



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

Ref. nr. 379/23

Pejë

REGULATION FOR THE INTERNATIONAL SUMMER UNIVERSITY UNISUM

Peja, 20.02.2023

Based on article 42, 47, 48, of the Statute of "Haxhi Zeka" University in Peja, the Senate of UHZ in the meeting held on dt. 20.02.2023, approved this:

REGULATION FOR THE INTERNATIONAL SUMMER UNIVERSITY - UNISUM

Article 1 Purpose

1. This regulation aims to define the mission, vision, management structure, organization, field of activity, functions, responsibilities, competences, disciplinary-ethical procedure and duties of the International Summer University (hereinafter "UNISUM").
2. The purpose of UNISUM is focused on motivated and internationally oriented UHZ students to participate in two-week academic exchanges together with other interested students from all over Europe to study the disciplines on the basis of which they wish to deepen their understanding of current European and international issues by studying and discussing global developments and challenges in the context of transformation processes and economic, legal, artistic, agrienvironmental changes that reflect aspects of individual, social, political, cultural identities, regional, national and European.
3. In addition to the academic component, within this project, participating students are given real conditions and opportunities to get to know other cultures and make friends with students from all over Europe.
4. The purpose of UNISUM is characterized by the creation of an everincreasing diversity in partnership with the same or similar international academic institutions.

Article 2 Scope

This regulation applies to all UNISUM management structures, academic staff and UNISUM students.

Article 3 Mission

UNISUM programs transfer knowledge, skills and quality learning to local and international students through courses in the fields of business, tourism, agribusiness, law and the arts and expand cooperation and interaction in an educational environment through a pleasant, social and entertaining environment.

Article 4

VISION

UNISUM aims to be a leader in providing challenging, attractive, demanding and open summer study programs for local and international students who are motivated for active learning through increased academic and scientific mobility.

Article 5

Management structure of "UNISUM"

1. The management structure of "UNISUM" consists of:
 - 1.1. Steering Council;
 - 1.2. Organizational Council;
 - 1.3. Coordinator of the "International Summer University".

Article 6

Steering council

1. The steering council of UNISUM is the highest body that deals with the definition of fields, conditions and criteria as well as the recruitment procedure of staff and students.
2. The Steering Council of UNISUM consists of:
 - 2.1. Vice-rector for international cooperation and quality improvement - Chairman
 - 2.2. Vice-rector for teaching, student affairs and scientific research;
 - 2.3. Vice deans for teaching and academic affairs;
 - 2.4. Director for teaching and academic affairs;
 - 2.5. Director for international cooperation;
 - 2.6. President of the student parliament;

Article 7

Organizational council

1. The organizational council is a body that deals with the organization of activities within "UNISUM" and the organizational issues of UNISUM defined in this Regulation:
2. The organizational council consists of:
 - 2.1. Coordinator of UNISUM – chairman;
 - 2.2. Director of Student Affairs
 - 2.3. An officer for student affairs from each academic unit (determined by the Secretary of the unit);
 - 2.4. IT Director;
 - 2.5. A Student proposed by the Student Parliament

3. The organizational council prepares the guide for students as well as other relevant documents for the operation and progress of "UNISUM".

Article 8 Coordinators in "UNISUM"

1. The ex-officio coordinator of "UNISUM" is the Director of the Office for International Cooperation;
2. The coordinator is the main administrative responsibility for the smooth running of the work of "UNISUM".
3. The coordinator in coordination with the steering council of UNISUM is responsible for determining the schedule for the organization of courses or modules;
4. The "UNISUM" coordinator is responsible for his work to the Steering Council of UNISUM and the UHZ Senate.

Article 9 Organization of work and modules of "UNISUM"

1. "UNISUM" offers education in modular form or intensive lectures lasting up to two (2) weeks.
2. The proposed modules are organized by the academic units of UHZ, as follows:
 - a) Faculty of Business;
 - b) Faculty of Management of Tourism, Hospitality and Environment;
 - c) Faculty of Agribusiness;
 - d) Faculty of Law; AND
 - e) Faculty of Arts.
3. The areas proposed by UNISUMI's Steering Council are approved by the Senate of "Haxhi Zeka" University in Peja, in case of need (joint programs) also in cooperation with partner institutions and other stakeholders.
4. The lectures in the modules will be held by the academic staff of UHZ and the staff of the partner institutions.
5. "UNISUM" modules must be prepared in advance and notified to interested parties.

Article 10 "UNISUM" open call

1. The call and announcement for the start of the work and activities of "UNISUM" is determined and announced by the UNISUM Steering Council every year.

2. The deadline for the opening and closing of the competition is determined by the Steering Council of UNISUM;

Article 11

Academic staff and organization of courses in “UNISUM”

1. In the summer university “UNISUM”, in principle the offered courses are organised by two professors, one of which is local and the other from abroad countries.
2. UHZ is obligated to announce an open call for courses that are relevant to the study fields in UHZ by taking into consideration academic staff that fulfils minimum academic conditions for lecturing in “UNISUM”, whereas in the open call for application are determined the conditions for application.
3. In “UNISUM”, as part of the teaching team, local- international, the local teacher can apply if he is a part of the academic staff of UHZ and has a decision and a valid working contract with at least a title Professor Assistant. In case when courses and modules in the foreign languages are organised the persons entitled with lector title are entitled to apply.
4. In certain cases, in “UNISUM” can apply local academic staff outside UHZ, that are entitled with one of the academic titles gained in accordance with Law to High Education in the Republic of Kosovo.
5. In “UNISUM” can apply the academic staff from outside of the country, and must offer evidence academic and science involvement of their institution. International professor in principle must have a local co-professor for the offered courses for UNISUM. In case the application does not involve a local professor for UNISUM, then the co-professor can be appointed by the Steering council for UNISUM, by respecting the scope of the course offered.
6. For offering the international courses the academic staff must have high knowledge of English language. Professors might be encouraged to offer courses in regional languages if those are dedicated for students arriving from diaspora families.
7. During the application for courses in UNISUM, professors must offer a short syllabus in English language, by including: 5-7 learning expectations from the course, aim of the course, short content, methods of student evaluation, literature and infrastructure needs of the course.
8. Procedure of recruitment and if needed interview of the candidates that have applied in the open call is carried by the Steering Council of UNISUM upon proposal of the Organising Council.
9. Steering Council of “UNISUM”; proposes to the Senate of UHZ the list of adequate candidates for involvement.
10. Academic staff involved in working with “UNISUM” shall be contracted for engaged hours and shall be compensated with additional payments in accordance with dispositions of the Payments Laws and regulations for additional payments in UHZ.
11. The payment amount shall be determined annually with the decision of the Steering Council of UHZ.
12. Contracted professors are obliged to fulfil the contracted conditions, by including the evidence of each course activity and keeping regular electronic evidence and/or evidence with student and professor's signatures for the hours and

activities carried. Finally, all these evidence are completed with a joint written and signed report from the course professors.

13. Professors should evaluate continuously activities and student knowledge during the respective course, by always finalising with Final exam, in which the students shall be graded and therefore gain ECTS points. The report with the grades must be registered in Seems and also is submitted in the administration signed by the respective professors.

Article 12 Duties of Academic Staff

1. The academic staff of the Summer University has the duty to teach and advise their students in an appropriate and effective manner, based on the principles of fairness, transparency and academic integrity.
2. Academic staff are tasked with developing study programs, designing tests and exams, and assessing students fairly and equitably.
3. Academic staff have a responsibility to ensure that all students have equal access to their opportunities to learn and develop their skills.

Article 13 Organization of courses also in foreign languages

Certain modules of UNISUM can be taught in English or Bosnian, depending on how the steering council of UNISUM determines.

Article 14 Student application procedure

1. All students who have a student status in a Higher Education institution have the right to apply to be a participant in "UNISUM"
2. Students must apply for the relevant module and fill in the standard form that they find on the UHZ website.
3. In the application, the student must send the CV and supporting documents.
4. The evaluation of the candidates who have applied is done by the Organizational Council.
5. The Steering Council evaluates the suitability of the candidates who have applied and prepares the final list according to the UNISUM coordinator's report;
6. Students who have earned at least 30 ECTS credits in regular studies can apply to "UNISUM".
7. Bachelor's and Master's level students can apply to "UNISUM".

8. Additional details about the conditions and criteria are defined in the public call.

Article 15
Rights and responsibilities of participating students

1. Upon successful completion of UNISUM, students are provided with a certificate of participation.
2. Students should also be issued with a certificate supplement which shows the content of the completed module or course and the number of ECTS credits earned.
3. Students can use all UHZ resources, such as: the library, the IT room and other resources available to students.
4. Students are obliged to respect the house rules and the Student Code of Ethics during their presence at "UNISUM"
5. The Steering Council with the proposal of the Coordinator has the right to exclude from "UNISUM" participants if they violate the rules of UHZ.

Article 16
Other activities

1. During the organization of "UNISUM" other activities can be organized.
2. Other activities can be:
 - a) Debate clubs;
 - b) Round tables;
 - c) Promotion of various books;
 - d) Professional seminars;
 - e) Open lectures with well-known personalities from public life; f) Artistic activities;
 - g) Master classes in arts and music;
 - h) Group and individual concerts
 - i) Visits to special touristic and historical places.
 - j) Foreign language courses;
 - k) Etc.

Article 17
Participation fees and financing of "UNISUM"

1. With the proposal of the Steering Council of UNISUM, the participation fees are set every year by decision of the Steering Council of UHZ.
2. Participants of the "International Summer University" undertake to cover all expenses related to accommodation, food, travel, health insurance, etc.
3. The budget of "UNISUM" is determined on an annual basis with the Strategic Plan 2023 - 2026 approved in advance by the Steering Council of UHZ;
4. In the event that this project ("UNISUM" or similar) is no longer defined in the strategic plan, any activity that may have an impact on the budget of UHZ, must be done by decision of the Steering Council of UHZ;
5. "UNISUM" has the right to accept various donations from public and private sources. Such donations should be made transparent and used for the needs of "UHZ".
6. All income and expenses related to "UNISUM" are administered and realized only through the Financial Service of UHZ and according to the provisions of the law on payments to UHZ.

Article 18
"UNISUM" Organization Period

1. "UNISUM" is organized in July or August of each calendar year.
2. The calendar of the organization of "UNISUM" is proposed every year by the Organizational Council and approved by the UHZ Senate, in cooperation with international partner universities and other interested parties.

Article 19
The conduct of students and academic staff engaged in UNISUM

1. Academic staff and students at "UNISUM" are expected to respect the rules and regulations of conduct and governance as regulated by UHZ - here;
2. Students at "UNISUM" should pay special attention to;
 - a) Promoting and respecting equality;
 - b) Prohibition of any harassment and bullying;
 - c) Conservation and health care;
 - d) Compliance with anti-plagiarism regulations;
 - e) Compliance with the Library's regulations;

Article 20
Student Responsibilities

1. Summer University students are responsible for completing all of their academic assignments, including attending class, submitting assignments, and grading them regularly.
2. Students have the responsibility to comply with all university requirements and regulations and to maintain academic integrity in all aspects of their studies.
3. Students have a duty to respect the rights and interests of all university members and to follow university policies and procedures.

Article 21
Complaints procedure

1. Any student at "UNISUM" who wishes to make a complaint regarding any of his experiences within this project is instructed to first try to resolve the issue informally, i.e. on the basis of understanding and good faith. Otherwise, students with a complaint should address the Chairman of the Organizational Council of UNISUM.
2. The chairman of the organizational council, after receiving the complaint, must respond to the complaining student within 48 hours.
3. If the Chairman of the Organizational Council finds that the student's complaint is well-founded, depending on the event, the following options are available:
 - a) Themselves, undertake measures to avoid the event or the given circumstance;
 - b) If it is a matter of a serious event (light or serious disciplinary violation), within 24 hours, the Organizational Council must be notified and together with this body initiate the disciplinary procedure which is regulated by internal acts in UHZ;
4. In the event that the Disciplinary or Ethics Commissions determine by decision that the student assigned to "UNISUM" is involved in any specific disciplinary violation, they will impose the specified measure and the institution from which the student comes will be notified of this;
5. In such cases, the Disciplinary or Ethics Committee will forward to the academic institution where the student comes from all the necessary documentation together with evidence and facts;

Article 22
Data storage and verification

1. UHZ has the obligation to store all data and, as necessary, their document at all times.

2. UHZ has the obligation to physically store, digitize and archive data related to ECTS, certificates, certificate supplements, study programs, etc., just like any official document at UHZ;
3. UHZ has the obligation, in accordance with the internal rules approved at UHZ, to issue the duplicate or copy of the document to interested parties who have the right to their possession;
4. UHZ has an obligation to respond officially to local and international partner institutions in case they request information or verification of facts related to the student's attendance or the professor's commitment to "UNISUM" for a certain period of time;
5. The verification and eventual provision of data is done through the office for academic affairs of UHZ and the issued document is signed by the Rector of UHZ;
6. Academic staff and students must record lectures through ID-cards.

Article 23

1. The Senate of UHZ, upon the proposal of the Steering Council of UNISUM, can also organize the "International Winter University" or any similar event but with a special programmatic character. The organization of the work at the "International Winter University" or any similar event with a special programmatic character must be properly developed in accordance with the provisions of this regulation.
2. The organization of the special event can be even longer than two weeks;

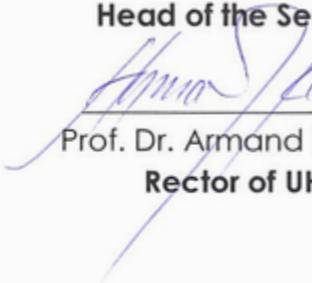
Article 24 Changes

1. The University may make changes or additions to this regulation, when necessary, in order to improve and adapt the University's policies and procedures to the times and needs of students and academic staff.
2. Changes or additions will be made after a process of consultation with students and academic staff and will be implemented after their approval by the University Senate.
3. Students and academic staff will be notified of any changes or additions to this regulation in a clear and fair manner.
4. Changes and additions to this regulation will be applicable immediately after their approval by the senate and will be made known to all members of the university.

Article 25
Entry into force

1. This regulation enters into force on the day it is approved by the Senate and signed by the Rector of UHZ.
2. Changes to this regulation are made according to the approval procedure.

Head of the Senate:


Prof. Dr. Armand Krasniqi
Rector of UHZ

