



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEQA"

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**REGULATION OF WORK OF THE COMMISSION OF STUDIES AT THE LEVEL OF
THE SENATE AND AT THE LEVEL OF ACADEMIC UNITS**

Pejë, September, 2022

Based on Article 42, 47 and 48 of the UHZ Statute, the Senate at the meeting held on 15.09.2022 approved the following:

REGULATION OF WORK OF THE COMMISSION OF STUDIES AT THE LEVEL OF THE SENATE AND AT THE LEVEL OF ACADEMIC UNITS

GENERAL PROVISIONS

Article 1

Purpose

The purpose of this Regulation is to define the commission, composition, election, tasks, responsibilities, operation and decision-making method of the Commission of Studies at the level of Senate, and at the level of academic units.

Article 2

Scope

This regulation applies to the Commission of Studies at the level of the Senate, as well as the Commission of Studies at the level of the University's academic units.

Article 3

Commission of Studies at the Senate level

1. Commission of studies at the Senate level is a committee established by the Senate.
2. Commission of studies is responsible for advising the Senate on various academic and scientific aspects of its work.

Article 4

The composition, election and mandate of the members of the commission at the Senate level

1. The commission of studies, according to Article 98 of the UHZ Statute, consists of six (6) members.
2. The members of the commission are the Vice-Rector for Teaching, Student Affairs and Scientific Research (chairman), three (3) professors, one (1) assistant and one (1) student with an average grade of at least eight (8).
3. Members of the academic staff are elected by the Senate.
4. The student member is elected by the student parliament.

5. The Vice-Rector for Teaching, Student Affairs and Scientific Research is a permanent member of the commission, who chairs the commission's meetings.
6. 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/s of the commission is done according to the same procedure as in points 3 and 4 of this article.

Article 5

Duties and Responsibilities

1. The tasks of the commission of studies at the Senate level are to develop concepts, evaluate and comment on requests, in order to prepare reports for which it is decided in the senate.
2. The commission of studies at the Senate level is responsible for:
 - 2.1. Examining the proposals for the announcement of the competition for the appointment, re-appointment or promotion of regular academic staff, as well as external collaborators for lectures and exercises;
 - 2.2. Reviewing the proposals of the councils of academic units for the appointment, re-appointment or promotion of members of the academic staff, as well as the engagement of external collaborators for lectures and exercises;
 - 2.3. Reviewing proposals of academic units for new study programs;
 - 2.4. Reviewing the proposals of academic units for the adaptation and change of existing study programs;
 - 2.5. Continuous review of university texts;
 - 2.6. Examination of requests for non-regular studies by students;
 - 2.7. Preparation of the case for student complaints addressed to the senate;
3. The commission of studies reports on its work to the senate.

Article 6

Review of academic units' proposals for announcing the competition for regular staff, as well as external collaborators for lectures and exercises

1. The proposals of the academic units for the announcement of the competition for regular and engaged personnel are first examined by the commission of studies at the senate level, which finds that the proposals are in accordance with the UHZ statute, the Regulation on the selection procedures related to the appointment, the re-appointment and promotion of the regular academic staff at "Haxhi Zeka" University and the Regulation on the procedures for the engagement of external collaborators for lectures and exercises at UHZ.
2. If the proposals are in order, the commission, not later than 15 days from the day of acceptance, recommends to the senate to approve the proposal for announcing the competition.
3. If the proposals do not conform to the acts mentioned in paragraph 1 of this article, the commission of studies, within 15 days, notifies the academic unit, instructing it on the steps that must be taken to eliminate the irregularities of the proposals.
4. If, after the instructions of the commission of studies at the senate level, the academic unit brings the proposal again with missing or incomplete information according to the instructions

of the commission of studies, the commission recommends to the senate that the proposal be rejected.

Article 7

Reviewing the proposals of the councils of academic units for the appointment, re-appointment or promotion of regular academic staff members, and external collaborators for lectures and exercises

1. Within a period of twenty-five (25) days after the acceptance of the proposals of the faculty council, the office for teaching and academic affairs prepares for the senate the reports with the relevant proposals: the proposal of the evaluation committee, the faculty council and the commission of studies at the level of the senate.
2. The proposals of the councils of the academic units for the appointment, re-appointment or promotion of members of the regular academic staff, as well as external collaborators for lectures and exercises are first examined by the commission of studies at the Senate level, which recommends the acceptance to the Senate or rejection of the proposal.
3. The commission of studies at the senate level serves as an advisory body for the senate regarding the regularity of the procedure, the deadlines from the announcement of the competition, the establishment of evaluation commissions, the bulletin, the examination of complaints and up to the final stage of the appointment, reappointment or promotion of academic staff presented in the competition.

Article 8

Review procedures

1. The acceptance of the requests provided for in article 5 of this regulation, which are addressed to the senate, is done by the protocol office of the rectorate, being registered in the protocol within 3 (three) calendar days.
 - 1.1. If the commission finds that the request does not meet the criteria according to the statute or other acts, or/and there is a lack of facts/evidence, it notifies in writing within 7 (seven) calendar days the academic unit or the party and instructs on the actions to be taken;
 - 1.2. The commission will recommend to the Senate the approval or rejection of the submission it has received, within 15 (fifteen) calendar days from the day of acceptance.

Article 9

Meetings of the commission of studies at the senate level

1. The meetings of the commission of studies are called and presided over by the chairman of the commission.
2. In case of his absence, the meetings are chaired by the member of the commission, who is authorized in advance by the chairman of the commission.
3. The study committee holds no less than five (5) meetings within the academic year, or more often as requested by the senate.

4. The members of the commission of studies are invited through the electronic address and the material for review is sent to them at least three (3) calendar days before the date of the meeting.
5. The commission can, in case of need, also hold extraordinary meetings. In this case, the agenda of the meeting is limited to only one item on the agenda.
6. With the approval of the Senate, the commission of studies may invite experts or other persons to the meeting to give professional advice for the work of the commission.

Article 10

Attendance at meetings

1. The members of the commission of studies are obliged to participate in the commission meetings.
2. A member of the commission may be absent for justified reasons and inform the Chairman of the commission in advance of his absence.
3. In case the commission member is absent more than three times in a row in the meeting without reason, then the chairman requests his replacement from the senate.

Article 11

The start of the meeting

1. The meetings of the commission of studies are opened and closed by the chairman of the committee.
2. The chairman first establishes the quorum and then requests the approval of the agenda.
3. For holding meetings and making decisions 2/3 of the commission members must be present.
4. The chairman opens the discussion about the topics defined in the agenda and undertakes other necessary actions for leading and directing the meeting according to this regulation.
5. The chairman of the committee can end the meeting if there is no quorum or for any other acceptable reason. In such a case, he must set the exact date and time of holding the next meeting.

Article 12

Decision-making

1. The commission can make decisions if more than half (2/3) of the members of the commission are present at the meeting.
2. The commission takes decisions with the majority of votes of the members present.
3. The voting procedure in the commission of studies is open by show of hands.
4. The member of the commission must inform the chairman if it is considered that he has a conflict of interest for any of the items on the agenda. The member in conflict of interest leaves the meeting during the time when the issue considered as conflict of interest is discussed and voted.
5. The recommendations must be clear, in written form and argued before being submitted to the UHZ senate for further proceedings.

6. The chairman of the commission informs the senate about the voting results.

Article 13

Minutes of the meeting

1. The commission keeps the minutes of each meeting in which is noted: the time, place and date of the meeting, the agenda, the names of participating members and those who were absent, the names of other persons invited to participate in the meeting, the proposals for discussion, and the decisions of the commission.
2. The minutes are signed by the chairman of the commission or the person authorized by him, as well as the record keeper.
3. Additional documents must be attached to the minutes as an annex.
4. The original minutes together with the additional documents are kept in the archive of the commission of studies.
5. Copies of the minutes are sent to the rector and senate, no later than five (5) days from the day of the meeting.

Article 14

The commission of studies at the academic unit level

1. The commission of studies at the level of the academic unit is a committee established in each academic unit of the university.
2. The commission of studies is an advisory body for the council of the academic unit.

Article 15

The composition, election and mandate of the members of the studies committee at the academic unit level

1. The commission of studies at the academic unit level, according to article 98 of the UHZ Statute, consists of six (6) members.
2. Members of the commission are the Vice-Dean for Education (chairman), three (3) professors, one (1) assistant and one (1) student with an average grade of at least eight (8).
3. Members of the academic staff are elected by the faculty council.
4. The student member is elected by the student council.
5. The Vice-Dean for Education is a permanent member of the commission, who chairs the meetings of the commission.
6. The mandate of the commission is related to the mandate of the faculty council. 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 points 3 and 4 of this article.

Article 16
Duties and Responsibilities

1. The tasks of the commission of studies at the academic unit level are the development of concepts, evaluation and commenting on requests, in order to prepare reports for which it is decided in the council of the relevant unit.
2. The commission of studies at the academic unit level is responsible for:
 - 2.1. Reviewing proposals of academic units for new study programs;
 - 2.2. Reviewing the proposals of academic units for the adaptation and change of existing study programs;
 - 2.3. Continuous review of university texts of the academic unit;
 - 2.4. Examining requests for transfer of students from other universities and changing study programs within UHZ;
 - 2.5. Examination of requests and transfer of loans for student mobility;
 - 2.6. Dismissal of requests for restoration of student status;
 - 2.7. The equalization of study programs and the determination of differential exams for students;
 - 2.8. Preparing the case for student complaints addressed to the faculty council.
3. The study committee reports on its work to the council of the academic unit.

Article 17
Meetings of the Commission of Studies at the academic unit level

1. The meetings of the commission at the academic unit level are called and presided over by the chairman of the commission.
2. In case of his absence, the meetings are chaired by the member of the commission, who is authorized in advance by the chairman of the commission.
3. The commission of studies at the academic unit level holds no less than five (5) meetings within the academic year, or more often according to the request of the council of the academic unit.
4. The members of the commission at the academic unit level are invited through the electronic address and the material for review is sent to them at least three (3) calendar days before the date of the meeting.
5. The commission can, in case of need, also hold extraordinary meetings. In this case, the agenda of the meeting is limited to only one item on the agenda.
6. With the approval of the faculty council, the commission of studies at the academic unit level may invite experts or other persons to the meeting to provide professional advice for the work of the committee.

Article 18

Attendance at meetings

1. The members of the commission of studies at the academic unit level are obliged to participate in the meetings of the commission.
2. A member of the commission may be absent for justified reasons and inform the chairman of the commission in advance of his absence.
3. In case the member of the commission is absent more than three times in a row in the meeting without reason, then the chairman requests his replacement from the faculty council.

Article 19

The start of the meeting

1. The meetings of the commission of studies at the academic unit level are opened and closed by the chairman of the commission.
2. The chairman first establishes the quorum and then requests the approval of the agenda.
3. 2/3 of the commission members are required to hold meetings and make decisions.
4. The chairman opens the discussion about the topics defined in the agenda and undertakes other necessary actions for leading and directing the meeting according to this regulation.
5. The chairman of the commission at the academic unit level can end the meeting if there is no quorum or for any other acceptable reason. In such a case, he must set the exact date and time of holding the next meeting.

Article 20

Decision-making

1. The commission can make decisions if more than half (2/3) of the members of the commission are present at the meeting.
2. The commission takes decisions with the majority of votes of the members present.
3. The voting procedure in the commission of studies at the academic unit level is open by show of hands.
4. The commission member must inform the chairman if it is considered that he has a conflict of interest for any of the items on the agenda. The member in conflict of interest leaves the meeting during the time when the issue considered as conflict of interest is discussed and voted.
5. The chairman of the commission informs the council of the academic unit about the voting results.

Article 21

Minutes of the meeting

1. The commission keeps the minutes of each meeting in which are noted: the time, place and date of the meeting, the agenda, the names of participating members and those who were

absent, the names of other persons invited to participate in the meeting, the proposals for discussion, and the decisions of the commission.

2. The minutes are signed by the chairman of the commission or the person authorized by him, as well as the record keeper.
3. Additional documents must be attached to the minutes as an annex.
4. The original minutes together with the additional documents are stored in the archive of the commission of studies at the academic unit level.
5. Copies of the minutes are sent to the dean and to the faculty council, no later than five days from the day of the meeting.

Article 22

Transitional provisions

In case the provisions of this regulation conflict with the provisions of the statute, the provisions of the statute take precedence.

Article 23

The change of this regulation can be made according to the same procedure of its approval.

Article 24

This regulation enters into force after its approval by the senate and signature by the rector.

Chairman of the Senate:

Prof. Dr. Armand Krasniqi

