SP/KS, who with his behaviour and statements disrupts the normal work of the SP/SC, for which he was previously given a verbal warning.
3. Removal from the meeting is announced to the participant if, even after taking the floor, they continue to obstruct the proceedings of the meeting.
4. Removal from the meeting is announced by SP/SC with a majority vote. A participant who has been subjected to this measure is obligated to immediately leave the meeting. Removal from the meeting only applies to that specific meeting.

Article 67

Proceedings from SC/SP meeting

1. In every meeting of the KS IPS, a minute (procès-verbal) is kept. The minutes are signed by the chairman and the rapporteur.
2. The minutes must include these elements:
 - 2.1. The place, date, and time of the beginning and end of the meeting;
 - 2.2. The agenda;
 - 2.3. The list of attendees and those absent;
 - 2.4. All proposals and the results of the relevant votes;
 - 2.5. Essential notes on the course of the meeting.
3. Additional documents must be attached to the minutes.
4. The minutes must be prepared within one week after the KS/PS meeting, and as an excerpt, it must be sent to the members of KS/PS when sending material for the next KS/PS meeting.

5. The minutes are approved at the next meeting of the KS/PS.
6. The minutes and materials discussed in accordance with the agenda items are stored in the University archive as long-term documents. A copy of the meeting materials is handed over to the General Secretary of UHZ by the Secretary of the meeting.

Article 68

Secret ballot procedure

1. The secret ballot procedure is implemented by the committee consisting of three members appointed by the SP/SC. These members are elected by a simple majority of votes.
2. After voting, the chairman confirms the approval or rejection of the proposal based on the voting results.

Article 69

Cases of secret ballot in SP

1. Voting by secret ballot in the Student Parliament is done for:
 - 1.1. The election of student senators in the Senate;
 - 1.2. Election of the chairman;
 - 1.3. The election of the vice chairman;
 - 1.4. Dismissal of the chairman;
 - 1.5. Dismissal of the vice chairman;
 - 1.6. Dismissal of the secretary;
 - 1.7. Issues that have an impact on the private life of a member of the student parliament;
 - 1.8. The issues for which the chairman requests to be done by secret ballot;
 - 1.9. Matters for which the absolute majority of members require a secret ballot.
2. The counting of votes for these issues is done under the supervision of the secretary of the SP.

Article 70

Cases of secret ballot in SC

1. Voting by secret ballot in the Student Council is done for:
 - 1.1. The nomination of the list of one candidate, with the exception of the President of the Student Parliament who is an ex-officio member of the Senate, for members of the Senate from among the students;
 - 1.2. Election of the chairman;
 - 1.3. The election of the vice president;
 - 1.4. Dismissal of the chairman;
 - 1.5. Dismissal of the vice president;
 - 1.6. Dismissal of the secretary;
 - 1.7. Issues that have an impact on the private life of a member of the Student Council;
 - 1.8. The issues for which the chairman requests to be done by secret ballot;
 - 1.9. Matters for which an absolute majority of members requires a secret ballot.
2. The counting of votes for these issues will be done under the supervision of the SC secretary.

Article 71

Nominations of the list of candidates for members of the Senate by the SC

1. The nomination of a list of candidates for members of the Senate, with the exception of the President of the Student Parliament who is an ex-officio member of the Senate, is done in a single meeting of the SC.
2. SP/SC members cannot be nominated as members of the Senate without resigning from the position they hold.
3. A short biography must be submitted for each proposed candidate.
4. If there is more than one proposed candidate, voting can be done for at most one candidate.
5. Ballots, which contain more than one number of surrounded candidates are considered invalid.
6. A candidate with the largest number of votes is considered nominated and forwarded to the SP for voting.
7. In case of equal votes, a second round of voting is organized for candidates with equal votes, according to the rules described above.
8. If the votes remain equal even after voting in the second round, the decision to nominate the candidate is made by lot.
9. The voting procedure is led by the election committee consisting of three members. The composition of the election committee is: the secretary of the SC and two other members who are elected by the SC with a simple majority.
10. The presidents and vice-presidents of the SC cannot be elected members of the election committee.
11. If the procedures specified according to this Article are not respected, the Student Parliament cannot proceed with the election of Senate members, always based on the agreement deposited according to Article 52 of this regulation.

Article 72

Election of Senate members by the Student Parliament

1. The student parliament elects the member of the Senate from the list of those proposed by the student council of the relevant faculty. The President of the Student Parliament is an ex-officio member from the total number of members of the Senate from among the students. In addition to the president, SP elects one (1) other student as a member of the senate within the total number, always based on the agreement deposited according to Article 52 of this regulation.
2. The procedure for electing members of the Senate from among students must be evidenced through minutes and ballots, which are submitted to the General Secretary of UHZ and stored in the University archive as long-term documents.

Article 73

SP/SC Committees

1. The Parliament of Students and student councils, at the request of university bodies, pertaining to the faculty, propose students to participate in the auxiliary committees of these bodies.
2. Committee members must be distinguished students with an average grade of at least eight (8) and must not repeat the academic year.
3. The committees formed by the SP/SC in accordance with the University Statute help the relevant bodies of the university or the faculty for special issues of their work.

Article 74

The relations between SP and SC

1. SP and SC have inter-institutional cooperation reports. PS is considered a superior body and can demand accountability for the work of SC within the academic units.
2. SP and SC can have regular annual meetings, in order to exercise their powers.
3. For work needs, the collegium of SC presidents can be established. This collegium is established by decision of the SP and is led by the president of the SP. The collegium of presidents has a consultative function, with the aim of coordinating work between the SP and the SC.

Article 75

The relations of the SP and SC with the bodies of the University/Faculty

1. SP and SC, including the president, vice-presidents and secretary exercise their functions by cultivating the spirit of cooperation with the bodies of the University and the Faculty.
2. SP and SC, including the president, vice-presidents and secretary in communication with university and faculty bodies, must use acceptable and institutional behaviour and language. The use of prejudicial, derogatory, insulting, defamatory and non-institutional language is prohibited. The use of this language in communication with University and Faculty bodies by the president, vice-presidents, secretary and members of the SP/SC is considered a serious disciplinary violation and is treated as such.

Article 76

Access to SP and SC resources

1. The SP/SC have open the official emails of the bodies, under the @unhz.eu domain. Access to the official email of the SP/SC must be granted to the president, vice-presidents and secretary of the SP/SC. The use of the SP/SC email must be done with a prior consultation of the SP/SC chairman, vice-chairmen and secretary.
2. The Chairman of the SP/SC cannot transmit through the email of the SP/SC the decisions of the SP/SC without the prior consultation of the members.
3. Unauthorized persons cannot access the SP/SC email. The access of unauthorized persons to the official email of the SP/SC will be treated as a serious disciplinary offense against the chairman, vice-chairmen and secretary of the SP/SC.
4. SP/SC can open their authorized accounts on social networks (Facebook, Instagram, etc). The chairman, vice-chairmen and secretary of the SP/SC must have access to social media accounts. Accounts in social networks must be opened by decision of the SP/SC.
5. After the end of the mandate of the SP/SC, access to emails and accounts in social networks must be transferred to the SP/SC, otherwise disciplinary proceedings will be initiated for serious violations and other proceedings before the competent bodies against the relevant persons who have access to the official email and relevant social media accounts of SP/SC.
6. Posting and expression on social networks (Facebook, Instagram, etc.) which are not official accounts of SP and SC (established according to the decision of SP/SC), is considered and treated as a serious disciplinary violation. The procedure is initiated against the person who makes the post, as well as against those who have created and maintain the account in social networks and which is not authorized by SP/SC.
7. Access to the seal of SP/SC is given to the president, vice-presidents and secretary of SP/SC, while access to other assets of SP/SC, including the office, is given to all members who are part of the agreement, according to Article 52. Prohibition access to the office is considered a serious disciplinary

violation and is treated as such. The office of SC/SP is administered by the chairman, vice-chairmen and secretary of SP/SC.

8. The access of persons who are not members of the SP/SC to the office and assets of the SP/SC is prohibited. In case of access to the assets of SP/SC by unauthorized persons, disciplinary proceedings will be initiated for serious violations against the personnel who have this unauthorized access, as well as against the chairman of SP/SC. Such a situation is considered a serious disciplinary violation.

Article 77

Regulation enforcement

1. In order to implement this regulation, the CEC issues guidelines and decisions which are published on the official website of the CEC-UHZ.
2. CEC has its official email, through which it communicates with internal and external parties.

Chapter IV

FINAL PROVISIONS

Article 78

Validity, enforcement and amending

1. For matters not foreseen and not regulated by this Regulation, the provisions of the current legislation governing this field, as well as the provisions of the Statute of UHZ, shall apply.
2. In case of a conflict of any provision of this Regulation, the provisions of the current legislation and the provisions of the Statute of UHZ shall prevail.
3. For all issues related to decisions or contested procedures under this Regulation, the Governing Council of the University will make the final decision.
4. CEC-UHZ/FEC, SP, and SC respectively are responsible for implementing this Regulation.
5. The authentic interpretation of this Regulation is made by the Governing Council.
6. This regulation is supplemented and amended through the same procedure.

Article 79

Repeal

1. 1. With the entry into force of this regulation, Regulation No. 882, dated April 22, 2015, on the student elections at UHZ, as well as Regulation No. 1953, dated August 3, 2018, on the work of the Student Parliament at UHZ, are repealed.
2. 2. After the entry into force of this regulation, within a period of 15 days, SP and SC must, by decision, determine their official emails, as well as official accounts on Facebook and other social networks. Other accounts opened in the name of SP/SC, which are not specified by the decision of SP/SC, are considered unauthorized accounts.

Article 80

Entry into force

This regulation enters into force on the day of its approval by the Steering Council of UHZ

Chairman of the Steering Council of UHZ

Prof. Ass. Dr. Majlinda Belegu

Majlinda Belegu

