



UNIVERSITETI - UNIVERSITY - UNIVERZITET
"HAXHI ZEKA"

Ref. 294

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**REGULATION on the Establishment and Principles of Functioning of
the Institute at the Law Faculty of "Haxhi Zeka" University in Peja**

Pursuant to Article 65, paragraph 5; Article 76; of the Statute of "Haxhi Zeka" University in Peja, The Council of the Faculty of Law of "Haxhi Zeka" University in Peja, at the meeting held on: .2018, approved:

REGULATION on the Establishment and Principles of Functioning of the Institute at the Law Faculty of "Haxhi Zeka" University in Peja

Article 1

Purpose of Establishment and Scope of the Institute

The purpose of this regulation is to determine the detailed rules and duties regarding the internal organization and functioning of the "Haxhi Zeka" University Institute of Law in Peja in accordance with its legal objectives and mission.

This regulation sets out the rules on the administration of documentation created or accessed by the Institute of Law, equipment, office hours, ethics rules and other management procedures..

Article 2

Activity of the Institutes

The activity of the Law Faculty Institute of "Haxhi Zeka" University in Peja, is oriented towards quality education at HZU.

1. The mission of the Law Faculty Institute of "Haxhi Zeka" University in Peja , consists of designing high quality educational products and providing consultancy in order to improve education and individual development.
2. The purpose of its activity is to develop the curriculum for the university education system, the development of higher education policies, the preparation of various documents related to national policies in the field of education, research work in the fields of justice and the use of modern technologies in teaching and learning.

ORGANIZATIONAL STRUCTURE AND RELATED ORGANIZATIONS

Article 4

1. The Institute of Law of "Haxhi Zeka" University in Peja functions according to the structure approved by the Steering Council of "Haxhi Zeka" University in Peja.

2. Institute of the Law Faculty consist of:

Organete institutit janë:

The institute's bodies are:

- a) the council of the institute;
- b) Director of the institute;
- c) Secretary of the institute.
- d)** If the Institute expands its work and commitments, the Governing Council of "Haxhi Zeka" University in Peja, on the basis of the Institute's reasoned request, may grant an increase in the number of staff.

Article 6

Requirement and conditions for establishment of the Institute

6.1 The request to establish an institute is addressed first to the Academic Unit Council.

6.2 Upon request for establishment, the Department or Academic Unit which proposes shall

draft the rules of procedure of that institute, which shall comply with this regulation.

- 6.3 The Academic Unit should have its own infrastructure in order to carry out this activity within the institute.
- 6.4 Board of Directors of "Haxhi Zeka" University in Peja, makes a decision for approval or disapproval of the request.
- 6.5 The approval of the Steering Council for the establishment of the institute also includes the adoption of the rules of procedure, confirming compliance with this regulation.
- 6.6 Upon the approval of the request by the SC, and the approval of the rules of procedure of that institute, the Academic Unit may proceed further with the election of the institute's organs.
- 6.7 The provisions of this Regulation also applies to galleries, theaters and centers within HZU

Article 8

Council of the institute

- 8.1.1 The Council of the Institute is composed of five members:
- 8.1.2 Vice-Rector for Research or any other representative designated by the Rector of HZU;
- 8.1.3 Vice-Dean for the respective Academic Unit (if the Academic Unit has a Vice-Dean, then he will be appointed a member);
- 8.1.4 Head of relevant department (if the Institute relies on the human resources of several departments, the Dean of the Academic Unit appoints one member);
- 8.1.5 One academic staff member selected by the department concerned (if the Institute relies on the human resources of several departments, the Academic Unit Council elects one member), 1.5. An external member, from the academic, business or entrepreneurship community, from Kosovo or abroad, proposed by the Head of Department and approved by the Dean of the Academic Unit (if the institute relies on the human resources of several departments, the Dean of the Academic Unit proposes to the Academic Unit Council one member for approval);
- 8.1.6 If the Institute is established and functions with the support of an Institution, the Council shall require that Institution to delegate a member.
- 8.1 Council members have a four-year term, with the possibility of re-election.
- 8.2 The Council shall elect the Chairman from among its members.
- 8.3 The Chairman shall convene and chair the meetings of the Council.
- 8.4 Decisions in the Council are taken by majority vote.
- 8.5 The director of the institute is a member of the Institute Council, but without the right to vote.

Article 9

Director and Secretary

- 9.1 The Institute is headed by its Director, who is responsible for all his research activities - scientific and publicity.
- 9.2 The Director of the Institute is elected by the Council of the Institute, with a 4-year mandate, with the possibility of re-election.
- 9.3 The Director must be from among the academic staff (professors) of the respective department or the relevant Academic Unit (if the institute relies on the human resources of several departments).

- 9.4 In its work, the Director is supported by the Secretary of the institute, who is nominated by the Director and approved by the Institute Council.
- 9.5 The secretary must be from the academic staff of the department or the relevant Academic Unit.
- 9.6 The Director and the Secretary should take care of informing, arranging meetings, conferences, and other necessary work, with the commitment to engage as much as possible the staff of the department or the respective Academic Unit.

Article 10

Funding

- 10.1 The activities of the Institutes can be funded from the following sources:
- 10.1.1 From public funds, including HZU;
- 10.1.2 From projects;
- 10.1.3 From own activities;
- 10.1.4 From donations;
- 10.1.5 From other sources, in accordance with the law and the Statute.

Article 11

Contracting works

- 11.1 Upon reaching an agreement on the contract of works, the Rector, on the basis of the data on the agreement reached on the contract of works, signs the contract, which shall contain:
- 11.1.1 All elements of the agreement reached;
- 11.1.2 Precise definition of tasks;
- 11.1.3 The precise value contracted for each position and job;
- 11.1.4 The total value of the work;
- 11.1.5 The deadline for performing the work;
- 11.1.6 The method of payment and the deadline for payment execution,
- 11.2 Before concluding the contract referred to in the preceding Article, the Director of the Institute, with the approval of the Dean of the Academic Unit, shall designate the contractor and other contractors, taking as a fundamental criterion the opinion of the contractor, the professional and scientific competencies of the contractor as well as the opinion of the custom.
- 11.3 In its projects and activities, the Institute may also engage experts outside UHZ.

Article 12

Allocation of realized funds and payment for work performed

- 12.1 Payment of works done is done according to the relevant HZU regulations.
- 12.2 The reallocation of funds reallocated based on the specification work will be done according to the guidelines of the HZU Steering Council.
- 12.3 Direct costs incurred during the works (travel expenses, expenses for the purchase of equipment necessary for the execution of works, consumables, etc.), are allowed to be up to 10% of the contracted value.
- 12.4 The allocation of funds generated by projects or services based on the work performed is as follows:

