



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

Based on article 42, 47, 48, point 1.8 of the Statute of University "Haxhi Zeka" in Peja, the Senate of UHZ, in the meeting held on dt. 30.06.2020, issues this:

DECISION

- I. APPROVED - The regulation for the work of the Committee for Complaints and Submissions within the Senate of University "Haxhi Zeka" in Peja
- II. The decision entered into force on the day of approval in the Senate.

The decision to be sent to;

- to the Rector,
- Members of the Senate,
- General Secretary,
- Deans of the Academic Unit,
- Office for communication with the public
- The archive.



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

Working regulations of the Complaints and Submissions Committee

Peja, 2020

Based on article 42 and 47, of the Statute of University "Haxhi Zeka" in Peja, the Senate of UHZ, in the meeting held on 30.06.2020, approved:

WORKING REGULATIONS OF THE COMMISSION FOR COMPLAINTS AND SUBMISSIONS

Article 1

Purpose

This regulation defines the rules and procedures for reviewing complaints and submissions, the work, organization, and powers of the Complaints and Submissions Committee of University "Haxhi Zeka" in Peja.

Article 2

Scope

This regulation clearly foresees the submission, review and decision-making regarding all complaints and submissions submitted to the Complaints and Submissions Committee of University "Haxhi Zeka" in Peja.

Article 3

The right to appeal

3.1. All parties dissatisfied with the decisions of the Senate of the UHZ, may file an appeal within 15 calendar days from the day of acceptance of the official decision in accordance with the provisions of the Statute of the UHZ, article 185 paragraph 3.4 and the Law on Procedure General Administrative.

3.2. The parties may file an appeal if the decision was issued as a result:

3.2.1 Violation of procedural provisions;

3.2.2. Incorrect application of material law or applicable material rules;

3.2.3. If the decision does not apply to the facts and evidence presented.

Article 4

Complaints procedures and review

The acceptance of complaints and submissions, addressed to the UHZ Bodies, is done by the Protocol Office of the Rectorate, being registered in the protocol within 5 (five) calendar days.

4.1. If the Commission decides that the complaint does not meet the criteria according to the Statute, or/and there is a lack of facts/evidence in support of the complaint, it notifies in writing within 7 calendar days that the complaint will not be examined, giving the reasons for the decision.

4.2. The Commission will recommend to the Senate the approval or rejection of the complaint or submission that it has received, within 15 calendar days from the receipt of the complaint and supporting documentation.

Article 5

Appointment, composition and mandate of the members of the Complaints and Submissions Committee

- 5.1. The appointment, composition and mandate of the members of the Commission is determined by the Decision of the UHZ Senate.
- 5.2. The mandate of the Commission is related to the mandate of the Senate. In case of the end of the mandate or departure, the replacement of any member of the Commission is done according to the same procedure as in point 1 of this article.

Article 6

Election of the chairman of the Complaints and Submissions Committee

- 6.1. The Chairman of the Committee is elected simultaneously with the members of the Committee by Decision of the Senate.
- 6.2. In case of removal or dismissal of the Chairman of the Commission, it is done according to the same procedure as in point 1 of this article.

Article 7

Competencies of the Complaints and Submissions Committee

In accordance with the Statute of the UHZ and the provisions of the Law on General Administrative Procedure (Law No. 05/L-031, dated May 25, 2016), the Complaints and Submissions Commission is empowered to make decisions on whether a complaint or submission is justifiable and based on:

1. Violation of the rules and decision-making procedures by the Senate or Councils of the NA of the UHZ;
2. Review of complaints addressed to the Senate and related to the legality of UHZ's public competitions for the appointment/advancement and acceptance of regular and part-time academic staff;
3. All appeals and other submissions against the decisions of the councils of academic units and Deans.

Article 8

Meetings of the Complaints and Submissions Committee

- 8.1. Committee meetings are called by the Chairman of the Committee,
- 8.2. In the absence of the Chairman of the Commission, the meeting will be led by the most senior member of the Commission, who will also sign the decisions of the relevant meeting on behalf of the Commission.
- 8.3 The Commission will hold meetings as needed, namely the submission of complaints or submissions.

Article 9

Beginning of the meeting and approval of the agenda

- 9.1. Secretariat services in the Commission are performed by an administrative officer who is appointed by ZKA at the request of the commission.
- 9.2. The agenda of the meeting contains the complaints and submissions given by the Commission.
- 9.3. The Chairman of the Committee opens, presides, interrupts and ends the meeting, in accordance with the agenda and agenda of the committee.
- 9.4. At the beginning of the meeting, the chairman determines whether there is a quorum, proposes the agenda, opens the discussion about the agenda, and determines the approval of the agenda. The proposed agenda should be decided well in advance of the meeting.
- 9.5. All members of the Commission must be present at the meeting, namely the absolute majority.
- 9.6. The chairman gives the floor to the discussant, declares the closure of the examination of the given topic, puts the matter to a vote, determines the approval or rejection of the proposal, takes measures to ensure the smooth progress of the work at the meeting, declares the end of the meeting and undertakes other actions necessary for the leadership and direction of the meeting according to this Regulation.

Article 10

Decision-making

- 10.1. The absolute majority of the members of the Commission must be present for making decisions at the Commission.
- 10.2. Decisions of the Commission are made by majority vote of the members present.
- 10.3. Before voting, the chairman formulates the decision proposal regarding the complaint
- 10.4. After consideration and completion of discussions, according to the complaint or submission, or the submission.
The commission makes a decision about them.
- 10.5. Voting is open with a show of hands.
- 10.6. The recommendation must be clear in written form and well argued before it is submitted to the UHZ Senate for further proceedings.

Article 11

Record keeping

- 11.1. Minutes are kept at every meeting of the Commission. The minutes are signed by the chairman and the record keeper
- 11.2. The minutes must contain the following elements:
 - the place, date and time of the beginning and end of the meeting;
 - agenda;
 - the list of participants and those who are absent;
 - all the proposals and the results of the respective votes, and
 - other relevant or material issues reviewed during the meeting

11.3. Additional documents must be attached to the record as an annex.

11.4. The record is kept in the archive of the Commission.

Article 12

Final dispositions

12.1. For all issues that are not covered by the Statute of the University "Haxhi Zeka" in Peja, the relevant regulations will be applied mutatis mutandis to the most appropriate provisions of the Laws applicable in Kosovo, the Law on Higher Education and other by-laws of HE in Kosovo. and the Law on General Administrative Procedure (Law No. 05/1-031 May 25, 2016).

12.2. This regulation enters into force on the day of its approval by the UHZ Senate.

Peja, 30.06.2020

Rector:

Prof. Dr. Fadil Millaku
