



**STATUTE**

Pristina, December 2019

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Based on the Law on Higher Education in the Republic of Kosovo no. 04/L-037, The Steering Council of College of Applied Technical Sciences Tempulli approved this statute.

### *Article 1*

#### **GENERAL PROVISIONS**

College of Applied Technical Sciences Tempulli (here in after referred to as Tempulli College) was established in 2001 (with Registration Certificate No. 70897172) as a private higher education institution. Tempulli College was established and operates in accordance with Law no. 04/L-037 on Higher Education in the Republic of Kosovo and other applicable legislation, and is licensed by the Ministry of Education Science and Technology, and accredited by the Kosovo Accreditation Agency.

This statute reflects the mission, organization, functioning and internal structure of Tempulli College, the manner in which bodies are appointed, as well as the organization of studies and the status of academic, administrative and student staff.

This Statute has been amended and drafted in full compliance with local and international legal acts related to the field of higher education (scientific and professional).

The statute contains the main norms governing the activity of the institution, such as: the organization, activity and work of constituent structures, authorities and governing bodies, their election or selection, guaranteeing the creation of a incentivized environment, necessary for consultation and decision-making on academic matters, between teachers and students, with students at the center, levels of delegation of authority from governing and management bodies, quality assurance mechanisms, funding sources and modalities, periods of internal evaluation of study structures and study programs, the rights and obligations of academic and non-academic staff and of students, as well as other duties that regulate the activity of this institution.

Internal regulations and other acts, pertaining to relevant bodies functioning within Tempulli College, are prepared on the basis of this statute and of other guidelines, in order to individualize and achieve their objectives as efficiently as possible.

### *Article 2*

#### **Legal status**

1. Tempulli College is a private provider of higher education in Kosovo, which organizes and develops scientific and professional study programs, vocational training programs and commercial activities and consultancy;
2. Tempulli College is a legal entity, licensed and accredited by the relevant institutions according to the legal provisions in force.

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### *Article 3*

#### *Name, headquarters, and symbols*

1. The name of the institution is the College of Applied Technical Sciences “Tempulli”.
2. The headquarters of the institution will be in the district of Arberia in Prishtina, at Str. Eduard Lir, No. 158.
3. Tempulli College has the necklace and gown for the dean and vice-deans.
4. The symbols of Tempulli College are designated by the Steering Council.
5. Tempulli College has its logo, coat of arms and flag;
6. Tempulli College has its stamp and the dry seal, which have a round shape and the Tempulli College logo in the middle.
7. The academic units have the right to use the logo, coat of arms and flag upon approval by competent bodies of Tempulli College;
8. The Tempulli College day is the 18<sup>th</sup> of December (day of foundation).

### *Article 4*

#### **Mission**

Tempulli College builds on its own positive tradition, organizes teaching (in academic and professional programs), expertise, applied research, training and community services for students and the community, mostly in the areas of traffic, transportation, insurance, environment, geology and energy to serve the development of the economy, employment and of society.

For this purpose, Tempulli College applies:

- **Highest standards:** Provides continuous qualification and certification of senior specialists in various fields, as an important center of life-long development in harmony with quality standards for levels 4, 5, 6 of the National Qualifications Framework and relevant European policies.
- **Individualized Approaches:** Tempulli College achieves the developmental potential of students by implementing an innovative approach, implementing curriculum through an individualized formation approach that is conducted in continuous harmony with the needs, ambitions and professional projects of each student.
- **Collaborative approach:** Tempulli College offers innovative programs of study, research and vocational training in specific and deficit areas in Kosovo with a focus in organic collaboration with higher education institutions (HEIs), social partners, businesses and industry, meeting the needs of the domestic and international market.

### *Article 5*

#### *Vision*

Tempulli College is a distinguished institution of higher education in the country and in the region, with a consolidated image, with numerous partnerships and programs of local and international cooperation, providing the first registration option for young adults in the field of traffic, Transportation, and renewable energy, that practices the dual system of higher professional education and the most innovative approaches, study programs, training, research, and expertise in the respective fields.

Tempulli College operates in state-of-the-art facilities, providing ample space and an enabling environment for staff and students, a friendly administration and digitized business processes.

### *Article 6*

#### *Principles*

Values and principles that guide us through the challenges of time:

- **Respect:** Tempulli College has an approach towards others that is reflected in the way they value their contribution. Tempulli College demonstrates respect in all its relationships with stakeholders, including the relationship between management staff and the way it communicates with partners, funders and how services are provided to citizens.
- **Integrity:** Tempulli College will gain the trust and respect of others by being professional, ethical, honest and impartial. Honesty and sincerity in all relationships and communications of Tempulli College ensures that the information is timely and accurate.
- **Inclusiveness:** Tempulli College is committed to diversity, equal opportunity and social justice towards all, valuing differences and welcoming them.
- **Collaboration and partnership:** Tempulli College values partnership and collaboration as the most effective way to improve the quality of its services by being open towards academic and scientific collaboration with public and private institutions, local and international, in areas and projects of common interest while always guaranteeing the freedom to express ideas and providing staff and students equal opportunities in work and studies.
- **Innovations:** Tempulli College is open to change, adaptation, proactive action and innovation in its common attempts to find new ways to meet challenges in an ever-changing environment.
- **Excellence:** Tempulli College has high expectations towards itself, its students and its communities, therefore aims to continuously improve the quality of its services based on the principle of collegiality, transparency and independence.

### *Article 7*

**Goals:**

1. Implementation of higher education and professional education plans and programs in the general as well as specialized fields, such as: training, teaching (in academic and vocational programs), provision of expertise, applied research and community services for students, the community, and society in general in the field of traffic, transportation, insurance, environment, geology and energy, for the purpose of garnering economic development, employment and the development of Kosovo society.
2. Conducting fundamental applied developmental research, in order to advance educational and research work.
3. Organization of scientific meetings, seminars, courses and cooperation with local and international educational institutions/companies.
4. Provision of scientific, research and applied learning services for the needs of national and international institutions.
5. Publicity activities (organizing conferences, the publishing of texts, magazines, bulletins, press releases, bibliographies) on research and analysis in Tempulli's field of education and research, of interest to its students and beyond.

**Article 8****Institutional autonomy and academic freedom**

Tempulli College, as a higher education institution, based on the law in force in higher education in the Republic of Kosovo, has academic autonomy and freedom in providing teaching and conducting applied scientific research.

In accordance with the fundamental principle of autonomy, Tempulli College enjoys the following:

1. the right to elect its authorities and governing bodies at the institutional level;
2. the right to appoint authorities under the law, by-laws and regulations on election;
3. the right to design and approve study programs and curricula in accordance with national higher education development strategies and the principles of the European Higher Education Area;
4. the right to independently design and develop research projects;
5. the right to make independent agreements with the Government/Ministries or with other local and international bodies / institutions in such areas;
6. the right to organize lifelong learning through the provision or use of formal and informal learning opportunities in order to promote the continuous development and improvement of knowledge and skills necessary for employment and professional achievement;
7. the right of membership in national and international associations and organizations;
8. the right to enter into agreements with public or private, local or international, institutions, business entities, or other organizations;
9. the right to gather and administer public funds and other income in possession of Tempulli College, in accordance with applicable laws, etc.;

10. the right to accept and set criteria for new students in study programs;
11. the right to select academic and non-academic staff;
12. to guarantee the freedom of organization and assembly for staff and students;
13. to protect staff and students from all forms of discrimination;
14. the right to use land, buildings and other assets given by the state or various donors, as well as the right to own any other property under the legislation in force.

**Article 9**

**Academic freedom**

Academic freedom as set forth in the Constitution of the Republic of Kosovo and its further interpretation by the judiciary.

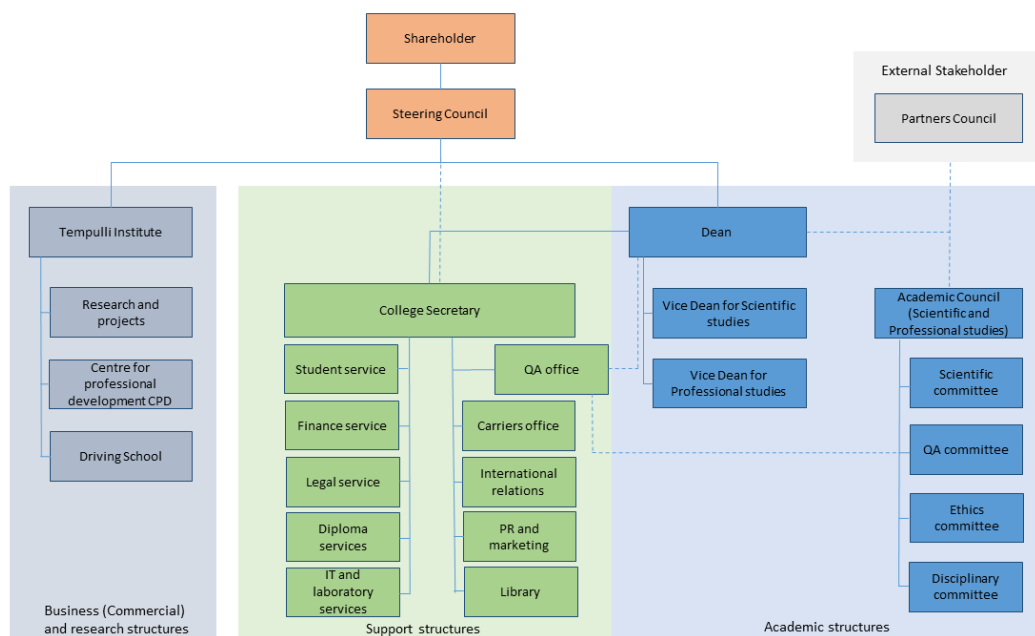
Academic freedom is guaranteed through the right to:

1. Organize teaching, research and innovation activities as well as creative activities in accordance with its mission and goals;
2. Design and develop study programs and other professional programs to determine the areas of scientific research activity;
3. Organize the staff promotion process.

**Article 10**

**ORGANIZATIONAL STRUCTURES**

The organizational structures of Tempulli College are also presented through the organogram, which forms an integral part of this Statute.



The organization of Tempulli College is based on three main pillars:



1. Academic structure;
2. Supporting structure;
3. Research and commercial structure.

**1. The academic structure at Tempulli College includes the following offices/services:**

- 1.1. Dean;
- 1.2. Academic Council;
- 1.3. Vice deans;
- 1.4. Quality Assurance Office;
- 1.5. Program committees.

**2. The supporting structure at Tempulli College includes the following offices/services:**

- 2.1. Secretary-General;
- 2.2. Quality Assurance Office;
- 2.3. Career office;
- 2.4. Student services;
- 2.5. Legal and financial services;
- 2.6. Diploma services;
- 2.7. IT and lab services;
- 2.8. International Relations;
- 2.9. Public Relations and Marketing;
- 2.10. Library.

**3. The research and business (commercial) structure at Tempulli College includes the following offices/services:**

- 3.1. Institute;
- 3.2. Research and projects;
- 3.3. Professional Development Center - PDC;
- 3.4. Driving school.

*Article 11*

**DECISION-MAKING BODIES:**

**1. Steering Council**

- 1.1. The Steering Council is the principal authority and the highest governing collegial body of Tempulli College, which guarantees the fulfillment of the mission of Tempulli College, as well as its financial and administrative welfare.
- 1.2. The Steering Council is a legitimate body that approves or rejects the requirements of lower levels, according to the organizational structure and hierarchy of Tempulli College.

- 1.3. The Steering Council consists of 5 members with voting rights, 3 of whom are proposed by the founder and 2 by the Academic Council. Student representatives can attend Council meetings and make their recommendations when dealing with topics that concern student interests, but without the right to vote. The Dean and the Secretary are ex-officio members of the Steering Council without the right to vote.
- 1.4. The Steering Council shall be chaired by the Chairperson of the Steering Council, or the Vice-Chairperson.
- 1.5. The decisions of the Steering Council shall be taken by a majority vote of the total number of members of this Council.
- 1.6. The term of office of the members of the Governing Board shall be 4 years, with the possibility of re-election. The founder of Tempulli College is a permanent member of the Governing Council.

### *Article 12*

Subject to the provisions of this Statute and the Law on Higher Education, the Governing Council shall be responsible for:

1. Approval of the Mission and Vision of Tempulli College;
3. Decide on the organizational structure of Tempulli College, in consultation with the Academic Council;
4. Elect the Chairperson and the Vice-Chairperson of the Steering Council;
5. Make the decision to announce the competition for admission of students;
6. Make the decision to award scholarships to outstanding students;
7. Decides to award the gold medal “Arif Krasniqi”
8. Propose to the founders of Tempulli College the amount of the tuition and tuition fees;
9. Approve the Rules of Procedure of the Steering Council;
10. Decide on the shape and content of the coat of arms, seal, dry seal, flag and other symbols;
11. Elect the Dean and Vice-Deans based on the recommendations of the Academic Council, and
12. Perform other duties in accordance with the legal provisions in force and this Statute.

### *Article 13*

#### **1. Members of the Steering Council**

- 1.1. Members of the Steering Council shall have a four-year term with the right of reelection.
- 1.2. Members of the Steering Council may leave this body on their own free will (in case of resignation), when they are absent without justification in three sessions, or at the end of their mandate.
- 1.3. All members of the Steering Council serve in an individual capacity rather than as delegates or representatives of a particular interest group.

## **2. Dismissal of Council Members**

The dismissal of the members of the Steering Council shall be based on the recommendation of the founders, members of the Steering Council, for compelling reasons, and based on:

- 2.1. Conviction for a serious criminal offense punishable by imprisonment of more than six months;
- 2.2. Inability to perform his or her post due to physical or mental incapacity, documented by a report from a consortium of independent physicians designated under applicable legislation, or for conduct which represents failure, rejection, disregard, or disability to continue to perform the duties of the post he/she holds and to act in accordance with the principles set forth in this statute or law.

### *Article 14*

#### **Steering Council Chairperson**

1. The Steering Council shall be headed by the Chairperson of the Steering Council who shall be elected by a majority of the members of the Steering Council;
2. The Chairperson of the Steering Council may delegate his/her rights and competencies by special authorization and decision for a specified period of time;
3. The Chairperson of the Steering Council signs all official documents on behalf of the Steering Council.
4. The Chairperson of the Steering Council and the Deputy Chairperson shall be elected by the members of the Steering Council for a term of four years, with the right to be re-elected.
5. The Chairperson guarantees the respect and priority implementation of all decisions, and strategies adopted by collegial bodies, guaranteeing and ensuring the independence of Tempulli College bodies.
6. The Chairperson, in collaboration with other relevant Tempulli College mechanisms, decides on marketing campaigns, promotion, quality program and service delivery, facilities management, finance, taxes and risk management.
7. Recommends the annual budget for approval to the Steering Council and prudently manages the resources of Tempulli College with reference to budgetary guidance in accordance with internal laws and regulations.
8. The Chairperson shall collaborate effectively with the human resources section under the authorized policy of the Steering Council in order to ensure that the procedures are fully in accordance with applicable laws and regulations.
9. The Chairperson oversees the planning and implementation of funds, including identifying resource requirements, research resources and developing strategies for their implementation.

### *Article 15*

**The dismissal of the Chairperson from the Steering Council is done in the following cases:**

1. With the commission of a criminal offense punishable by imprisonment of more than six months, which shall be confirmed by a binding judgment;

2. For mental or physical disability;
3. For acts and conduct that severely discredit his/her position and image and that of Temple College,
4. In the event of failure to fulfill the obligations under this Statute.

### *Article 16*

#### **ADVISORY BODIES**

##### **Labor Market Partner's Council**

1. The labor market Partner's Council (henceforth: PC) is a body of partnership between industry and academic part of Tempulli College.
2. The PC will assist Tempulli College in fulfilling its mission as well as in its strategic planning, by providing relevant advice on important issues of various natures.
3. The PC is a selected group of industry representatives who provide guidance to the academic and professional department of Tempulli College regarding academic issues and strategic planning.
4. It is strongly recommended that external representatives (not academics, not senior) make up at least 50% of all members and have at least a superior university education (completed university degree).
5. The work of the PC is directed by the PC leader, who is elected by the members of the PC based on their own proposals, on a rotational basis (in order to maintain the principle of equality and participation in the leadership of all representatives of the PC).
6. Membership in the PC provides members with membership for a period of three years with a maximum membership period of 5 consecutive years.
7. The PC presents a forum where ideas are exchanged and recommendations are given. The PC coordinator ensures direct connection, effective and mutual communication between the academic department and the industry.
8. The PC serves as a powerful means to assist in the academic and professional development of Tempulli College curriculum programs.
9. The PC may also serve as a fundraising mechanism, having its partner from the industry, through the application in projects of common interest, as well as the exchange of books and materials relevant to common areas.
10. The Labor Market Partner Council adopts its own rules of procedure.
11. The proposals of the PC are adopted by a majority vote of its members and forwarded to the Steering Council for approval.

### *Article 17*

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## ACADEMIC ORGANIZATION

### 1. Academic Council

The Academic Council is the highest academic body.

1. The Academic Council (hereinafter AC) is the highest academic body of Tempulli College. The Academic Council consists of:
  - 1.1. Dean,
  - 1.2. Pro Dean,
  - 1.3. Program Coordinators,
  - 1.4. Two members of the academic staff,
  - 1.5. A member of the administration staff, and
  - 1.6. Two from the student organizations.

Among other things, the Academic Council also has the following competencies:

- Proposes 2 (two) members for the Managing Board;
- Upon proposal of the Dean, establishes permanent committees of the main unit and elects the members of these committees in accordance with the procedures set forth in the rules of the main unit;
- Elects the representative members of the unit in the Ethics Council;
- Exercises all other competencies, according to the statute.
- Provides an opinion-proposal for the supply, deployment and use of basic equipment and supplies for the Academic Council;
- Approves and handles the procedure for initiating and implementing the procedure for the selection of teachers and associates for vocational teaching titles;
- Decides on the establishment of new study programs (specializations), renaming existing study programs (specializations), merging study programs (specializations), termination of study programs (specializations) and sends them to the Steering Council for approval;
- Approves the act on the organization of jobs at Tempulli College;
- Issues a regulation on the professional advancement of teaching staff;
- Authorizes teaching staff for teaching in certain subjects;
- Approves the Rules of Procedure of the Academic Council;
- Performs other duties in accordance with the legal provisions in force, and the Statute of Tempulli College.

More than half (50 + 1%) of the total number of Council members must be present at Academic Council sessions. The Council decides with the majority of the general members.

The Academic Council shall establish its permanent or temporary professional committees as appropriate. The decision on the formation of the committees stipulates their composition, number and competences.

The standing committees of the Academic Council are:

- Scientific and professional committee;
- Quality Assurance Committee;
- Ethics Committee;
- Disciplinary Committee, and
- Appeals Committee.

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## *Article 18*

### **Dean**

The Dean is the head of the Academic Council. For the purpose of accomplishing the objectives of Tempulli College, and on the proposal of the Academic Council, the Dean appoints two Vice-Deans.

The Academic Council proposes to the Steering Council two candidacies for the position of Dean, and the latter makes a final decision on the election of the Dean.

Each person nominated for the Dean's position shall submit his or her own work program for the term of office to the Academic Council.

The Dean has the right to delegate to the vice-deans full legal responsibility for a specified period of time.

The main functions of the Dean are:

- drafts the strategic development plan of Tempulli College based on the proposals of the core units as well as those of the main unit administrator;
- coordinates academic activity in scientific and professional study programs;
- compiles the detailed annual report of the work activity and submits it to the Council for approval;
- reviews in advance the annual and mid-term budget plan of the work activity and submits it to the Council for approval;
- reviews the syllabuses and curricula presented by the heads of the basic units and submits them to the Academic Council for evaluation;
- continuously pursues the academic activity of Tempulli College and makes relevant proposals for the necessary changes, in order to meet the quality standards;
- monitors and publishes the results of the evaluation of activities of the main unit;
- exercises all other functions specified in the statute and regulation.
- chairs the Academic Council. In the absence of the dean, one of the vice-deans shall preside over the council in the order of priority assigned by the dean.

The Dean is elected for a four-year term. The same person may be elected Dean for maximum two consecutive terms. If the Dean is not elected within the prescribed deadline and after the procedure is repeated, upon the proposal of the Chairperson, the Academic Council will agree to nominate an acting dean and send the nomination to the Steering Council for approval.

The Dean may be removed from office before the mandate for which he/she is elected expires:

- When he/she requests resignation or is dismissed by a respective decision;
- For not fulfilling the duties of the position of the Dean;
- For violating the authority of the entrusted duties;
- When he/she loses the ability to perform duties;
- By decision of the Steering Council.

The decision on the dismissal of the Dean is made by the Steering Council on the proposal of the Academic Council. The request for dismissal of the Dean may be submitted by members

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of the Academic Council. In the event of the Dean's dismissal, the Steering Council gives its consent that the Academic Council nominate the acting Dean for the academic year. The candidate nominated by the Academic Council for acting dean is appointed by decision of the Steering Council.

### *Article 19*

#### **Vice-deans**

Tempulli College has two (2) vice deans:

- Vice-dean for Scientific Programs;
- Vice-dean for Professional Programs

The vice-dean is the managing authority that handles the scientific and professional teaching matters in the absence of the Dean and carries out other duties authorized by the Dean.

The vice-deans are full-time members of the academic staff, of the relevant core unit, who belong to the category of "Professor" or hold a "Doctor" ("PhD") or MSc (Lecturer) degree. The vice-dean performs all duties in harmony and coordination with the Dean.

The vice-deans are appointed and dismissed by the Dean, who selects among the candidates proposed by the Academic Council.

The vice-dean also performs the following duties:

- Organizes and supervises the work of scientific and professional teaching at Tempulli College;
- Oversees the implementation of the curricula;
- Oversees the units of scientific and professional cooperation of Tempulli College with scientific and professional research institutions of partner institutions;
- Oversees the scientific and professional activities at Tempulli College;
- Drafts the calendar project-plan of the teaching process and submits it to the Dean for approval;
- Guides the drafting of the schedule for the lessons, exams and monitors their implementation;

Only a teacher with a regular working relationship can be elected vice-dean.

### *Article 20*

#### **Ethics Council**

The ethics council promotes and reviews ethics-related issues in teaching, research and professional activity.

The ethics council is established and consists of three members, representatives of academic, administrative and student staff.

The meeting of the ethics council shall be convened by the Chairperson of the council, who shall determine the agenda of the meeting.

Meetings are valid when the majority of members attend.

The decisions of the ethics council are taken by a majority vote of the meeting participants and submitted to the Dean for approval.

The Ethics Council performs the following functions:

- discusses ethical issues in the course of the teaching process and in all institutional activities;
- discusses ethics issues raised by academic staff and students;
- drafts the code of ethics of the institution;
- examines and makes decisions in cases of breach of the code of ethics by members of academic staff and students.

### *Article 21*

#### **The General Secretary**

The general secretary of Tempulli College is directly responsible for administrative, legal and other duties as authorized or delegated by the Chairperson or Steering Council.

The general secretary also performs other functions, such as:

- Provides professional-legal opinions on the application of laws and regulations in effect;
- Assists the Dean and may sign official documents on behalf of the Dean, with his/her authorization;
- Provides legal guidance and advice in the meetings of Tempulli College bodies;
- Signs employment contracts, certifications, certificates and training diplomas, not including Level 6 and 7 diplomas under the NQF;
- Manages the work of the professional services and is responsible for its activities;
- Monitors material-financial affairs;
- Ensures the implementation of the decisions of the Steering Council, the Academic Council and the Dean, as well as other work based on the description of his/her position;
- In consultation with the Dean, in addition to regular committees, the general secretary may also appoint ad-hoc professional committees in relation to the teaching process, students and staff of Tempulli College.

The General Secretary is selected through a competitive process for a fixed term. The general secretary is appointed by the Steering Council on the proposal of the Dean.

### *Article 22*

#### **Departments**



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Within its functional structure, Tempulli College also consists of Departments. The department is the main learning and training unit that coordinates teaching, research and development in the related or intertwined scientific and professional learning fields.

The department can be structured into teaching groups as well as permanent or temporary groups of research and professional character. The department also consists of staff at expert level on specific issues that deal with research, analysis and expertise.

Tempulli College consists of the following departments:

- Department of Scientific Programs, and
- Department of Professional Programs.

Depending on the needs that may arise within Tempulli College, the Steering Council may establish additional departments.

### *Article 23*

#### **Department Coordinator**

The department is a basic teaching-research unit at the Tempulli College, consisting of homogeneous or approximate research areas and groups related teaching disciplines. The Department is headed by the Head of the Department.

The department promotes, coordinates and administers teaching activities, as well as research-publishing or artistic activities, while respecting the academic freedoms of academic staff.

In addition to the academic staff, the department may also include experts on specific issues that deal with research, analysis and expertise.

Duties and Responsibilities of the Program Coordinator:

- Participates in organizing and delivering lectures, exercises, exams, seminars, research work and other forms of work;
- Organizes lectures and other forms of work for the implementation of the curriculum and professional improvement;
- In cooperation with the Dean, prepares and proposes to the Academic Council the work plan on the professional learning and research activities;
- Gives opinion to the Academic Council on the proposal for the appointment and selection of teachers, associates, and professional titles;
- Provides the Academic Council with a proposal for members of the committee for specialization work and professional experts, analyzes the success of students and their involvement in research work and proposes appropriate measures;
- Tracks and ensures balance of workload of teaching staff and takes care of their professional growth and development, while also presenting the needs for new professional staff;
- Provides proposals for the professional development of teaching staff, either in-country or abroad;
- Performs other duties in accordance with the statute and regulations and other general acts of Tempulli College. The conclusions and recommendations are adopted by secret

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ballots and with a majority vote. At the departmental meetings, minutes are kept on the welfare of the department's work, which is ultimately signed by the coordinator.

### *Article 24*

#### **Head of Tempulli Institute - the Director**

Within its functional structure, Tempulli College also houses the Institute for Road Safety and Transportation Research "Tempulli" (henceforth:the Institute). The institute is headed by the Director.

The Director of the Institute is selected on the basis of a competition procedure and is open to candidates in and out of Tempulli College. The selection committee submits the proposal for the Director of the Institute to the Steering Council for approval. The application, competition and selection procedures are set out more specifically in Tempulli's regulations.

The Director of Institute is appointed for a four-year term, with the right to be re-elected.

The term of office of Institute, Director expires when he/she leaves, for personal or health matters, when the employment contract is terminated, when the employment contract is completed, and in cases where his/her actions or omissions impair the integrity of the institution. In case a criminal case is opened against him/her, the Director may be suspended from office until a final decision is taken by the relevant authorities. Until the new Director is elected, the Steering Council shall decide to fill the position by the vice-dean or another person with similar qualifications.

The Head of Institute has the following competencies:

- a. Determines the program and topics of the scientific work at the Institute;
- b. Leads and controls the implementation of the program related to studies and trainings according to the relevant topics;
- c. Assesses the work of Institute members during the academic year;
- d. Cooperates closely with other departments and other structures at Tempulli;
- e. Reports achievements and potential problems to the Steering Council of the College.

### *Article 25*

#### **The Center for Professional Development**

The Center for Professional Development (hereinafter: CDC), organizes training programs, vocational training and professional certifications with programs that are evaluated by local and international experts and under the authorization of relevant government institutions.

Tempulli College reserves the right to open new training programs, depending on the requirements and needs that are constantly presented, identified as a result of the review of youth requests for innovative professional programs as well as business and market needs as a

whole in Kosovo and beyond. All of these training programs and professional certifications will rely heavily on local and international laws that are in force, based on the relevant provisions of these laws or other bylaws.

Regarding the implementation of commercial activities, Tempulli College is obliged to timely pay all the legal fees/duties that arise depending on the type of program and service is offered.

The development of activities described in the provisions of this Statute takes place within the premises of Tempulli College and, depending on the specific needs, other spaces are secured through rent or other forms.

Tempulli College may also use premises, laboratories and other premises borrowed by agreement from institutions, organizations, or companies in the private or public sector.

The training programs developed in the CDC are:

- Transportation of dangerous goods by air DGR;
- Transportation of dangerous goods by road ADR;
- Transportation of dangerous goods by rail RID;
- Training for Security Advisors on the Carriage of Dangerous Goods by Road - ADR and by Rail RID;
- Cargo load insurance;
- Eco driving;
- Professional competences for passenger transportation driver CPC-D;
- Professional competence for freight driver CPC-D;
- Professional competence for freight and passenger transportation manager CPC-M;
- Inspectors for Vehicle Technical Control Centers;
- Rules and use of digital tachographs;
- Driving skills - Driving schools;
- Driver's Training School;
- Training for taxi drivers and minibuses;
- Training for crane operators, lifts and similar vehicles;
- Training for truck operators;
- Driving instructor seminars;
- Seminars for examiners, lecturers and administrative staff in driving schools;
- Eco-driving training;
- Safe driving training
- Examiner training, and more.

### *Article 26*

#### **Branches**

Tempulli College can open its branches in municipalities, regions and other countries, outside its headquarters, to offer study programs, research or vocational training programs as well as various services.

A branch may open:

- by the decision of the founders when it is opened as a separate unit in the structure of Tempulli College;

- 
- by proposal and decision of the Steering Council, when it is opened as an integral part of the headquarters units.

The minimum criteria for opening a branch are:

- Meet applicable legal requirements governing this field;
- Have adequate and sufficient infrastructure for the service to be provided;
- Have sufficient funds to cover related costs.

The form of operation for the branch, in relation to Tempulli College-headquarters, is provided in the internal regulations.

### *Article 27*

## **STUDENTS**

A student is a person that is enrolled to study at Tempulli College.

Students have the following rights:

- To attend all the lectures, seminars and all other teaching activities organized in their subjects, according to their level, and attend, if appropriate, other organized teaching processes;
- To use the facilities such as libraries and other services dedicated for students in the provider's premises;
- To participate in elections for student positions in bodies established on the basis of the statute of the provider.
- Tempulli College guarantees the freedom of students, within the law, to present new ideas and controversial opinions without risking the loss of the student's place or privileges they enjoy from Tempulli College;
- Tempulli College guarantees students' freedom of speech, organization and assembly according to legal provisions.
- Tempulli College protects students from any kind of discrimination through adequate and quality mechanisms.
- Tempulli College provides impartial and objective mechanisms for dealing with student disciplinary issues.
- The students have the right to complain about the quality of the teaching process or the provider's infrastructure.
- Understand the circumstances under which students may be deregistered for academic or disciplinary reasons
- The grievance procedures are set out in more detail in the relevant regulations.
- Tempulli College guarantees students the right to challenge a decision or action of their education provider
- Students who have completed the final exam in the study program for which they are enrolled no longer enjoy the student status.
- During studies, the student can participate in cultural and sport activities, professional seminars, conferences, student gatherings.
- Students should use all technical-laboratory installations and equipment to carry out their teaching work in accordance with the relevant programs and regulations, use libraries and sport, cultural and informational spaces. During the time of study, students may be temporarily and occasionally employed, so long as this does not impair the

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success of their studies. In the case of student employment, mediation is provided by Tempulli College legal entities whose activity is to take care of the student standard.

### *Article 28*

#### **The study contract**

Through a study contract between Tempulli College and the student, the student establishes legal relations with the institution. The study contract provides for all obligations of each party during the studies. The study contract is a valid document with legal effect deriving from this statute and other applicable legal and sub-legal acts related to services in the Republic of Kosovo. Through a contract, the student fulfills his/her financial and academic obligations, in accordance with the regulations and general acts of Tempulli College.

### *Article 29*

#### **Exams**

Student achievement is assessed constantly through theoretical and practical learning, while definitive grades are determined by exams. Depending on the subject, the assessment is conducted through interactive conversation, periodic testing, seminars, fieldwork, presentations and final practice.

Exams serve as a regular way of assessing knowledge. They can be organized separately for each subject or can be combined for several subjects in accordance with the study program (exam committee).

Exams are conducted publicly and are in writing, oral, written and oral, as well as the practical part.

Exams can be organized online (from distance).

The achievement in the exam is public. The person who proves that he/she has a legal interest in the written examination results, has the right to look at it.

The student can take the exam from the same subject up to four times at most. The fourth time, the exam is given before a committee of teachers. The student who fails the same exam for the fourth time is obliged to register the same subject again in the next academic year.

If the student fails to complete the exam in the manner specified above, even after repeated enrollment, he/she loses the status of a regular student.

### *Article 30*

#### **Exam deadlines**

Exam deadlines are regular and extraordinary. Regular deadlines are in January, February, June and September. Extraordinary deadlines are in April and November. Students who have

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completed all lectures, in addition to the regular deadlines, have the right to take exams every month. Scheduling of exams according to the study level and program is determined by special regulations and decisions made by the General Secretary in cooperation with the Dean.

### *Article 31*

#### **Student grading**

Student success in the exam is expressed by grades 5, 6, 7, 8, 9 and 10 or letters A, B, C, D and E. Grades (10 and 9) express excellent success, (8) is very good, (7) and (6) are good and transcribed in the student card. Grade (5) expresses insufficient success and is not transcribed in card. Whereas the letter grades have the following points:

- Grade A (90–100) points
- Grade B (80–89) points
- Grade C (70–79) points
- Grade D (60-69) points
- Grade E (51-59) points

These grades are equivalent to the (ECTS) credit system applied to higher education in some countries around the world.

The student who is not satisfied with the grade, within 24 hours of the communication of the grade, may request in writing to repeat the exam in front of the committee. The request for repeating the exam must be justified. The Dean appoints a chairperson and two members within 24 hours of receiving the request, if it considers that the request is substantiated. One of the members of the committee must be from another subject, and the other must be from the subject of the grade, he/she may not be the Chairperson of the committee. The Dean determines the time for taking the exam within three days from the day the student-candidate application is submitted. The written exam or written part of the exam will not be repeated before the committee, but it can be re-evaluated. The Committee decides by majority vote.

### *Article 32*

#### **Exam Schedule**

The exam schedule is set in a way that includes all students eligible to take the exam in each subject. The teacher should provide at least two exams for each subject on a regular basis. The exam calendar is announced at the beginning of each academic year. The time between the exam and the regular exam period is at least 5 days, and the extraordinary period is at least 10 days.

The student is advised that he/she will enter the exam by means of an application form (payment slip), which is confirmed by Tempulli College student service at least 5 days before the exam deadline begins. Tempulli College determines the exam time for the candidates. Candidates' timetable must be announced at least 2 days before the exam. If the student is

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unable to take the exam for any reason, he / she is obliged to notify in writing at least 24 hours prior to the scheduled exam date.

### *Article 33*

#### **Study papers**

Upon completion of studies, the student is awarded a diploma, which is designed in accordance with the legal requirements in the Republic of Kosovo. In addition to the diploma, the student is provided with the diploma annex (supplement).

Diplomas, certifications and certificates issued by Tempulli College are public documents.

Completion of studies consists of the solemn presentation and submission of the diploma for the completion of studies.

### *Article 34*

#### **Student's disciplinary responsibility**

Failure to comply with the financial and academic obligations, as well as violation of the rules set forth in this Statute, the Code of Ethic and other acts of Tempulli College, including violation of the authority of this institution and its employees shall entail disciplinary liability.

Failure to perform the financial obligations of the study by the students, the same will be dealt with according to the legal provisions in force envisaged in the study contract.

### *Article 35*

#### **Serious violations of the rules are considered:**

- All actions which according to criminal law are considered criminal offenses;
- Forgery of signature, mark or certificate/diploma, cheating in tests/exams and in other cases where these offenses do not have the character of the offense;
- Failure to timely settle material and financial obligations foreseen in the study contract;
- Other serious violations on morality, ethics and code of academic conduct.

### *Article 36*

#### **Minor rule violations are particularly considered:**

- Obstructing the regularity and progress of lectures, exercises and exams, or the use of unauthorized assistance during exams, misconduct towards teachers, assistants and other associates.

### *Article 37*

#### **Complaints**

For the purpose of dealing with complaints, a Complaints Committee exists within Tempulli College. This committee deals with all complaints and decides on them within the deadlines set by normative acts.

In reviewing complaints, Tempulli College will:

- Implement relevant laws and regulations, procedures, or operating instructions in force at the College;
- Refer appeals belonging to other procedures (i.e. disciplinary). The Committee will consider the complaints within the time limit set in the procedure. It should be noted that appeals should be lodged as early as possible and not later than three months after the cause of the complaint has occurred.
- Ensure that the complaints will not have any effect on the complainant. All complaints must be submitted in writing to the Tempulli College Secretary, who will then forward them to the Appeals Committee for deciding.

### *Article 38*

#### **Student obligations**

Students throughout the course of their studies, so long as they have the status of a student, must undertake the following obligations:

- To adhere to the rules drafted by Tempulli College and to pay proper attention to studies and participate in academic activities;
- To pay proper and full attention to studies and to participate in academic activities;
- Make payments for services as determined by internal regulations or contract of studies, etc.
- Respect the code of ethics set out in the Statute or regulations of Tempulli College and pay due attention to the rights of staff and other students.

The student fulfills his/her financial and academic obligations according to the study contract which is based on the respective regulation and on the status of Tempulli College. The student proves his/her identity during studies with an index study card based on the SEMS (Electronic Student Management System).

Students are required to comply with all obligations arising from the lesson plans, those arising from this Statute, Tempulli College Regulations and any laws or bylaws on higher education in Kosovo. They should know in detail all the obligations and be aware of their implementation. Tempulli College is not responsible for the consequences that may arise from not knowing them. A student fulfills the material-financial obligations to Tempulli College through direct payment of funds, or indirectly provided by other sources on behalf of the student.

### *Article 39*

#### **Financing the studies**



Tempulli College is funded by Founder Funds, local and international projects, by studentfees and candidates in training programs, income from commercial and other professional activities, donations, gifts and grants.

#### *Article 40*

##### **Financial support for students**

Tempulli College may issue internal legal acts for the creation of a scheme or schemes for financial support of students based on merit or economic need.

Such student financial support schemes may include provisions that assist students in covering the tuition of their studies.

Through the support of partners and from its own budget, Tempulli College allocates scholarships for studies.

#### *Article 41*

##### **Student organizations**

Students have the right to organize themselves in student councils at the academic unit level, at the institutional level, and at the national level.

Student organizations are elected every two (2) years by student votes and are based on applicable legislation. In cases where an individual elected to the student council completes his/her university studies, he/she is replaced by the next candidate in the order of the number of votes collected in the last election.

Student councils cannot be organized with other political and non-political structures outside the relevant higher education institutions. The modalities and procedures for their establishment, organization and functioning are set out in the statutes and regulations of higher education institutions in accordance with the applicable Law on Higher Education in Kosovo. Student Organizations assist student services to equip all students with a student card as well as other extracurricular organizations to promote their studies, internships, recreation and other engagements.

In detail, the modalities and procedures for the establishment, organization and functioning of these councils are set out in the relevant regulations.

#### *Article 42*

##### **Student guardian**

One of the professors of Tempulli College is appointed as Student Guardian by the Dean after prior approval of his candidacy by the students who are part of the Student Council.

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The Student Guardian has a three-year mandate and has the mission of conveying any student problems to the Dean, Board, or Secretary, according to their competence. If the relevant departmental body does not address this problem, the Student Guardian addresses the issue before the Steering Council of Tempulli College.

Every student, whether verbally or in writing, openly or anonymously, has the right to contact the student guardian, who is required to record in the register any concerns raised as well as the remedies provided for that issue.

### *Article 43*

#### **Student Ombudsperson**

The Student's Ombudsperson provides information, advice, referrals, and interventions to students at Tempulli College, being a student-centered resource that supports students in addressing and resolving concerns or issues that may arise within the college.

The Role of the Student's Ombudsperson:

- Listens to student concerns and serves as a student resource;
- Provides a "safe" place for students to discuss issues;
- Investigates student complaints;
- Gathers information about your name;
- Explains college policies and procedures, rules and processes;
- Refer students, individuals or other officers when appropriate;
- Acts as a neutral resource between student and college staff, using informal mediation and other problem-solving techniques;
- Facilitates communication between individuals.

The work of the Student Ombudsperson is envisaged in the Tempulli College regulatory framework.

### *Article 44*

#### **The Career center**

The Career Center is a responsible body that:

- organizes, manages and leads the recruitment process for new students;
- maintains ongoing relationships with student councils,
- leads the student counseling process,
- maintains communication with the labor market as well
- Provides assistance in orienting and developing students' professional careers.

The Center also maintains ongoing contacts, collects information on graduates, and is responsible for preparing the career book.

The manner of functioning of the office is defined by regulation.

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## *Article 45*

### **Organization of studies**

Studies at Tempulli College are organized in the following forms:

- Full-time (regular) studies;
- Part-time studies (without interruption from work);
- Distance studies (online studies).

#### **a) Full-time(regular) studies**

According to the Bologna Convention for the Promotion of Higher Education in European Countries, full-time students must fulfill their curriculum obligations while studying. This means that they are required to attend lectures, laboratory-practical exercises, seminar work, fieldwork, periodic testing, semester exams, and must also perform their homework and project assignments. The curriculum focuses on developing specific intellectual knowledge as well as enabling the deepening of general knowledge in more areas of Tempulli College programs.

#### **b) Part-time studies (without interruption from work)**

According to the Kosovo Higher Education Law and the Bologna Convention on Correspondence Studies, Tempulli College through its study programs will provide conditions for correspondence studies for students who cannot attend classes for objective reasons or they live away from the country. The course of study will be through seminars, papers and projects, consultations with professors and assistants, and written and oral examinations.

#### **c) Distance studies (online studies)**

Tempulli College can offer distance learning in all Bachelor and Master Programs, but also special vocational programs developed in the CPD.

Studies are conducted through the e-learning platform; which students/candidates receive:

- Distance learning regulation;
- Reading material for each subject;
- Recommended book list;
- Recommended online resource list;
- Lectures on Power Point, etc.

Furthermore, as part of the program, authorial and online meetings (via Skype) or face-to-face meetings are organized with each lecturer.

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## *Article 46*

### **Changing of study programs**

The student may change the study program to another study program in the same unit or another academic unit of Tempulli College. Replacement of the study program is possible between the study programs in order to achieve the same level of education in accordance with the provisions of this Statute;

Depending on the case, the student may also be required to take additional exams in the name of changing courses in order to meet the requirements for the changed study program. Transfer from a lower level to a higher level of studies under the National Qualifications Framework of the NQF, with a view to continuing studies, is a permitted action and is accompanied by a special decision of the Secretary General. This decision represents the equivalence of prior studies and is a sufficient criterion that enables the student to continue his/her studies.

### *Article 47*

#### **Study Programs**

Study programs (hereinafter referred to as Programs) are established to carry out, develop and advance teaching, scientific and research activities. Programs are the basic form of organization that determine the work of teachers and associates in specific areas. Whereas the course group presents the form of organization in learning modules.

Programs can be merged/unified if the number of students is less than 10 students per program, and new ones may be added if requirements and opportunities are presented within Tempulli College.

The work of the program is led by the program coordinator.

For the development of the teaching process and research activities, issues which are directly related to the financial opportunities of Tempulli College, and based on the applicable law on higher education, Tempulli College exercises the right to develop commercial activities in various projects, public and private, that are in the interest of the country and society.

Tempulli College ensures the implementation of student-centered teaching and learning:

- respects and pursues the diversity of students and their needs by providing flexible teaching methods;
- examines and uses different modes of delivery, as necessary;
- flexible use of a variety of pedagogical methods;
- evaluates and regularly adjusts delivery modes and pedagogical methods;
- encourages a sense of autonomy in the teaching of the recipient (learner) while guaranteeing appropriate guidance and support from the teacher;
- promotes mutual respect in the student-teacher relationship;
- provides appropriate procedures for dealing with student complaints.

### *Article 48*

#### **Procedures for revising study programs**

Tempulli College organizes periodic review of study programs at the end of each academic year.

The following considerations should be kept in mind when reviewing programs:

- review of study programs, specializations, modules, courses;

- reviewing the constituent elements of the disciplines and allocating credits among them (lectures, seminars, assignments, projects, laboratories);
- revision to the study program regulation;
- reviewing the implementation of the study program in the relevant academic year;
- reviewing feedback, opinions and consultations received from students, teachers and partners by the representative bodies.

Successful implementation of the review process should require the collection of necessary data throughout the academic year.

### *Article 49*

#### **Studies and their duration**

Pursuant to the applicable Law on Higher Education in Kosovo and based on the accreditation and licensing of study programs by the relevant authorities, Tempulli College offers scientific and professional studies in duration of one, two, or three years, as well as postgraduate studies for the duration of one or two years (Levels 4, 5, 6 and 7 according to NQF).

- a) **One-year studies** - completed with 60 European Credits (ECTS), for the duration of 1 year, consisting of 2 semesters. These basic studies belong to Level 4 of NQF. At the end of the studies a Certificate of Qualification is issued. Studies at this level in the same field of study are equivalent to the first year of Level 5 and 6 NQF studies only if they are in the same field.
- b) **Two-year studies** - completed with 120 European ECTS credits, with a duration of 2 years, respectively 4 semesters. These specialist studies belong to Level 5 NQF. At the end of the studies a Professional Certificate for the qualification is issued. Studies of this level in the same field of study are equivalent to the second year of study in Level 6 of NQF, only if they are in the same field.
- c) **Bachelor Degree** –consists of six semesters with a total of 25 exams (within 5 semesters). The sixth semester is an internship where students have to work on an independent project for the practical part. During this cycle of study 180 European Credits (ECTS) are achieved and their normal duration is 3 years. The student graduates successfully defending his/her project and thus completes the studies in this cycle.
- d) **Master Studies** - offered according to relevant standards and documents arising from the Bologna Process. These studies last 1 or 2 years, 2 or 4 semesters respectively.
- e) **One-year Master's Degree Studies** - are intended for students who have completed the traditional education system of at least 8 semesters and a maximum of 10 semesters, and who have accumulated over 240 ECTS credits and 300 ECTS credits at most. Students enrolling in the one-year Master's Degree studies, but whose previous field of study is not technical, the same must be subject to at least 5 differential examinations, which are assigned by the academic structures depending on the Dean.
- f) **Two-year Master's Degree Programs** - are dedicated to students under the new Bologna Process system of studying, comprising of at least 6 semesters and who have accumulated over 120 ECTS credits. Studies in this format have four semesters with a total of 15 exams

(within 3 semesters). The fourth semester is an internship where students have to conduct independent research on their internship. The student graduates successfully supporting his/her research project and thus completes the studies in the second cycle. At the end of the studies, a Level 7 Diploma is issued according to the NQF.

Graduates of master's degrees, after having accumulated at least 300 ECTS points of credit and meet the legal requirements, are eligible for enrollment in the Third Cycle of Doctoral Studies.

Part of development of the study modules, under the conditions set out in the regulations and the Statute of Tempulli College, can be implemented in cooperation with other partner institutions at home and abroad promoting the mobility of students and professors within the academic space.

### *Article 50*

#### **Practical work - Internship**

Tempulli College has collaborations with various institutions at home and abroad. Thanks to these collaborations Tempulli College students conduct study visits and regular internships at these partner institutions. In addition to periodic internships during the semesters, each student is required to maintain a professional internship during the last year of the Bachelor program for one semester, in order to conduct research within the student's independent project to achieve successful completion of relevant cycle of studies.

### *Article 51*

#### **Admission to the first cycle of studies**

Registration for studying is done on the basis of a public announcement, which is conducted on the basis of the decision of Tempulli College Council to publish the announcement.

The announcement for admission to each degree program must contain all the necessary information for the interested parties, especially:

- the total number of student vacancies,
- the conditions for registration and the criteria for the selection of candidates,
- the deadlines for registration and the documents for attachment to the application form.

Eligible for enrollment in the first cycle of studies are:

- Any person who has successfully completed the State Matura has the right to run for admission to the first cycle of studies;
- The first cycle of studies at Tempulli College may also be attended by foreign students, based on bilateral or multilateral agreements;
- The first cycle of studies may also be attended by Kosovar and foreign nationals who have completed higher education (secondary study program), against the payment of the set fee;

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- Have the material and financial means to pay for the costs under the regulations and fees set for the studies;
  - Tempulli College, as an institution of higher education, has the right to propose special criteria for the selection of candidates who have completed the State Matura to be admitted to the first cycle of studies.

### *Article 52*

#### **Admission to the second cycle of studies**

Tempulli College has the right to accept enrollment in the second cycle of studies, students who have completed a first cycle study program, and meet the academic standards of the admission criteria;

The admission criteria for the selection of candidates based on academic admission standards to the second-degree programs are set out in the curriculum of each study program.

### *Article 53*

#### **Duration of academic year and semesters**

Studies at Tempulli College are based on the academic year, which is organized in semesters of at least 20 classes per week, which include lectures (theoretical and practical), seminars, laboratory work and fieldwork.

Tempulli College organizes studies in accordance with existing study programs throughout the academic year. The academic year begins on October 1 and ends on September 30.

The active study period (lectures, exercises, seminars, colloquia, internships, seminars and presentations) is divided into two semesters. Winter semester beginning on October 1st and ending January 15th. Summer semester starting February 16 and ending May 31.

In exceptional cases, the deadline for the start of the academic year or semesters may change, provided that the eventual loss of foreseen studies is met.

The course may be taught in weeks (15 weeks for semester) over one or two semesters or may be held as a block of lectures in one semester.

The study calendar is issued by May 31 at the latest and contains lecture schedules (lectures, exercises, seminars, colloquia), exam terms and conditions.

The organization of learning for the continuing education programs is regulated by Tempulli College regulations.

### *Article 54*

#### **Attending a second study program**

Tempulli College offers the possibility of completing second degree programs in the first cycle after completing a degree in one of the study programs.

Admission is based on quotas approved by the Steering Council or Tempulli College Council.

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Candidates are accepted following selection criteria based on merit established during prior studies, and at a fee.

People who have completed a degree program are eligible to pursue a second-degree program and, in this case, bear the full cost of the studies themselves.

In more details, the admission criteria for a second-degree program are set out in the study regulation.

### *Article 55*

#### **Transfers**

Tempulli College accepts student transfers in between years from other colleges / universities, in the same program or programs, in the form of study, and allows the departure of its students to other colleges/universities, according to the procedures provided in the study regulation of Tempulli College. Transfer is made possible upon completing the recognition of study periods and equivalence of previous schooling.

The decision for full or partial recognition of the credits accumulated by a student for the purpose of transferring the study program is issued by the Secretary General of Tempulli College in cooperation with the Dean based on the recommendations of the respective committee.

### *Article 56*

#### **Documents reflecting the studies**

Upon completion of studies, the student is awarded a diploma, which meets all legal criteria and requirements of MEST and KAA, and is designed in accordance with legal requirements of the Republic of Kosovo. In addition to the diploma, the student is provided with the diploma annex (supplement).

Diplomas, certifications and certificates issued by Tempulli College are public documents. Qualifications and applied science titles are assigned by Tempulli College in full compliance with the applicable Law on Higher Education and other legal acts specified by the NQF. Successful completion of the studies (depending on whether they are scientific or professional) of the first cycle makes obtaining of Bachelor of Science (BSc) or Professional Bachelor (BA) possible, or a Master of Science (MSc) or Professional Master (MA) for the second cycle. Depending on the number of graduates for a generation of students, solemn promotion and handover of diplomas may be arranged.

### *Article 57*

#### **Bachelor or master diploma thesis**

Bachelor degree programs end with the completion of a bachelor degree thesis or an examination before the committee in accordance with the degree program.



Working on the bachelor thesis at the end of the bachelor studies is done individually by the student proving that the theoretical skills acquired during the study time can be successfully used to solve practical problems in certain scientific/applied fields.

The bachelor thesis can be elaborated together by two or three students (research group) and the contribution of each candidate should be clearly stated.

Postgraduate Master studies conclude with the development of the master degree thesis in accordance with the study program. The procedure for approving, elaborating and defending the thesis at Master level is determined by the relevant regulations implemented in close cooperation with the subject mentor. The request for elaboration of the diploma thesis by two or three students is decided by the secretary.

The procedure for applying, elaborating, defending and evaluating the thesis is determined by the secretary.

### *Article 58*

#### **Recognition, equivalence of degrees and periods of study**

Tempulli College recognizes parts or complete programs or diplomas obtained at other institutions or from other countries, in the same or similar study program, upon submission of the relevant application and documentation by the interested party. Procedures and requirements for equivalence are set out in the curriculum of each study program, in accordance with MEST and KAA guidelines and other applicable legal requirements.

### *Article 59*

#### **Prosperous academic year**

The academic personnel holding titles at Tempulli College are entitled to work on their academic progress every 5 years, for periods of up to one year.

During this period, the academic personnel is not burdened with teaching activities. Academic personnel may also attend specialization courses of up to three months during the year outside the institution, upon the approval of the relevant department council.

A special contract is signed between the interested person and the Dean of Tempulli College, the elements of which are stipulated within a bylaw of the Dean.

Managing personnel are not eligible for a prosperous year when exercising their mandate as managers, be they elected or appointed.

### *Article 60*

#### **Activities on promoting studies**

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The main and fundamental units of Tempulli College carry out institutional activities in the following areas:

- Student counseling mechanisms for selecting study programs;
- Office of Public Relations and Marketing promoting study programs and the functioning of student services;
- The Career Center assisting and supporting students in orientation for engagement in the labor market.

Departments undertake initiatives to familiarize final year high school students (graduates) with the study programs Tempulli offers, its structures and student services, so that graduates make an appropriate and motivated choice with respect to the study program.

### *Article 61*

#### **Teaching norms and overtime**

The full-time teaching workload is an obligation set by the internal legal acts of Tempulli College. The full workload for academic staff can be also determined by the bylaws of the applicable law on higher education in the Republic of Kosovo.

Academic staff are also entitled to overtime payment, in accordance with the applicable laws and regulations.

### *Article 62*

#### **TEACHING PERSONNEL**

##### **Academic - scientific and professional titles**

Based on the structure of jobs and positions, personnel is divided into the following categories:

- academic personnel,
- support teaching personnel

### *Article 63*

#### **Qualification and academic titles**

The teaching and applied research activities are carried out by teachers, associates and professional staff of the Tempulli College. Their ability is determined by the choice of their vocational education title. Tempulli College Council enjoys the freedom and right to approve titles and degrees and to determine the criteria for appointments and reappointments based on the:

- Law on Higher Education in Kosovo;
- Bylaws of the Ministry of Education, Science and Technology and other regulations and decisions of the Kosovo Accreditation Agency and the National Qualifications Authority;

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- International rules for determining the choice for the education title.

Based on the current legal framework, Tempulli College may assign the following grades:

- Professor;
- Assistant Professor;
- Lecturer;
- Assistant.

Furthermore, professors and assistant professors: must be able to demonstrate their successful background in teaching, research and professional or artistic practice, which is assessed by at least three reviewers who have titles at least one level higher than the candidate considered for advancement.

Full-time professors and assistant professors must have completed doctorates and have a successful background in publishing in international peer-reviewed journals.

Full-time professors must also be able to demonstrate successful academic leadership through curriculum design, pedagogical innovations, research and publication for at least eight (8) years.

Titles and degrees approved on the basis of the above criteria will be available for public recognition, for employment purposes and for other public services in Kosovo.

#### **Professional titles:**

- Trainer;
- Instructor;
- Demonstrator.

At Tempulli College, the practical work and the partially applied research work may be supervised by instructors.

The conditions for the appointment and promotion of any academic staff include the relevant qualifications and relevant work experience.

#### **Professor**

This title is permanent and in order to achieve it the candidate must have the following qualifications:

- Possess the Doctor of Science degree;

Must demonstrate high level of academic competence and scientific experience in the respective subject, as confirmed by:

- A significant number of monographies, textbooks, publications in international scientific or artistic journals with at least 3 major papers published in international scientific or artistic journals, as first author or correspondent;
- Active participation in national and international conferences;
- Recognized creations or works in specific fields offered by Tempulli College or beyond;

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- In particular, he/she must have contributed to the development of culture and art;
  - Long-term experience in basic and applied research projects;
  - Higher educational and pedagogical skills through reasonable practice;
  - Academic leadership skills;
  - Guided students on preparing their Master's and PhD thesis.

### **Assistant Professor**

For the title of Assistant Professor, the candidate must meet the following requirements:

- Possess a doctorate degree or at least be a doctorate degree candidate;
- Provide a report from the review committee for the title. The committee consists of three teachers with doctoral degrees and proven teaching experience.
- Present at two or more international conferences, or have at least one major paper published and reviewed in international journals as first author or correspondent;
- Demonstrate teaching skills;
- Have at least three years of experience in the teaching process in Higher Education;
- All appointments for the titles and the duration of employment is for 4 years;
- Have long-term experience in basic and applicable research projects;
- Possess high educational and pedagogical skills through reasonable practice;
- Demonstrate academic leadership skills;
- Conduct master thesis leadership.

### **Lecturer**

- The Lecturer title may be given to the person who meets the eligibility criteria for that teaching title, based on the conditions set by the council. The candidate must have successfully completed at least the second cycle of studies; demonstrate teaching skills; experience in basic research projects; have new papers published after being awarded the previous title; and have at least 3 years of teaching work at Tempulli College.
- The teacher in this title organizes and delivers lectures and other forms of teaching work from subjects belonging to their professional field, or from the branch he/she chooses.
- Advises students, leads or participates in research and professional work, carries out student exams, and performs other duties specified in this Statute and the study program.

### **Assistant**

For the title of university assistant, the candidate must meet the following requirements:

- Successfully completed Master studies in the relevant field or at least to be a candidate of Master studies.
- To be not older than 35 years when first appointed. Exceptionally the candidate can be elected assistant up to the age of 45 if he/she holds a doctorate degree.
- To be enrolled in doctoral studies at the University upon re-appointment;
- To have an average grade of bachelor and master studies of no less than 8 in each of these studies.
- All appointments and duration of employment lasts 3 years. Assistants hold classes in bachelor and master studies. Exceptionally, the re-appointed assistant, in the absence of the subject professor, may be authorized to hold limited lectures in bachelor studies

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with the authorization of the academic unit council and under the supervision of a teacher from the department.

### **Professor Emeritus**

- The retired professor of the academic unit may be awarded the title of 'Professor Emeritus' by the Academic Council.
- The candidate for the title 'Emeritus Professor' is distinguished by the particular academic and scientific achievements attained during his/her career. The candidate's qualifications are considered irreplaceable for the medium-term by the academic unit. Such a need must be detailed by the academic committee.
- The 'Professor Emeritus' shall have the right to teach and engage in scientific work in accordance with his/her qualifications and the requirements of the special academic unit over the age of 70.
- Other matters concerning the rights and responsibilities of the 'Professor Emeritus' are assigned by individual contracts entered into by the Rector on the proposal of the Dean of the Special Academic Unit.

### **Trainer**

- A trainer may be the person who meets the requirements for teaching, according to the conditions set by the council, he/she must have completed upper secondary education, demonstrate high aptitude for practical work and have at least 5 years of experience.
- Have in-depth knowledge in the professional areas for direct practical work with students/candidates, as well as knowledge of various organizations and companies in the country.

### **Instructor**

- An instructor may be a person who meets the requirements on teaching according to the conditions set by the Council. He/she must have completed upper secondary education as well as training and courses dedicated to the exercise of the profession of instructor. The instructor must demonstrate professional skills and aptitude for practical work. Have basic knowledge in the professional areas for practical work with students.
- The instructor is appointed to this teaching or vocational title for a period of 5 years.

## ***Article 64***

### **Employment procedure**

The hiring of the staff at Tempulli College is carried out by public competition in a transparent and impartial process, based on legal provisions in effect, with exception of special cases.

The general and specific criteria are established for vacancies at Tempulli College. The General Secretary may designate an ad-hoc committee for the evaluation of candidates for staff employment. Upon completion of the recruitment procedures, the committee recommends the

most successful candidate to the Secretary, who makes the final decision on establishing working relations.

The recruitment criteria for the academic staff are determined by the basic unit based on its needs and are approved by the Steering Council. The criteria for the appointment of academic staff are specific but based on relevant academic qualifications and relevant work experience.

### *Article 65*

The procedure for disciplinary measures is set out in the rules of Tempulli College.

### *Article 66*

#### **The support teaching, scientific, and administrative staff**

The academic support staff is divided into support academic personnel with teaching characteristics and support academic personnel with administrative characteristics.

Academic support staff with teaching characteristics helps in the realization of teaching or research activities or support thereof. He/she is part of the basic unit and serves to support the latter's activities. This category includes laboratories and technicians.

Academic support personnel of administrative character assist in the realization and supporting the teaching and/or research and/or development of the institution at the basic unit level, the main unit level, or at the institutional level.

This category is comprised of personnel that is envisaged by the internal regulation.

The criteria for hiring full-time academic support staff are proposed by the unit where such staff will serve, pursuant to the latter's needs. The competition is run by an ad hoc committee, composed in a large part by representatives of the relevant entity, as defined in the regulation.

The regulation also specifies modalities for the selection of the academic support staff, the application of disciplinary measures, and dismissal.

### *Article 67*

#### **The invited academic staff**

To meet the needs of the teaching process, faculty councils, on the proposal of the departments, invite academic staff for teaching and research activities, as needed for the workplace, for a semester or one-year recurring periods.

Invited academic staff should normally have a "Doctorate" or at least a "Master's" degree. More detailed criteria for the selection of invited academic staff are set out in the study regulations.

The Head of the relevant department, upon approval by the Council, shall present to the Dean the number of academic staff to be invited, the relevant courses, and the classes to be conducted.

The Dean shall declare vacancies in accordance with the procedure laid down in this Statute.

The employment contract with the invited academic staff are signed by the director, for and on behalf of the Tempulli College.

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Foreign teaching staff are accepted into the teaching process upon the proposal and decision of the dean.

This article also foresees the engagement of 'Visiting Teachers' who must respect the above criteria and actions in order to realize this form of teaching.

### *Article 68*

#### **Administrative staff**

The administrative staff performs administrative and technical activities to assist the teaching and research process.

The categories of administrative staff and salary levels shall be approved by the Steering Council in accordance with the legislation in force.

The procedures for hiring and evaluating the performance of administrative staff, policies for motivation, remuneration, development and training, as well as procedures for disciplinary measures are set out in the regulations.

The administration is organized and functions within the teaching and administrative activities.

It is responsible for registering students, for filling in and maintaining the basic student register, for the procedures to be followed for entering and retaining student records, and for archiving any student records, information and documents or transcripts.

The administration performs the following tasks:

- Enter, administer and maintain student and teaching records in basic registers, grade registers, graduation registers and any other registers provided by the applicable legal provisions;
- Care for the preservation and administration of basic registries, both online and in electronic format;
- Prepare statistics at specific times and inform the managing bodies thereof;
- Register student candidates who have earned the right to receive the student status;
- Prepare student lists for exam and graduation seasons as well as provide archiving of original grades and exams;
- Prepare documents for submission to official institutions, as well as prepare diplomas on the basis of student lists and hand over the signed diplomas to graduate students;
- Identify students who have failed to complete their studies successfully within the maximum legal period since the start of their studies;
- Save the exam results and archive the files of the graduate students;
- Perform other duties specified in the statute and regulations.

#### **Work contract**

The employment relationship between the institution and the academic staff and the academic support staff is regulated within the employment contract, which is signed by the Secretary on behalf of Tempulli College and the employee in accordance with the provisions of the Labor law.

The employment contract also defines modalities regarding the annual performance appraisal and performance of duties.

Employment contracts are signed by the Secretary for and on behalf of the employer of Tempulli College.

Each staff member is hired on the basis of an individual contract between those selected through a public competition and Tempulli College.

Such contracts will include arrangements for regular appraisal of staff performance, including direct observation of their teaching, and a structured process to support their professional development.

The Employment Contract contains provisions setting out the circumstances under which a staff member may be employed in a second job with or without pay, and limiting the legal liability of the employer in such cases who signs the employment contracts, in accordance with the legal provisions of the Labor Law.

Upon the request of the head of the basic unit for filling the vacancy, the Dean shall carry out the vacancy announcement procedure and establish an ad hoc committee, composed in majority of representatives of the respective basic unit, for the evaluation of candidates.

Full-time academic staff may not be employed as full-time academic staff at another higher education institution, within the country or abroad.

### *Article 69*

#### **Termination of the employment contract**

The contract is terminated when the staff:

- resigns;
- reaches retirement age;
- becomes physically or mentally incapable of performing the task;
- is convicted by a binding criminal court decision with imprisonment;
- contract expires, and
- is rendered the disciplinary measure of dismissal.

### *Article 70*

#### **Resolving labor disputes.**

Disputes that the parties may subject to arbitration proceedings are those that may arise from failure to comply with any of the terms and conditions set forth in the employment contract entered into between Tempulli College, as the employer, and any member of the staff of the institution, as an employee.

Upon approval of the arbiters by the parties, the proceedings shall begin with the recognition and administration of the parties' claims and evidence relating thereto and, if required, allow for time to produce them. At the scheduled hearing, after hearing the parties and gathering



evidence, the arbiters withdraw to discuss and decide. The decision shall be substantiated and based on laws and other secondary legislation in force for higher education in the Republic of Kosovo, applicable labor legislation, other laws and regulations, as well as the Statute and regulations of the Tempulli College.

The parties may refer to the Court of General Jurisdiction if their disputes are not resolved by arbitration.

### *Article 71*

#### **Disciplinary measures**

The following disciplinary measures shall be taken by the Tempulli College mechanisms in case of breach by the academic staff of the normative provisions provided in the applicable laws and regulations, the provisions of the statute and regulations, as well as the ethical norms:

- verbal warning;
- written warning;
- final warning;
- suspension from office, and
- Unilateral termination of contract (based on terms of the contract)

### *Article 72*

#### **Honorary Titles, Awards and Acknowledgments of Tempulli College**

Tempulli College awards honorary titles to persons based on merit.

The council shall issue a special regulation on the decision-making procedure on awarding honorary titles, distinguished student and teacher awards and acknowledgments.

The title "Arif Krasniqi" is the highest appreciative title of Tempulli College, awarded to:

- Students who, at the end of their studies, have achieved maximum grades (all tens) or have received 70% of their grades as tens and the rest are nines, will receive a gold medal "Arif Krasniqi" with the respective certificate;
- Teaching and administrative staff of Tempulli College, but also other experts in different fields and for the institutional partners, for their cooperation and contribution to the development and advancement of Tempulli College, receive the gold medal "Arif Krasniqi" with the respective certificate;

The title Doctor of Honor ("Dr. Honoris causa") is awarded for:

- Major achievements in the field of science;
- Significant contributions to the development of human relations in support and consolidation of peace;

The title "Honorary Member of Tempulli College" is awarded for:

- Continuous internal support and care for Tempulli College;
- Relevant financial contribution for the development of Tempulli College.

Honorary titles are awarded by the Chairperson based on evaluation by a committee established by the office of the General Secretary.

### *Article 73*

#### **Documentation of the academic and teaching process**

Tempulli College has the legal obligation to maintain in writing and electronic form:

- the basic register of students;
- the register of academic achievements;
- the register of diplomas and certificates.

More detailed arrangements regarding the maintenance and administration of this documentation will be set out in the institution's Internal Regulation, in accordance with this Statute and the applicable legal provisions.

### *Article 74*

#### **Student database**

The personal data of students maintained by the institution, as well as the documentation of the teaching process, are administered in full compliance with the legislation in force, as well as specifically as stipulated in the respective regulation.

The processing of personal data for the purpose of studying at Tempulli College is done in accordance with the law on personal data protection.

### *Article 75*

#### **Library**

The Library represents the established and maintained physical space which stores, uses, enriches, distributes and lends the Institution's bibliographic wealth.

This center is run by the library officer, who is responsible for updating it in close collaboration with the professors of the field, as well as other College governing bodies, with the aim of creating a contemporary and stimulating learning and research environment.

The organization and functioning of the Library is carried out by special regulations and can be entrusted to the existing administrative person as additional work.

### *Article 76*

#### **Scientific research and its funding**

Tempulli College offers a creative environment, with quality assurance, regarding learning and teaching in higher education, including a learning environment and stimulating the relevant links for research and innovation.

Tempulli College supports scientific and professional ideas and activities to be applied for enhancing the quality of education, providing students with contemporary research

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methodologies, complementing disciplines with advanced scientific and practical knowledge, and creating material tools for the development of its main units.

The applied research and funding are based on plans, programs, and projects approved by the Steering Council, as well as academic units and heads of academic units.

The academic staff of Tempulli College has the right to apply to the Research and Projects Sector in other governmental, public and private, local and international institutions seeking funding for research in accordance with the applicable laws.

Tempulli College aims to accomplish key goals, such as: preparing students to be active citizens for their future careers (contributing to employment opportunities), but also by providing job creators themselves for students, supporting their personal development, creating advanced knowledge and stimulating research and innovation.

By heart and in common belief, Tempulli College works to ensure that all quality assurance activities are the twin goals of accountability and improvement. Taken together, these build confidence in the performance of our institution.

### *Article 77*

#### **Commercial activity as well as professional work**

For the purpose of development and prosperity of Tempulli College, and on the basis of accreditation, licensing ,regulations, as well as this Statute, measures may be taken to promote and utilize research and professional-research activities, in commercial forms and ways, for the purpose and in favor of own funds. It is in the interest of Tempulli College that teachers and professional associates engage maximally in research and professional activities. These activities are based on the principles of academic freedom and are contracted in the form of projects, analyses and expertise.

Teachers, associates and professional staff of Tempulli College propose scientific and professionalresearch, or other forms of activity, by notifying the Dean in writing. International projects as well as other projects of special value are contracted with the participation and assistance of Tempulli College.

The acceptance criteria and final evaluations of the research and professional project shall be determined by the Board, while the contractor and order-giver shall be the Board, or as specified in the contract. For research and professional projects, the contract is signed by the proposer, respectively, the provider and the implementer (Dean with authorization from the Council) and the party giving the order. The organizational, financial or other assistance (space, equipmentand infrastructure) is provided by Tempulli College or the contracting authority as specified in the contract.

The amount of compensation of Tempulli College is determined by regulation. Compensation relates to the use and utilization of space, equipment, infrastructure and other goods provided by Tempulli College.

### *Article 78*

#### **Public activity and protection of secrecy**

The activity of Tempulli College is public. Tempulli College is obliged to timeously and accurately inform the public about the performance of its activities. Tempulli College informs the public through the media, social networks, the official web site, providing certain news and information, upon releasing special publications and advertisements in designated places within Tempulli College.

Tempulli College does not provide information on data which are confidential, or a business secret related to the work and activity.

Business activity secrets include:

- data that are declared secret;
- measures relating to the manner of action in extraordinary circumstances (which are announced by the Steering Council);
- data dealing with protection and security;
- measures which the competent state authorities declare to be reliable.
- personal data of academic and non-academic staff, based on the law on personal data protection

The management of Tempulli College is directly responsible for the implementation of the provisions above in consultation with interaction stakeholders.

### *Article 79*

#### **Financial autonomy and budget drafting**

Tempulli College is a self-funded private higher education institution.

The Steering Council, on the proposal of the Academic Council, approves the annual and mid-term budget of the institution and supervises its implementation.

Tempulli College may secure and receive funding from the funds provided by the applicable law on Higher Education in Kosovo.

The financial resources of Tempulli College are:

- Founder's funds;
- Funds from local and international projects;
- Income from study fees and other fees from students and candidates in training programs;
- Income from research activities;
- Intellectual property rights, trademarks and patents;
- Revenue from commercial and other professional activities as well as donations, gifts and grants.

The Council reports to the Ministry on the fair and efficient use of funds allocated by MEST public funds and by other ministries or organizations/companies. For this purpose, the Ministry may request access (review) to the use of the Tempulli College Account Book.

The Ministry cannot impose conditions that restrict freedom in the teaching process envisaged within the legal framework, licensing and accreditation.

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The income of Tempulli College also represents the means of work that advances the teaching process, material expenses, depreciation, material allowances - salaries, and the creation and development of the Tempulli College Development Strategy, as well as other expenditures identified for the development of the Institution and its policies derived from periodic review reports, expert recommendations, always based on legal provisions.

In exercising their rights, employees of Tempulli College have the following rights and obligations with regard to financial means:

- To use and possess the material and financial means in accordance with their nature and purpose.
- To safeguard the assets in their possession, to protect them from harm and to work with them knowingly and with care and to provide them in the manner prescribed by the relevant provisions.
- The budget is drafted in accordance with the applicable laws and by-laws as well as with the general development policies of the institution.
- Basic work means must be maintained on an ongoing basis.
- The bases and coefficients of earnings and distribution of income, the net income of Tempulli College, the bases of the coefficients for distribution of funds dedicated to personal income of the employees and for common consumption, are regulated by general and specific acts of Tempulli College.
- The institution manages the movable and immovable property in accordance with the legislation in force.

### *Article 80*

#### **Financial Control (Accounting)**

The economic activity of Tempulli College is reflected in the annual balance sheets. The Steering Council bears the responsibility for the financial well-being, and directly determines the manner of use and allocation of funds, in order to conduct its own business and to cover the costs of such activity, preventing financial misuse, either individually or collectively.

The financial activities of Tempulli College and the proper documentation of accounting work are managed by the respective service, in accordance with the provisions of the current law. This service is required to prepare periodic and annual reports, which inform the Steering Council, and for which the Steering Council evaluates and verifies the data written and presented. The Council reserves the right to adequately qualify and confirm them and to use them as official documents.

The Steering Council, upon the proposal of its member, reserves the right to request these periodic and annual reports of internal accounting service, or to require that an audit - financial control be conducted by the internal committee, and in special cases by external committees, if it doubts the accuracy and data in the reports, whether for objective or subjective reasons.

All administrative, financial, and contractual documentation enters into effect upon approval by the Steering Council and signed by the Chairperson of the Council, by a person authorized or appointed by the Council, otherwise the documentation is not valid.

The internal financial control and audit at Tempulli College is carried out by the administrative structure of internal audit as a private legal entity. This structure operates in accordance with the legal provisions on financial audit. Periodic reporting periods are determined by the administrative structure of the internal auditor.

### *Article 81*

#### **External audit**

Tempulli College is subject to annual financial audit by certified experts according to the legislation in force.

The audit report shall be submitted to the governing authorities of Tempulli College in accordance with this Statute and other regulatory acts.

### *Article 82*

#### **Properties**

The management of property and finances of Tempulli College is done in full compliance with the fiscal legislation of the Republic of Kosovo, by the finance office and the managing authorities, in accordance with the functions and responsibilities set forth in this statute and the applicable legislation in force.

### *Article 83*

#### **Media and Publications of Tempulli College**

Tempulli College publishes and edits texts, monographs and other scientific and professional journals in accordance with the regulation on publication.

Regarding publications at Tempulli College, a publishing council will be established, the composition and functioning of which will be regulated by a special regulation.

### *Article 84*

#### **Transitional and Final Provisions**

Tempulli College is obliged to implement the teaching process in accordance with the study plan and program established as per the provisions of this Statute. Students who have started their studies have the right to learn and adopt the curriculum according to the conditions in effect and with the registration of studies.

Amendments and supplements to this Statute shall be made in accordance with the manner and procedure by which this Statute is issued and based on the provisions arising from the applicable law on higher education as well as other legislation in the field.

The procedure for supplementing and amending the Statute is carried out by the Professional Committee in cooperation with the Tempulli College Steering Council.

### *Article 85*

#### **Entry into force**

This Statute shall enter into force with its approval by the Steering Council and signature of the Chairperson of the Steering Council of Tempulli College.

College of Applied Technical Sciences “Tempulli”

Pristina, December 2019