TEMPULLI

STATUTE

Prishtina, 2025

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Article 1

GENERAL PROVISIONS

Tempulli College was established in 2020 (with Registration Certificate no. 70897172, dated 13th October 2020), as a private institution on higher education. Tempulli College was established in accordance with Law no. 04 / L-037 on Higher Education of the Republic of Kosovo and other legislation in force.

This statute reflects the mission, organization, functioning and internal structuring of the Tempulli College, the manner of election of bodies, the organization of studies, the status of academic, administrative and student staff.

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

The statute contains the main norms that regulate the activity of the institution, such as: organization, activity and work of constituent structures, authorities and governing bodies, their election or appointment, decision-making on academic matters between teachers and students, especially student-centered , levels of delegation of authority from governing and administrative bodies, quality assurance mechanisms, sources and modalities of funding, periods of conducting internal evaluation of structures and study programs, rights and obligations of academic and non-academic staff also of students, as well as other tasks that regulate the activity of this institution.

On the basis of this statute as well as other instructions, in order to individualize and achieve its objectives as efficiently as possible, internal regulations and other acts of the relevant bodies are prepared which regulate the processes within the College.

Article 2

Juridical Status

1. Tempulli College (hereinafter referred to as the College) is a Private Provider of Higher Education (PPrHE) in Kosovo, which organizes and develops scientific and professional study programs, training-professional programs and commercial activities and consulting;

2. The College is a legal entity, licensed and accredited by the relevant institutions according to the legal provisions in force.

Article 3

Name, headquarters, and symbols

1. The name of the institution is Tempulli College;

2. The headquarters of the institution are in the Arberia neighborhood in Pristina, at Eduard Lir Street, number 158;

3. The College has the Director's necklace and cape;

4. The symbols of the College are determined by the Steering Council with a special decision;

5. The College has the logo, coat of arms and flag;

6. The College has the stamp and the dry seal which have a round shape and in the middle have the coat of arms of the College;

7. Academic units have the right to use the logo, coat of arms and flag after their approval by the competent bodies of the College;

8. College Day is on October 13th.

Article 4

Vision

A unique institution of higher education in the country and the region, with a focus on the development of professional research skills through the interconnection of innovative teaching, practical learning and scientific work for the benefit of the community.

In order to achieve its vision and fulfil its mission, Tempulli College intends to function based on the following values:

- Empowerment of Partnership Boards consisting of competent and forward-looking professionals and entrepreneurs in the relevant fields (see organizational chart of the institution);
- Reviewing the existing methodology of functioning and improving both in institutional and programme level;
- Investment in training of academic staff;
- Quality assurance;
- Improve IT infrastructure to facilitate administrative processes and student services;
- Improve the quality of teaching by establishing IT labs and intelligent classrooms;
- Purchase anti-plagiarism software for verifying scientific works;
- Further increase third party funding through donations, providing services to businesses and institutions also, through access to research funding.

Article 5

Mission

Qualitatively prepare students and trainees with relevant knowledge and skills to learn and research in order to lead a successful career as an active professional in the community.

Qualitatively prepare students and trainees with adequate knowledge and skills to learn and research in order to lead a successful professional career and, together with academia as well as individually, contribute responsibly to the community.

Tempulli College contributes to the society through:

- Unique study programmes in higher education and applied sciences or, through Kosovo's labour market;
- Advancement, creation and dissemination of the knowledge through scientific research with the aim to improve the welfare of the population;
- Ensuring an environment which results with social mobility and personal development;
- Serves as a local partner for businesses and industry, local and central institutions, and the community;
- Implements the social dimension of Bologna and the Human Rights-based approach;
- Furthermore, Tempulli College is continually engaged in a dynamic dialogue with economic and social partners to provide relevant educational and research services which results in a high ratio of employment among its graduates.

Tempulli College ensures that the vision and mission are recognized by the entire academic community within the College through their involvement in any process of reviewing / drafting and approval of policies, regulations and other relevant documents. The purpose of their involvement in these processes is not only the formal recognition of these documents, but also the awareness of each member of the academic community about the roles, duties and responsibilities that each of them carries for the overall accomplishment of the mission. Furthermore, when approving the Strategic Plan, Tempulli College has as well developed a communication strategy, which foresees the compilation of information materials for stakeholders, including partners, community and businesses. For this purpose, leaflets and brochures have been compiled, the development plan has been published on the website, and information sessions were organized inside the College with the aim to mobilize the staff, administration, students and partners to implement the planned measures as set out in the plan.

In order to accomplish its mission, Tempulli College has set out several strategic objectives for the following five years' period.

The planning working group has determined that for each intervention field there should be a strategic objective as follows:

1. Establish an effective management and administration to support academic and research processes.

2. Ensure increased support to transparent and participatory procedures of quality assurance.

3. Advance working conditions and establish a culture of excellence, innovation and the use of new technologies in order to develop the quality of educational and research services.

Performance indicators are foreseen for each of the measures, for which data are regularly generated in order to measure the progress of implementation of the Strategic Plan. Measures are part of the annual and semestral working plan for each managerial, academic and administrative member within Tempulli College, with the aim to ensure that every step undertaken, contributes towards fulfilment of the Tempulli College mission and vision.

Article 6

Values

The College has an approach to others which is reflected in the way they value their contribution. The College shows respect in all its relationships with stakeholders, including the relationship between management staff and the way it communicates with partners, funders and provides services to citizens.

- We value a safe, respectful and caring professional environment;
- We value a career training led by industry and community;
- We believe that we influence lifelong learning and positive change in both students and staff;
- We value teachers who are industry professionals
- We value professional technical development
- We value quality through continuous improvement;
- We value integrity, honesty and accountability

Article 7

Aims

- High standards: The College offers academic qualifications and professional certification using high standards of teaching through programs harmonized to market requirements as well as training and professional certification accredited by the national authority and authorized by the competent authority.

- Innovative Approach: The College develops the potential of students by applying an innovative curricular approach which is realized through the academic part and continuous professional development of students.

- Collaborative approach: The College has an excellent collaboration with external factors including partner businesses, students and academic staff and other local actors.

Article 8

Principle

- Integrity: The College will gain trust and respect by being professional, ethical, honest and impartial. Honesty and sincerity in all relations and communications of the College ensures that the information is timely and true.

- Inclusion: The College is committed to diversity, equality of opportunity and social justice for all, appreciating differences and welcoming them.

- Cooperation and partnership: The College values partnership and cooperation as the most effective way to improve the quality of its services, being open to academic and scientific cooperation, with public and private institutions, local and international, in areas and projects of interest to jointly guaranteeing the free expression of ideas and ensuring equal opportunities for staff and students to work and study.

- Innovation: The College is open to change, adaptation, pro-active action and innovation in its joint work to find new methods to meet challenges in an ever-changing environment.

- Excellence: The College has high expectations for itself, our students and our communities, therefore it aims to continuously improve the quality of its services based on the principle of transparency and independence.

Article 9

Institutional autonomy and academic freedom

1. The College, based on the law in force for higher education in the Republic of Kosovo, has autonomy and academic freedom in teaching and applied research.

2. The College enjoys the freedom of academic and professional teaching, training, and certification in accordance with the quality standards for levels 4, 5, 6 and 7 of the National Qualifications Framework (NQF) and relevant European policies.

3. All individuals and authorities of the College must behave in accordance with the highest standards of dedication, integrity, objectivity, responsibility, sincerity, honesty and leadership.

Article 10

Rights and duties

1. In accordance with the basic principle of autonomy, the College is recognized the right:

1.1 Election of its authorities and governing bodies at the institutional level;

1.2 The appointments of authorities according to the law, bylaws and election regulations;

1.3 The design and approval of study programs and curricula in accordance with national strategies for the development of higher education and the principles of the European Higher Education Area;

1.4 Independent design and development of research projects;

1.5 Establishing legal relations with students and describing the conditions for their admission and payments;

1.6 Admission and definition of criteria for new students in study programs;

1.7 To make independent agreements with the Government / Ministries or with other local and international bodies / institutions in such areas;

1.8 To organize lifelong learning through the provision or use of opportunities promoting the continuous development and improvement of knowledge and skills necessary for employment and professional achievement;

1.9 Awarding titles, diplomas, scientific and professional titles and honorary titles, and for reasonable reasons also cancel them;

1.10 Membership in associations and bodies national and international services;

1.11 To make agreements with institutions, business companies or other local and foreign organizations, public or private;

1.12 To collect and administer public funds and other income, which the College has in accordance with applicable laws, etc...;

1.13 For the selection of academic and non-academic staff and to guarantee staff and students the freedom of organization and assembly;

1.14 To protect staff and students from any form of discrimination;

1.15 The use of land, buildings and other property donated by the state or various donors, as well as the right to own any other type of property according to applicable law.

Article 11

Governing Structures of the College

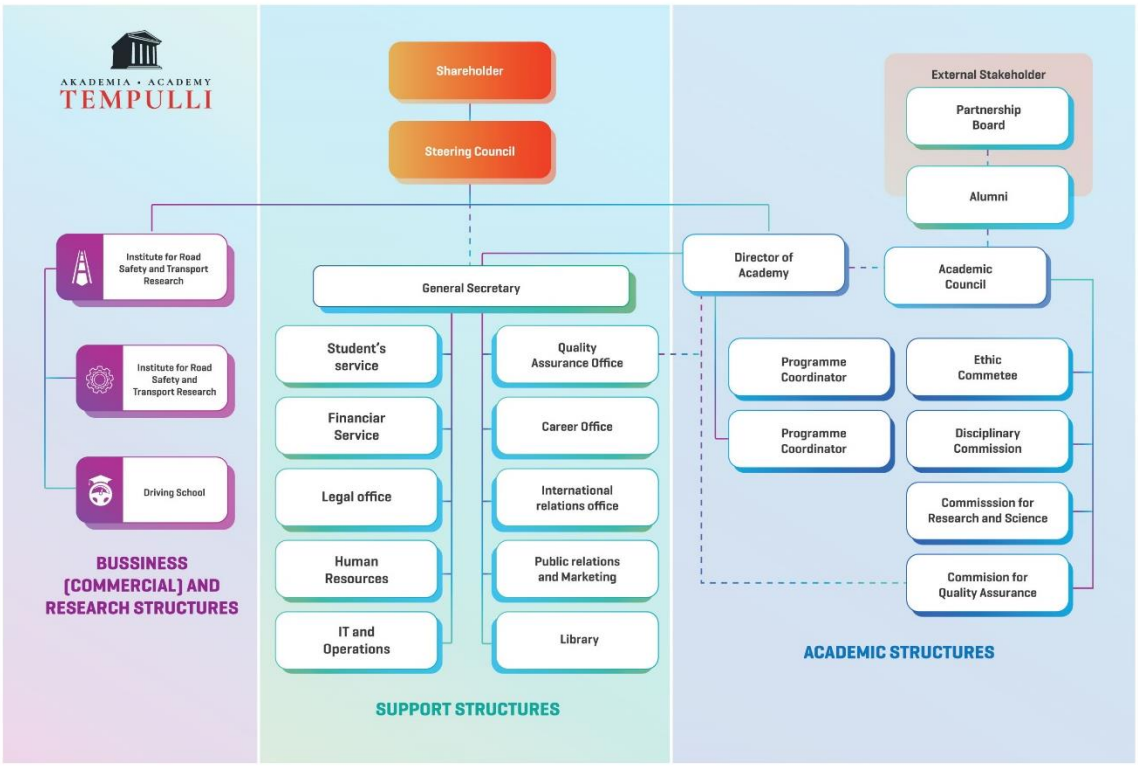
The highest governing authority of the College is the Steering Council, while the organizational part of the College is based on three main pillars:

1. Academic structure;

2. Support structure;

3. Research and commercial structure.

The organizational structures of the College are also presented through the organogram, which is an integral part of this statute:



Article 12

Academic structure

1. The academic structure in the College includes:

1.1 Director of the College;

1.2 Academic Council;

1.3 Program Coordinators;

1.4 Program Committees.

Article 13

Support structure

1. The support structure in the College includes the following offices / services:

1.1 Secretary General;

1.2 Office for quality assurance;

1.3 Career Office;

1.4 Student service;

1.5 Legal and financial service;

1.6 IT and operational service;

1.7 International relations;

1.8 Public relations and marketing;

1.9 Library.

Article 14

Organization of research and business structures (commercial)

1. The research (projects) and business (commercial) structure of the College includes:

1.1 Institute for Road Safety and Transport Research;

1.3.1 Center for Research and Professional development;

1.3.2 Driving school.

Article 15

Decision-making bodies

Steering Council

1. The Steering Council (SC) is the main authority and the highest governing body within the College, which guarantees the fulfillment of the Strategic Plan of the College, the financial and administrative well-being of the College.

2. SC is a legitimate body which approves or rejects the requests of the following levels according to the organizational structure and hierarchy of the College.

3. SC consists of five members with the right to vote, of which two members are proposed by the founder, whereas one of them should be from the Partners Council and one from civil society, two members are proposed by the Academic Council and one member is proposed by the Student Parliament. The Director of the College, the Director of the Institute and the Secretary are ex-officio members of the Steering Council without the right to vote.

4. The Board of Directors is chaired by the Chairman of the Steering Council, or in the absence of the Chairman by the Deputy Chairman. In cases when the Chairman and the Deputy Chairman are absent from the meeting, it is chaired by the oldest member of the Steering Council.

5. Decisions of the SC are taken by a majority vote of the total number of members of this council.

6. The constitutive meeting of the governing council is convened by the founder of the College.

7. The founder of the College appoints temporary members of the SC until the election of permanent members.

Article 16

1.Based on the provisions of this Statute and the Law on Higher Education, SC is responsible for:

1.1 Approval of the statute of the College;

1.2 Approval of the Strategic Plan of the College;

1.3 Decides on the organizational structure of the College, in consultation with the Academic Council;

1.4 Election of the Chairman and Deputy Chairman of the Steering Council;

1.5 Making a decision on announcing a competition for student admission;

1.6 Making the decision to award scholarships to outstanding students;

1.7 Making the decision to award the gold medal "Arif Krasniqi"

1.8 Deciding on the amount of payment for student registration and education and categorization of discounts;

1.9 Approval of the rules of procedure of the SC;

1.10 Approval of the regulation of the Code of Ethics;

1.11 Approval of the regulation of disciplinary measures;

1.12 Deciding on the shape and content of the coat of arms, seal, dry seal, flag and other symbols;

1.13 Appointment of the Director of the College;

1.14 Appointment of the Director of the Institute;

1.15 Approves the establishment of new study programs (specializations), renaming of existing study programs (specializations), merging (merging) of study programs (specializations), termination of study programs (specializations);

1.16 Perform other tasks in accordance with the legal provisions in force and this Statute.

Article 17

Members of the Steering Council

1. Steering Council members have a four-year term with the right of re-election.

2. The members of the SC can leave this body voluntarily (in case of resignation), when he is absent without reason in three sessions of meetings or at the end of the mandate.

3. All members of the SC serve in individual capacity and not as delegates or representatives of a special group interest.

Article 18

Dismissal of members of the Steering Council

1. Dismissal of members of the Steering Council carried out on the recommendation of the founders, other members of the Steering Council and for compelling reasons, and based on:

1.1 Punishment for a serious criminal offense punishable by imprisonment of more than six months;

1.2 Inability to perform the functions of his post due to physical or mental incapacity, documented by a report by a council of independent physicians, appointed under applicable law or conduct, which constitutes failure, refusal, disregard, incapacity continue to fulfill the duties

of the position he exercises, or to act in accordance with the principles set out in this statute or by law.

Article 19

Chairman of the Steering Council

1. The SC is chaired by the Chairman of the Steering Council who is elected by a majority vote of the members of the Steering Council;

2. The chairman of the SC can transfer his rights and competencies with a special authorization and decision for a certain period of time;

3. The Chairman of the Steering Council signs all official documents on behalf of the Steering Council.

4. The Chairman of the Steering Council and the Deputy Chairman are elected by the members of the Board for a period of 4 years, with the right of re-election.

5. The President guarantees the respect and priority fulfillment of all decisions, and strategies approved by the academic bodies, guaranteeing and ensuring the independence of the bodies of the College.

6. The President, in cooperation with other relevant mechanisms of the College, decides on marketing campaigns, promotion, quality assurance of programs and services, management of facilities, finances, taxes and risk.

7. Recommends the annual budget for approval to the SC, manages the resources of the College prudently, referring to the budget instructions according to the laws and internal regulations.

8. The Chairman cooperates in the field of human resources effectively according to the authorized policy of the SC in order for the procedures to be fully in accordance with the laws and regulations in force.

9. The Chairman oversees the planning and implementation of funds, including the identification of resource requirements, researching resources and creating strategies for their implementation.

Article 20

1. The dismissal of the Chairman and Deputy Chairman by the SC is done by:

1.1 Committing a criminal offense punishable by imprisonment of more than six months, which must be confirmed by a final judgment;

1.2 For mental or physical disability;

1.3 For acts and conduct that seriously discredit his position and image and that of the College;

1.4 In case of failure to fulfill the obligations deriving from this Statute.

Article 21

Director of the College

1. The Director of the College is the main director (main managing authority) of the academic part of the College.

2. The Director of the College is responsible for the effective work of the College and for the management according to the policy determined by the Steering Council.

3. The Director of the College is assisted by the program coordinators and the Secretary General of the College.

4. The Director of the College signs the certificates and diplomas according to the legal acts in force and the internal regulations of the College;

5. The director of the College is appointed by the Steering Council of the College.

6. The appointment of the Director of the College is made for a period of four years.

7. The mandate of the Director of the College starts on October 1.

Article 22

1. The duties of the director of the College are:

1.1 To organize, direct and manage the College;

1.2 To lead the academic staff;

1.3 Decide on the rules of procedure for the academic staff of the College

1.4 To be a member of the Academic Council without the right to vote;

1.5 To submit to the Steering Council proposals regarding the educational character and mission of the College taking into account the recommendations and opinion of the Academic Council;

1.6 Implement the decisions of the SC;

1.7 To manage the budget and funds within the amount approved by the SC;

1.8 To present the annual budget report on revenues and expenditures for evaluation by the SC;

1.9 Sign contracts on behalf of the College with third parties;

1.10 To sign diplomas and other official certificates of the College;

1.11 Appoint Program Coordinators;

1.12 To perform all other duties on behalf of the College, as defined by this Statute or other regulations in force.

Article 23

1. The mandate of the Director of the College may end prematurely in case of:

1.1. Resignation;

1.2. Dismissal / dismissal;

1.3. Health reasons;

1.4. Punishment for a criminal offense;

1.5. Retirement;

1.6. Death.

Article 24

Secretary General of the College

1. The Secretary General is the highest administrative officer of the College.

2. The Secretary General is accountable to the Director of the College for efficient, economic and effective administration at all levels of the College.

3. The Secretary General is the head of the administration of the College.

Article 25

1. The Secretary General has the following responsibilities:

1.1 Gives professional-legal opinions in the application of laws and other provisions in force;

1.2 Assists the Director of the College and may sign official documents for the Director with his / her authorization;

1.3 Gives legal instructions and advice in the meeting of the bodies of the College;

1.4 Signs employment contracts, certificates, diplomas;

1.5 Directs the work of administrative services and is responsible for its work;

1.6 Follow the material-financial works;

1.7 Takes care of the implementation of the decisions of the Steering Council, the Academic Council and the Director of the College, and other work based on the job description;

1.8 In consultation with the Director of the College, in addition to the regular commissions, may also appoint ad-hoc commissions at the professional level related to the learning process, students and employees of the College.

Article 26

The Secretary General is elected by the SC and his / her mandate can be temporary or permanent.

Article 27

Institute for Road Safety and Research-Goals

- Supporting projects for the public and private sector, such as analysis and expertise of traffic accidents, research, studies and surveys.

- Support in education and training for auditors, road safety inspectors.

- To cooperate closely with all public and private institutions dealing with road safety, traffic and transport issues.

To meet its goals, the organization will undertake, but will not be limited to, these types of activities:

- Analysis and research enabling professional development and regional integration in the field of accidents and road safety.

- Exchanges of experience through training courses for specialists and employees of the road safety sector and road accident analysts, but also for other public and private institutions.

- Collaborations in order to increase professional knowledge in the planning, implementation and management of problems of design, assessment, supervision and research in road safety and traffic accidents.

Article 28

Director of the Institute

1. The Director of the Institute is the main director (main managing authority) of the commercial and research part (projects) of the College.

2. The Director of the Institute is responsible for the effective work of the Institute and for its management according to the policy determined by the SC.

3. The Director of the Institute determines the program and the topic of the scientific work in the Institute;

4. The Director of the Institute leads and controls the implementation of the program in relation to studies and trainings according to the respective topics'

5. The Director of the Institute evaluates the work of the members of the Institute during the academic year;

6. The Director of the Institute cooperates closely with other departments and other structures of the College;

7. The Director of the Institute reports on the achievements and eventual problems to the SC of the College;

8. The director of the Institute is assisted by the coordinator of the Center for Research and Professional Development and the head coordinator of the Driving School;

9. The Director of the Institute is appointed by the SC of the College;

10. The appointment of the Director of the Institute is made for a period of four years;

Article 29

The mandate of the Director of the Institute may end prematurely in case of:

1. Resignation;

2. Dismissal / dismissal from duty;

3. Health reasons;

4. Punishment for a criminal offense;

5. Retirement;

6. Death.

Article 30

Partners Council

1. The Council of Partners (hereinafter PC) from the labor market is a partnership body between the industry and the academic part of the College.

2. PC will assist the College in fulfilling the mission as well as its strategic planning, by providing relevant advice on important issues of various natures.

3. PC is a selected group of representatives from industry, who provide guidance to the academic and professional department on academic issues and strategic planning of the College.

4. The work of the PC is directed by the leader of the PC, who is elected by the members of the PC according to their proposals, in principle of rotation (in order to maintain the principle of equality and participation in the leadership of all representatives of PC).

5. Membership in the PC provides the member with participation for a period of three years with a maximum membership period of 5 years.

6. PC presents a forum where ideas are exchanged and recommendations are given. The PC Coordinator provides direct links, effective and mutual communication between the academic department and industry.

7. PC serves as a powerful tool to assist in the academic and professional development of the College curriculum design.

8. PC can also serve as a fundraising mechanism, having its industrial partner, through application in projects of common interest, as well as in the exchange of books and relevant materials of common fields.

9. PC from the labor market approves its rules of procedure.

10. The proposals of the PC are received by a majority vote of its members, and the same are forwarded to the SC for approval.

11. SC has its assembly which consists of all members.

12. The SC is chaired by its chairman, who is elected by a majority vote of the members present in the assembly of the PC.

13. The mandate of the Chairman of the PC is 4 years.

Article 31

Academic Organization

Academic Council

The Academic Council is the highest academic body of the College.

Article 32

1. The Academic Council consists of the following voting members:

1.1 Program Coordinators;

1.2 Two members elected from the ranks of the academic staff;

1.3 A member elected by the administration staff, and

1.4 A representative from the student parliament;

1.5 The Secretary and the Director of the College are permanent members of the Council, without the right to vote.

2. Until the election of the permanent members of the Academic Council, the SC appoints the temporary members.

Article 33

The mandate of the academic and non-academic members of the Council is four years.

Article 34

1. The responsibility of the Academic Council is to:

1.1 Approve its rules of procedure;

1.2 Nominate 2 (two) members for the Steering Council;

1.3 Forms the Standing Councils / Committees / Commissions and elects the members of these commissions according to the procedures defined in the regulation of the main unit;

1.4 Exercise all other competencies, according to the provisions of the statute;

1.5 Gives an opinion-proposal for supply, placement and use of basic equipment and tools for the Academic Council;

1.6 Approve and address the manner of initiating and conducting the procedure for the selection of teachers and associates in professional teaching vocations;

1.7 Decides on the establishment of new study programs (specializations), renaming the existing study programs (specializations), merging (merging) the study programs (specializations), terminating the study programs (specializations) and sends them to the Steering Council for approval;

1.8 Approve the act on the organization of jobs in the College;

1.9 Issue regulations for the regulation of academic matters in the College;

1.10 Authorize the teaching staff in teaching certain subjects;

1.11 Analyze quality assurance reports and approve the improvement plan;

1.12 Approve the regulation for Quality Assurance;

1.13 Approve the regulation for the selection of academic staff;

1.14 Approve other regulations which regulate various academic processes in the College;

1.15 The Academic Council performs other tasks in accordance with the legal provisions in force, and the Statute of the College.

Article 35

1. Decisions of the Academic Council are taken by a majority vote of the total number of members of this Council.

2. The term of office of the members of the Academic Council is 4 years.

Article 36

1. More than half (50 + 1%) of the total number of council members must be present at the meetings of the Academic Council.

2. The Council takes a decision by a majority of the members of the total number.

3. The Academic Council forms its own temporary academic and professional bodies as needed. With a decision on the formation of commissions, determines their composition, number and competencies.

Article 37

1. The Academic Council is chaired by the Chairman of the Academic Council;

2. The Chairperson is elected by the Academic Council by a majority vote of its members from the proposed candidates;

3. Each member, with the right to vote, has the right to nominate a candidate or to run for chairperson;

4. The Chairman of the Academic Council may transfer his rights and competencies with a special authorization and decision for a certain period of time;

5. The Chairman of the Academic Council signs all official documents on behalf of the Academic Council;

6. In the absence of the Chairman, the Council is chaired by the oldest member of the Academic Council;

7. In cases when one of the members is elected a member of the board of directors can no longer be part of the academic board. Vacancy positions must be filled by a new member, according to applicable procedures;

8. The mandate of the Chairman of the Academic Council is four years;

Article 38

1. The dismissal of the Chairman from the Steering Council is done:

   1.1 By committing a criminal offense punishable by imprisonment of more than six months, which must be confirmed by a final judgment;

   1.2 For mental or physical disability;

1.3 For acts and conduct that seriously discredit his position and image and that of the College,

1.4 In case of failure to fulfill the obligations deriving from this Statute.

Article 39

The College, in addition to the Steering Council and the Academic Council, also has Program Commissions.

Article 40

1. Members of the program committee are:

1.1 Program Coordinator;

1.2 All teaching staff who teach in the respective program;

1.3 A member from the ranks of students, elected by the Student Parliament of the College.

2. In addition to the academic staff, experts of certain issues who participate in research, analysis and expertise can also participate in the Program Commissions.

Article 41

1. The program committee meets at least twice a semester:

1.1 Once at the beginning of the semester where the teaching process is planned and syllabi are approved,

1.2 Once at the end of the semester where the learning process is analyzed and the students' passing through the exams.

Article 42

1. The program committee has the following responsibilities:

1.1 To provide advice and proposals to the Academic Council on all matters relating to the program, its staff,

1.2 To propose to the Academic Council new curricula and changes to existing curricula;

1.3 To approve the syllabi for the subjects of the respective curricula;

1.4 Monitor the teaching process and Define and implement appropriate measures to ensure the quality of teaching;

1.5 To analyze the passing of students after each exam deadline;

1.6 Deal with other issues related to the study program or required by the academic council and the governing council of the College.

Article 43

Program Coordinator

The program committee is chaired by the program coordinator who is appointed by the Director of the College.

Article 44

1. The responsibilities of the program coordinator are:

    1.1 Coordinate academic activities in scientific and professional programs;

    1.2 Compile the detailed annual report of academic activities and submit it for approval to the Academic Council;

    1.3 Preliminarily reviews the annual and medium-term budget plan for the performance of academic activities and forwards it to the Steering Council for approval;

    1.4 Reviews the curricula, submitted by the program coordinators and submits to the Academic Council for evaluation;

    1.5 Continuously monitors the academic activity of the College and makes relevant proposals for the necessary changes, in order to meet quality standards;

    1.6 Analyzes and publishes the results of the quality assurance evaluation and proposes to the academic council the improvement plan;

    1.7 Gives the opinion of the Academic Council on the proposal for the selection and appointment of the teacher, associate and professional titles;

    1.8 Follows the workload of the academic staff;

    1.9 Proposes the needs for professional and academic improvement of the staff and proposes the needs for new professional staff

    1.10 Exercises all other functions defined in the statute and regulations.

    1.11 The mandate of the Program Coordinator is 4 years.

Article 45

1. The College should establish the following statute bodies: the Code of Ethics Committee; Quality Assurance Commission; and the Commission for Disciplinary Measures:
    1.1 The Code of Ethics Committee is elected by the Academic Council for a four-year term, with the right of re-election, in this composition: three members from the ranks of the academic

staff, one administrative staff and one student representative. Committee members may nominate themselves, or be nominated by members of the Academic Council, and have these responsibilities;

- To propose disciplinary measures to the Director of the College when the violation is easy, it is for the first time and it has to do with disciplinary behavior at work;
- In cases of electoral processes, in the absence of the Director, decisions on disciplinary measures are taken by the Ethics Committee;
- To propose to the Council of the College the measures when the violations are related to the academic issues;

1.2 The Quality Assurance Committee is elected by the Academic Council for a four-year term; with the right of re-election, in this composition: From a representative from each program, an administrative staff and a representative from the students as well as the Director of the College (ex-officio). The members of the quality assurance commission can nominate themselves, or are proposed by the members of the Academic Council, and have these responsibilities;

- The Commission works to design, develop and approve quality assurance policies and procedures in accordance with the College's statute, international and national standards.
- Approves the quality assurance calendar;
- Approves evaluation instruments.
- Ensures effective and efficient implementation in academic and administrative structures.
- Supports the working team in drafting SERs in accordance with Quality Assurance Standards.

1.3 The Commission for disciplinary measures is also elected by the Academic Council and has the following composition: two (2) from the academic staff, one (1) member from the administrative staff, one (1) student delegated from the Student Parliament. The mandate of the members is related to the mandate of the Academic Council. The Commission for Disciplinary Measures has the following responsibilities:

- Handle complaints or reports of possible violations of the College
- Initiate disciplinary proceedings;
- Take the appropriate decision depending on the violation committed.

Article 46

Research and commercial structure

Institute for Road Safety and Transport Research

The Institute for Road Safety and Transport Research, through research leads to the discovery of new knowledge and innovative technologies that can be applied to practical problems. The research is listed in the first pillar in the organizational structure of the College and provides the commercial revenue share by further strengthening the financial sustainability of the College.

Through our network of research collaborations we facilitate scholarly and student exchange programs by fostering research collaborations with universities, industry, business, government, nonprofit organizations, and other communities allowing for a combination of specialized approaches and interdisciplinary innovation.

The management of financial resources deriving from the institute's projects is done by the Steering Council. The Institute carries out research / commercial projects in accordance with the regulations of the College and the Institute

Article 47

1. The Institute for Road Safety and Transport Research consists of two units:

1.1 Center for research and professional development;

1.2 Driving School

Article 48

6. The Center for Professional Research and Development and the Driving School are managed by their leaders.

Article 49

Center for professional research and development

1. Center for Research and Professional Development (hereinafter referred to as CRPD), offers:

1.1 Infrastructures for conducting scientific research;

1.2 Training programs;

1.3 Vocational training and professional certifications;

Article 50

1. The College reserves the right to open new training programs, depending on the requirements and needs that arise on an ongoing basis.

2. All these training programs, professional certifications will be based on local and international laws which are in force.

3. The College is obliged to issue a document, i.e. a certificate to all candidates who have successfully completed professional training.

Article 51

The College is obliged to pay on time all the foreseen legal obligations and obligations of taxes / taxes that derive depending on the type of program and service provided.

Article 52

1. The development of activities and activities described by the provisions of this Statute is done within the premises of the College and depending on the special needs can be used other spaces borrowed through rent or other forms.

2. The College may, by agreement, use the premises, laboratories and other premises borrowed from institutions-organizations or companies in the private or public-state sector.

Article 53

Driving school

The driving school is a unit which operates under the management of the Institute for Road Safety and Transport Research. The driving school is managed by its leader.

Article 54

Students

1. Student is the person who is enrolled in studies at the College.

Article 55

1. Students have the following rights and obligations:

1.1 Attend all lectures, seminars and all other learning activities organized in the courses provided by the study curricula to which they are enrolled.

1.2 Participate in other activities organized by the College;

1.3 Participate in elections for student positions in bodies set up on the basis of the statute of the holder.

1.4 The 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 the privileges they may enjoy from the College;

1.5 The College guarantees students freedom of speech, organization and assembly according to legal provisions.

1.6 The College, through the regulations in force, protects students from any kind of discrimination.

1.7 The College shall provide impartial and objective mechanisms for dealing with disciplinary matters relating to students.

1.8 Students have the right to complain about the quality of the teaching process or the infrastructure of the provider.

1.9 The College may deregister students for academic or disciplinary reasons.

1.10 The appeal procedures are defined in more detail in the relevant regulations.

1.11 The College guarantees students that they enjoy the right to challenge a decision or action of the education provider.

1.12 Persons who have completed the final exam in the study program for which they are enrolled no longer have student status.

1.13 During the studies, the student can participate in cultural and sports activities, in professional seminars, in conferences, in student gatherings.

1.14 Students have the right to use the facility of the College including: all installations and technical-laboratory equipment to perform their teaching work, to use libraries and sports, cultural and information facilities.

1.15 During their studies, students may be employed temporarily and from time to time, provided that this does not impair their academic success. In the case of hiring students, the mediation is done by legal entities within the College, whose activity is to take care of the students' standard.

1.16 A student who is enrolled in studies at the Academic, is obliged to enter into a contractual relationship with the College.

1.17 Students are obliged to respect the contractual conditions as well to pay the tuition fees according to the conditions contracted within the time limits set by the College.

Article 56

Study contract

1. Through the study contract between the College and the student, the student establishes a legal relationship with the institution.

2. The study contract must provide for the obligations of each contracting party.

3. The study contract is a valid document with legal effect which derives from this statute and other legal and sub-legal acts in force related to services in the Republic of Kosovo.

4. Through the contract the student fulfills his financial and academic obligations, in accordance with the regulation and the general acts of the College.

Article 57

Exams

1. The achievement of the student-candidate is evaluated at all times in the theoretical and practical teaching, while the final grade is determined in the exam.

2. Depending on the subject, the assessment is achieved through interactive conversation, periodic tests, seminars, fieldwork, seminar papers, presentations and final practice.

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

4. The exams are public and are held in writing, orally, in writing and orally as well as from the practical part.

5. Exams can also be organized remotely (online).

Article 58

1. The student can take the exam in the same subject up to four times.

2. The fourth time the student takes the exam before the Teachers' Committee.

3. The student who does not pass the exam from the same subject for the fourth time, is obliged to register the same subject again in the next academic year.

4. If the student, even after repeated registration of the course, does not complete the exam in the manner specified above, loses the status of a regular student.

Article 59

Exam deadlines

1. Exam deadlines are regular and extraordinary.

2. Regular deadlines are in January-February, June and September.

3. The Academic Council may also **decide on the organization of irregular exam deadlines.**

Article 60

Assessment - student assessment

1. The success of students in the exam is expressed by grades:

- 10 and 9 *(excellent);*
- 8 *(very good);*
- 7 *(good);*
- 6 *(sufficient);*
- 5 *(insufficient).*

2. The candidate successfully passes the exam with grades 6-10.

Article 61

1. The success of students in the exam can also be expressed in letters A, B, C, D and E:

1.1 Grade A (90–100) points

1.2 Grade B (80–89) points

1.3 Grade C (70–79) points

1.4 Grade D (60–69) points

1.5 Grade E (50–59) points

2. These grades are equivalent to the credit system (ECTS) which are applied in higher studies in some countries of the world.

Article 62

1. The student has the right to file a written complaint to the program coordinator against the assessment received.

2. The program coordinator within 24 hours appoints the commission of three members but without the questioner against whose grade the student has complained.

3. One of the members of the commission must be close to the subject for which the student is evaluated.

4. The director determines the time of holding the exam within three days from the day of submitting the complaint of the student-candidate.

5. The written exam or the written part of the exam will not be repeated before the commission, but it can be re-evaluated.

6. The student cannot file an appeal against the evaluation of the commission.

Article 63

Exam schedule

1. The schedule of exams is determined in such a way that the number of exam dates for each subject and in each term of exams, can include all students who have the right to take the exam in that subject.

2. In each regular term the teacher must provide at least two terms for the exam from each subject.

3. The exam calendar is announced at the beginning of each academic year.

Article 64

1. The student has the right to take the exam after submitting the exam.

2. The student on the day of the exam must have proof of the presentation of the exam (application form and payment slip which is confirmed by the student service).

Article 65

Documents on studies

1. After completing the studies, the student is given a diploma, which is designed in accordance with the legal requirements in the Republic of Kosovo. In addition to the diploma, the student is also provided with the diploma supplement (supplement).

2. Diplomas, certificates and certificates issued by the College are public documents.

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

Article 66

Student disciplinary responsibility

1. Failure to fulfill financial and academic obligations, respectively, violation of the rules set forth in this Statute, Code of Ethics and other acts of the College, as well as violation of the authority of this institution and its employees, entails disciplinary liability.

2. The non-fulfillment of the financial obligations of the studies by the students will be treated according to the legal provisions in force foreseen in the study contract.

Article 67

1. Serious violations of the rules are considered:

1.1 All actions which according to criminal law are considered a criminal offense;

1.2 Forgery of signature, grade or certificate / diploma, copying in tests / exams and in other cases when these offenses do not have the features of a criminal offense;

1.3 Failure to fulfill and timely payment of material and financial obligations provided by the study contract;

1.4 Other serious breaches of morality, ethics and the code of academic conduct.

Article 68

1. Minor violations of the rules are considered in particular:

1.1 Obstruction of the regularity and progress of lectures, exercises and exams;

1.2 Unauthorized use or assistance during exams;

1.3 Misconduct towards teachers, assistants and other collaborators.

Article 69

Complaint

1. In order to handle complaints, there is a Complaints Commission within the College.

2. The Commission will handle all complaints and will decide on them within the deadlines set by normative acts.

3. All complaints must be submitted in writing to the Secretary of the College.

4. In reviewing complaints, the Commission shall implement this statute, the relevant regulations and procedures in force, and refer them to the appropriate bodies.

Article 70

Student obligations

1. Students throughout the duration of studies until they have student status must assume the following obligations:

1.1 To follow the rules drafted by the College and to pay due attention to studies and to participate in academic activities;

1.2 Pay due attention to studies and participate in academic activities;

1.3 To make payments for services defined by internal regulations or the study contract, etc.

1.4 Respect the code of ethics, defined by the code of ethics regulation and show due regard for the rights of staff and other students.

Article 71

1. The student fulfills his financial and academic obligations according to the study contract which is based on the relevant regulation and the Status of the College.

2. The student proves his / her identity during the studies with an index with study cards based on the Electronic System for Students Management, SEMS.

3. Students are obliged to implement all obligations arising from the curriculum, those arising from this Statute, the Regulations of the College and any legal or sub-legal act for higher education in Kosovo.

4. The College is not responsible for the consequences that may result from not recognizing them.

Article 72

College funding

The College is funded by the Founders' Funds, funds from local and international projects, tuition fees from students and candidates in training programs, income from commercial activity and other professional activities, donations, gifts and grants.

Article 73

Financial support for students and scholarships

1. The College may issue internal legal acts for the creation of financial support schemes for students, based on merit or economic need, given as scholarships.

2. Such student financial support schemes may include provisions that assist students in paying for their studies.

3. The Steering Council of the College may take a decision on the allocation of scholarships for students.

Article 74

Student organization

1. The students of the College have the right to establish student organizations to which only the current students of the College can belong.

2. Each student organization of the College must have its own statute approved by its members in accordance with the general regulations issued by the Steering Council.

3. The holder of the student organization must be a current student of the College.

Article 75

Student interests will be represented within the College through the Student Parliament at the College level.

Article 76

1. Members of the Student Parliament shall be elected in accordance with the Student Election Regulations.

2. The details of the election procedure will be determined by special Regulations issued by the Steering Council.

3. The Student Parliament acts in accordance with the Rules of Procedure of the Student Parliament.

Article 77

1. The Student Parliament is the highest body of student representation.

2. Members are nominated by student organizations based on the total number of votes cast in the student elections and according to the priority lists of candidates published by each student organization at the beginning of the election campaign.

3. Members of the Student Parliament elect the President and the Vice-President. Elected members (Chair and Vice-Chair) of the students must have a grade point average during the studies not less than 8.00 in each level of studies.

4. The Steering Council issues the rules of procedure of the Student Parliament.

5. The Student Parliament, from the list of nominees prepared by the Student Parliament, elects their representatives in the Steering Council, the Senate, the Program Committee and in other bodies in which the students are represented.

Article 78

Student tutor

1. Each student of the College has his personal Tutor. The tutor is appointed by the Program Coordinator.

2. The tutor must be a teacher in the respective study program with the student he / she supervises;

3. The tutor is obliged to guide / assist the student during the study period;

4. The tutor is obliged to meet with the student he / she is supervising at least once a semester.

5. The tutor is obliged to report to the program committee regarding the students he / she supervises at least once during the academic year.

Article 79

Career Office

1. The Career Office is the responsible structure that:

1.1 Organizes, manages and directs the process of recruiting new students;

1.2 Maintains ongoing relationships with student councils,

1.3 Leads the student counseling process,

1.4 Maintains communication with the labor market as well

1.5 Provides assistance in orienting and developing students' professional careers.

1.6 Maintains constant contact, collects information on graduates, and is responsible for preparing the career book.

2. The manner of functioning of the office is defined in the regulations.

Article 80

Organization of studies

1. Studies at the College are organized in the following forms:

1.1 Full-time (regular) studies;

1.2 Part-time studies (without dismissal);

1.3 Distance studies (online studies).

Article 81

Full-time studies

1. Full-time students are obliged to participate in lectures, laboratory-practical exercises, seminar work, field work, periodic tests, semester exams, they must also perform the obligations in the form of homework and projects.

Article 82

Part-time studies (without dismissal)

1. Students enrolled in part-time studies are obliged to participate in lectures, laboratory-practical exercises, seminar work and other academic activities provided by the relevant curricula.

2. The College enables students enrolled in part-time studies to attend lectures and other academic activities at convenient times for students.

Article 83

Distance studies (online studies)

1. The College can offer distance studies in all academic programs Bachelor and Master, as well as in training and professional but also special professional programs which are developed in CRPD.

2. Studies are conducted through the e-learning platform; which students / candidates accept:

1.1 Regulation of distance studies;

1.2 Reading material for each subject;

1.3 Recommended list of books;

1.4 Recommended list of online resources;

1.5 Power Point Lectures;

1.6 Also, as part of the program, authorial and online meetings are organized (through platforms or even face-to-face with each lecturer of the course.

Article 84

Changing study programs

1. The student can change the study program to another study program in the same unit or in another academic unit of the College.

2. The change 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;

3. Depending on the case, the student may be required to take additional exams in the name of changing subjects in order to meet the conditions for changing the study program.

4. The transition from a lower level to a higher level of studies according to the National Qualifications Framework NQF, in order to continue studies is a permitted action and is accompanied by a special decision of the Secretary General. This decision represents the equivalence of previous studies and is a sufficient criterion that enables the student to continue his studies.

Article 85

1. The College also exercises the right to develop commercial activity in various public and private projects of interest to the country and society.

2. The College ensures the implementation of student-centered learning and teaching;

3. Respects and follows the diversity of students and their needs, enabling flexible teaching methods;

4. Flexibly use a variety of pedagogical methods;

5. Promotes mutual respect in the student-teacher relationship;

Article 86

Procedures for reviewing study programs

1. The College reviews the study programs at any time when there is a need to harmonize the programs with market demands and during the accreditation process.

2. Procedures for reviewing study programs are regulated through special regulations and guidelines.

Article 87

Studies and their duration

In accordance with the Law on Higher Education in Kosovo, the Law on National Qualifications, the Law on Vocational Education and Training, the Law on Adult Education and Training and based on the accreditation, validation and licensing of training and study programs by the

authorities respectively, the College offers scientific and professional studies (applied) Bachelor (three years) and Master (one and two years) as well as basic and periodic training.

Article 88

1. Bachelor studies are organized in six semesters;

2. The sixth semester is an internship where students have to work on an independent project for their internship.

3. During this cycle of studies 180 European credits (ECTS) are realized and their normal duration is 3 years.

4. The student completes his studies by successfully defending his project and is provided with a diploma.

Article 89

1. Master studies - offered according to relevant standards and documents arising from the Bologna Process.

2. Master studies can be offered with a duration of 1 or 2 years, respectively 2 or 4 semesters.

Article 90

1. In Master studies for a period of one year can be enrolled all students who have completed preliminary studies according to the traditional education system consisting of at least 8 semesters and who have accumulated at least 240 ECTS.

2. Students who enroll in Master studies for a period of one year, but whose preliminary studies are not of technical fields must undergo at least 5 differential examinations, which are assigned by the academic structures under the Director.

Article 91

1. In Master studies for a period of two years can be enrolled all those who have completed studies according to the Bologna Process system, consisting of at least 6 semesters and who have accumulated at least 180 ECTS credit points.

2. Two-year Master studies have four semesters; the fourth semester is an internship where students must conduct an independent research on their internship.

3. The student completes the master studies by successfully defending his research-project.

4. Upon completion of studies, the student is issued a Level 7 Diploma according to the NQF.

Article 92

The development of a part of the studies-modules, under the conditions defined by the regulations and the Statute of the College, can be realized in cooperation with other partner institutions inside and outside the country by promoting the mobility of students and professors within the academic space.

Article 93

Internships

1. The College enables students to carry out practical work in the Center for Research and Professional Development;

2. Students enrolled in studies at the College can carry out practical work in other institutions with which the College has cooperation agreements.

3. Procedures for carrying out practical work are regulated by special regulations.

Article 94

Admission to the first cycle of studies

1. The registration of students in the study programs is done on the basis of the public competition and with the decision on the announcement of the competition which is taken by the Council of the College.

2. The competition for the admission of students for each study program must contain the following data:

2.1 Total number of vacancies for students,

2.2 Conditions for registration and criteria for selection of candidates,

2.3 Deadlines for registration and documents attached to the application form.

Article 95

1. Conditions for admission to basic studies - bachelor are:

1.1. Successful completion of high school in Kosovo certified by a diploma;

1.2. Successful completion of primary and secondary school with at least 12 years of schooling certified by the relevant diploma;

1.3. Successful completion of primary and secondary school with at least 12 years of schooling certified by the relevant diploma obtained abroad, if the equivalence with the State Matura certificate has been made;

1.4. The decision on the recognition of the diploma and the equivalent is taken by the relevant Ministry.

2. The 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 in the first cycle of studies.

Article 96

Admission to the second cycle of studies

1. In the College have the right to apply to enroll in the second cycle of studies, students who have completed a study program of the first cycle, as well as meet the academic standards of admission criteria;

2. The criteria for the selection of candidates to enroll in the programs of the second cycle of studies are determined by a special decision of the Academic Council.

Article 97

Duration of the academic year and semesters

1. Studies at the College are conducted on the basis of the academic year, which is organized in semesters with at least 20 teaching hours per week, which includes lectures (theoretical and practical), seminars, laboratory work and field work.

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

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

4. In exceptional cases, the College may change the start date of the academic year or semesters, but provided that the eventual loss of the planned studies is made up.

5. The course can be taught for weeks (15 semester weeks) during one or two semesters or can be held as a lecture block in one semester.

6. The study calendar is issued no later than May 31 and contains the schedule of lectures (lectures, exercises, seminars, colloquia), conditions and exam deadlines.

7. The organization of teaching for study programs is determined by regulations of the College.

Article 98

Transfers

1. The College accepts transfers of students in intermediate years from other Academies / universities, in the same program or other programs, in the form of study and allows the departure of its students to other Academies / universities, according to the procedures provided in the Regulation of College Studies.

2. The transfer is possible after the completion of the recognition of the study periods and the equivalence of the previous education.

3. The decision for full or partial recognition of the credits accumulated by a student in order to transfer the study program issued S the Secretary General of the College in cooperation with the Director based on the recommendations of the relevant Committee.

Article 99

Documents on studies

- After completing the studies, the student is provided with a diploma, which meets all the criteria and legal requirements of Ministry of Education and Science and Accreditation Agency of Kosovo, as well as to be designed in accordance with the legal requirements in the Republic of Kosovo;
- In addition to the diploma, the student is also provided with the diploma supplement (supplement);
- Diplomas, certificates and certificates issued by the College are public documents.
- Qualifications and applied scientific calls are assigned by the College in full compliance with the Law on Higher Education and other legal acts specified under the NQF.
- Successful completion of studies (depending on whether they are scientific or professional) of the first cycle, respectively of the second cycle enables obtaining the degree of Bachelor of Science (BSc) or Professional Bachelor (BA), respectively Master of Science (MSc) or Master professional (MA).
- Depending on the number of graduates for a generation of students, the promotion and solemn presentation of diplomas can be organized.

Article 100

Thesis for Bachelor and Master

1. Bachelor study programs end with the development of a bachelor's degree thesis or examination before the Committee in accordance with their study programs.

2. The thesis in bachelor studies is worked individually by the student proving that the theoretical skills achieved during the study can be successfully used to solve practical problems in certain scientific / applied fields.

3. The bachelor's thesis can be elaborated together by two or three students (research group) and there must be clearly marked the contribution of each candidate.

4. Master's postgraduate studies end with the work of the Master's degree thesis in accordance with their study program.

5. The procedure of approval, elaboration and defense of the work at the Master level is determined by relevant regulations carried out in close cooperation with the topic mentor.

6. The procedure for application, elaboration, defense and evaluation of the diploma thesis is determined by the regulation of studies.

Article 101

Recognition and equivalence of diplomas and periods of study

1. The College makes the equivalence of parts or complete study programs or diplomas obtained in other domestic or foreign institutions, in the same study program or similar after the submission of the application and the relevant documentation by the party.

2. Procedures and requirements for equivalence are defined in the teaching regulation, in accordance with the instructions of MES and KAA and other legal requirements in force.

Article 102

Academic year

1. Academic staff who have an Academic vocation has the right, every 5 years, to use the time up to one year for his academic progress.

2. During this period, the academic staff is not charged with teaching. Academic staff can attend during this year specialization courses up to three months, outside the institution after the approval of the Steering Council.

3. The teacher and the Director of the College sign a special contract, the elements of which are set by a regulation of the Director.

4. The governing authorities are not entitled to a prosperous year, during the exercise of the mandate as a leader, elected or appointed.

Article 103

Activities to promote studies

1. The main and basic units of the College carry out institutional activities in the following directions:

1.1 Counseling mechanisms for students for the selection of study programs;

1.2 The Office of Public Relations and Marketing promotes study programs and the functioning of student services;

1.3 The Career Center assists and supports students for orientation for inclusion in the labor market.

2. Departments various activities to inform the final year students of high school (graduates), regarding the study programs offered by the College, constituent structures and services for students, so that graduates make a choice appropriate and motivated study program.

Article 104

Learning norms and overload

1. The full-time teaching load is an obligation which is determined by internal legal acts of the College.

2. The full workload for the academic staff can be determined by legal acts and bylaws of the law in force for higher education in the Republic of Kosovo.

3. The academic staff is recognized the right to pay the hours realized above the norm, according to the legal and sub-legal acts in force.

Article 105

TEACHING STAFF

Academic - scientific and professional titles

1. Based on the structure and systematization of jobs, staff is divided into categories:

1.1 Academic staff;

1.2 Teaching support staff.

Article 106

Qualification and academic titles

1. In the College, the teaching activity, applied research is exercised by teachers, collaborators and professional workers. Their ability is determined by choice in the teaching-professional vocation.

2. The Council of the College enjoys the freedom and the right to approve academic titles and degrees as well as to determine the criteria for appointments and reappointments.

3. Academic calls are given based on the Law on Higher Education in Kosovo, bylaws of the Ministry of Education and Science, and other regulations and decisions of the Kosovo Accreditation Agency and the National Qualifications Authority, International rules for determining the selection in the call teaching.

Article 107

1. Based on the current legal framework, the College may assign the following degrees:

1.1 Professor;

1.2 Assistant Professor;

1.3 Lecturer;

1.4. Assistant

2. Academic staff who are selected on the call of professor and assistant professor must prove a successful background of teaching, research and professional or artistic practice, which will be evaluated by at least three reviewers who have at least one higher title that the candidate's current call for promotion.

3. Academic staff who are selected on the call of professor and assistant professor must have completed doctorate and have a successful background of publication in international peer-reviewed journals.

4. Professors must also demonstrate successful academic leadership through curriculum design, pedagogical innovation, research and publication for at least eight (8) years.

5. Titles and degrees approved based on the above criteria will have the possibility of public recognition, for employment purposes as well as for other public services in Kosovo.

Article 108

Call Professor

1. For the title of professor, the candidate must have the following qualifications:

1.1 To have the degree of doctor of science;

1.2 Demonstrate a high level of academic competence and scientific experience for the subjects chosen;

1.3 To have a significant number of monographs, textbooks,

1.4 To have at least 3 papers published in international scientific journals, as a first or correspondent author;

1.5 Take an active part in national and international conferences;

1.6 In particular it must have contributed to the development of culture and art;

1.7 Have long-term experience in basic and applicable research projects;

1.8 Demonstrate teaching / pedagogical skills through reasonable practice;

1.9 Demonstrate skills for academic leadership, leadership of master and doctoral topics.

2. The academic title of professor is permanent.

Article 109

Assistant Professor

1. For the Call of Assistant Professor the candidate must meet the following conditions:

1.1 To have the degree of doctor of science or at least to be a candidate for doctoral studies;

1.2 Have a presentation at two or more international conferences or at least one major paper published and reviewed in international journals, as the first or correspondent author;

1.3 Demonstrate teaching skills;

1.4 Have at least three years of work experience in the teaching process in Higher Education;

1.5 Have long-term experience in basic and applicable research projects;

1.6 Demonstrate teaching / pedagogical skills through reasonable practice;

2. All appointments for titles as well as the duration of employment is for 4 years;

Article 110

Lecturer

1. The candidate who meets the following conditions can be elected in the lecturer vocation:

1.1 To have completed at least the second level of studies (MA, MSc or Magistrate)

1.2 To show a high level and academic competence and scientific experience for the subject proven by:

2. The teacher in this call organizes and holds lectures and other forms of teaching work in the subjects for which he has been selected;

3. Advises students, leads or participates in research and professional work;

4. Holds student exams;

5. Performs other tasks defined by this Statute and the Curriculum.

6. The appointment in this call as well as the duration of employment lasts 3 years

Article 111

Assistant

1. For the title of assistant, the candidate must meet the following conditions:

1.1 To have successfully completed the Master studies in the respective direction or at least to be a candidate in the Master studies.

1.2 To be enrolled in doctoral studies at the University upon re-election;

2. Assistants hold practice classes in bachelor and master studies. Exceptionally the re-elected assistant, in the absence of a professor for the subject, may be authorized to hold limited lectures in bachelor studies with the authorization of the council of the academic unit and under the supervision of a teacher from the department.

Article 112

Professor Emeritus

1. A retired professor of an academic unit may be awarded the title ‘Professor Emeritus’ by the Academic Council.

2. The candidate for the title "Professor Emeritus" is distinguished by special academic and scientific achievements during the period of his activity.

3. His qualifications are considered irreplaceable for a medium term by the academic unit.

4. This need should be detailed by the Studies Committee of the academic unit.

5. "Professor Emeritus" will have the right to teach and engage in scientific work in accordance with his qualifications and the requirements of the special academic unit over the age of 70.

6. Other issues regarding the rights and responsibilities of "Professor Emeritus" are determined by an individual contract concluded by the rector on the proposal of the Director of the special academic unit.

Article 113

Employment procedure

1. The employment of Academic staff is done through public competition in a transparent and impartial process based on the legal provisions in force, except in special cases.

2. For vacancies in the College, general and special criteria are defined.

3. The Academic Council may appoint an ad-hoc commission for the evaluation of candidatures for the employment of staff.

4. After the completion of the recruitment procedures, the Committee recommends the most successful candidate to the Academic Council, which makes the final decision on the establishment of the employment relationship.

5. The criteria for the employment of academic staff are determined by regulations, based on the needs of the latter, and approved by the Academic Council.

6. The procedures for the appointment of academic staff are regulated by special regulations.

7. In special cases, the College may recruit staff even without a public competition.

8. In cases when we have budget overruns, the decision to recruit new staff to the College is made by the Steering Council.

Article 114

Teaching-scientific and administrative support staff

1. Academic support staff is divided into:

1.1 Academic support staff with teaching character and

1.2 Academic support staff with administrative character.

Article 115

Academic support staff of a teaching nature assist in the realization and support of teaching and / or research activities. It is part of the basic unit and serves to support the activities of the latter. This category includes laboratory technicians and technicians.

Article 116

Academic support staff of an administrative nature assists in the implementation and support of teaching and / or research and / or development activities of the institution.

This category includes personnel defined in internal regulations.

Article 117

1. The criteria for the employment of full-time academic support staff are proposed by the relevant academic unit, based on the needs of the latter.

2. Regulations define the modalities related to the selection of academic support staff.

Article 118

Engaged academic staff

1. To meet the needs of the teaching process, Program Committees, engage for teaching and research activities academic staff, according to the requirements of the job, for recurring semester or one-year periods.

2. Engaged academic staff must have as a rule the scientific degree "Doctor" or at least "Master".

3. More detailed criteria for the selection of engaged academic staff are defined in the study regulations.

4. The coordinators of the respective programs, after the approval by the Academic Council, sends to the Director the number of the academic staff to be engaged, the respective subjects, as well as the teaching hours that they will perform.

5. The director announces the vacancies, according to the procedure provided in this statute.

6. The employment contract with the engaged academic staff is signed by the director, in the name and on behalf of the College.

7. Teaching employees engaged with the signing of the contract are admitted to the teaching process on the proposal and decision of the Director.

Article 119

Administrative staff

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

2. The categories of administrative staff and salary levels are approved by the Steering Council, according to the legislation in force.

3. The procedures of employment, evaluation of the work of the administrative staff, the policies of motivation, remuneration, development and training, as well as the procedures for disciplinary measures are defined in the regulations.

4. The administration is organized and functions within the teaching and administrative activity.

5. The administration is responsible for the registration of students, the completion and maintenance of the basic student register, the procedures to be followed for the entry and storage of student data, as well as for the archiving of any registration, information, document or transcript related to students.

Article 120

1. The administration performs the following tasks:

1.1 Administer and store the data of students and the teaching process in the basic registers, grades registers, graduation registers and in any other register provided by the legal provisions in force;

1.2 Takes care of the storage and administration of basic registers, in past and electronic formats;

1.3 Prepare statistics in certain periods and inform the managing authorities about them;

1.4 Carry out the registration of candidates for students who have acquired the right to obtain student status;

1.5 Prepares student lists for exam and graduation deadlines as well as ensure the archiving of original grades and exams;

1.6 Prepare the documents which are submitted to the official institutions as well as prepare the diplomas based on the submitted list of students and hand over the signed diplomas to the graduates;

1.7 Identify students who have not managed to complete their studies successfully within the maximum legal period since the beginning of their studies;

1.8 Save exam results and archive graduate student files;

1.9 Perform other duties defined in the statute and regulations.

Article 121

Work contract

1. Employment relations between the institution and the academic staff and academic assistants are regulated in the employment contract, which is signed by the Secretary General of the College and the employee.

2. The employment contract determines the terms of payment, job description and other modalities provided by the legislation in force.

3. Each member of the College is employed on the basis of an individual contract between the employee based on the competition.

4. Such contracts shall include arrangements for the regular performance appraisal of staff including direct monitoring of learning and a structured process to support their professional development.

5. The employment contract includes provisions, which determine the circumstances, on the basis of which a staff of the College can be employed in a second job with or without pay and which limit the legal responsibility of the employer in such cases who signs the contracts. of labor in accordance with the legal provisions of the Labor Law.

6. Based on the need for filling the vacancy / position, the Director carries out the procedure of announcing the vacancy / vacancy and creates an ad hoc commission, composed in the majority of representatives of the respective basic unit, for the evaluation of candidates.

7. Full-time academic staff may not be employed as full-time academic staff in another institution of higher education, inside or outside the country.

Article 122

Termination of the employment contract

1. The employment contract of the staff ends when:

1.1 The employee resigns;

1.2 Reaches the age of old age pension;

1.3 Becomes physically or mentally incapable of performing the duty;

1.4 Is punished with a final criminal decision by the court, with deprivation of liberty;

1.5 The contract ends;

1.6 Leaves due to disciplinary measures.

Article 123

Resolving labor disputes

The resolution of disputes at work, the employment contract, as well as the performance of work, if they are not resolved amicably or by agreement, the conflict or dispute in question, has a solution in court.

The College before the court always requires that labor disputes or conflicts be resolved at the negotiating table between the employer and the employee.

Article 124

Disciplinary measures

1. In case of violation by the academic staff of the normative provisions provided in the legal and sub-legal acts in force, of the provisions of the statute and regulations, as well as of the norms of ethics, the mechanisms of the College may take the following disciplinary measures:

1.1 Attraction;

1.2 Written remarks;

1.3 Warning remarks;

1.4 Suspension from duty, and

1.5 Unilateral termination of the contract (based on the terms of the contract).

2. The procedure for issuing disciplinary measures is defined in the regulation of the College.

Article 125

Honorary titles, awards and recognitions of the College

1. The College awarded honorary titles to deserving persons.

2. The Council will issue special regulations for the decision-making procedure in the selection of honorary titles, awards for distinguished students and teachers and recognitions.

Article 126

1. The title ("Arif Krasniqi") is the highest grateful title of the College, given for:

1.1 The best students who at the end of their full studies achieve the highest success win a gold medal "Arif Krasniqi" with the relevant certificate;

1.2 The teaching and administrative staff of the College but also other experts in various fields, for the institutional partners as a sign of cooperation and contribution to the development and advancement of the College, win a gold medal "Arif Krasniqi" with the relevant certificate;

Article 127

1. The title of Honorary Doctor ("Dr. Honoris Causa") is awarded for:

1.1 Great achievements in the field of science;

1.2 Significant contributions to the development of human relations in support and consolidation of peace;

Article 128

1. The title "Honorary Member of the College" is given for:

1.1 Uninterrupted internal support and support for the College;

1.2 Relevant financial contribution to the development of the College;

1.3 Honorary titles are awarded by the Chairman based on their evaluation by a Committee established by the office of the Secretary General.

Article 129

Documentation of the academic and teaching process

1. The College has a legal obligation to maintain in written and electronic form:

1.1 Basic student register;

1.2 Register of academic achievements;

1.3 Register of issuance of diplomas and certificates.

2. The most detailed regulation regarding the storage and administration of these documents is defined in the Internal Regulations of the institution, in accordance with this statute and the legal provisions in force.

Article 130

Student database

1. The personal data of the students kept 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 according to the provisions of the relevant regulation.

2. The processing of personal data for the purposes of studies at the College is done in accordance with the law on personal data protection.

Article 131

Library

1. The library represents the established and maintained physical space which preserves, uses, enriches, distributes and lends the bibliographic property of the Institution.

2. The library is run by the librarian, who is responsible for updating it in close cooperation with professors in the field, as well as other governing bodies of the College, in order to create a contemporary and stimulating climate for learning and research.

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

Article 132

Scientific research and its financing

1. The College provides a creative environment, on quality assurance related to teaching, learning and teaching in higher education, including the learning environment and stimulating relevant links for research and innovation.

2. The College supports ideas and scientific and professional activists to apply in order to increase the quality of education, training students with modern research methodologies, completing disciplines with advanced scientific and practical knowledge, as well as creating tools materials for the development of its main units.

3. Scientific-applied research and its financing are done on the basis of plans, programs and projects approved by the Steering Council, as well as by the Institute for Road Safety and Transport Research.

4. The academic staff of the College has the right to apply to the Sector of Scientific Research and Projects in other governmental institutions, public and private, local and international, requesting funds for scientific research in accordance with the laws in force.

Article 133

Commercial activity as well as professional work

1. Based on accreditation, licensing and regulations as well as this Statute, the College may exercise research and professional-research activity, for commercial purposes.

2. Teachers and professional associates may engage in research and professional activities.

3. These activities are based on the principles of academic freedom and are contracted in the form of project, analysis and expertise.

4. Teachers, collaborators and professional workers of the College, propose research projects, professional and other forms of activity by notifying in writing the Director of the College.

5. International projects as well as other projects of special value are contracted with the participation and assistance of the College.

6. The acceptance criteria and the final evaluations of the research and professional project are determined by the Council, while the ordering and contracting authority is the Council, or as defined in the contract.

7. Organizational, financial or other assistance (space, equipment, infrastructure) is provided by the College or the contracting contractor, as defined in the contract.

8. The amount of compensation of the College is determined by regulations. Compensation is about the use and utilization of space, equipment, infrastructure and other goods provided by the College.

Article 134

Public activity and secrecy protection

1. The activity of the College is public. The College is obliged to timely and accurately inform the public on the performance of its activity. The College informs the public through the media, social networks, the official website by providing news and certain information, by issuing special publications and announcements in places for certain announcements within the College.

2. The College does not provide information and notifications on data which are confidential, ie business secret of work and activity.

3. Confidentiality - secret of work - activity are the data:

3.1 Which are declared secret;

3.2 Measures relating to the manner of acting in exceptional circumstances (which as such are announced by the Governing Council);

3.3 Dealing with protection and security;

3.4 Measures that the competent state bodies declare credible, and

3.5 Personnel of academic and non-academic staff, based on the law on personal data protection.

4. The implementation of the above provisions is directly taken care of by the Management of the College in consultation with and interaction with stakeholders.

Article 135

Financial autonomy and budgeting

1. The College is a private institution of higher education which is self-financed.

2. The Steering Council, upon the proposal of the Academic Council, approves the annual and medium-term budget of the institution and oversees its implementation.

3. The College can provide and receive funding from the funds provided by the applicable law on Higher Education in Kosovo.

Article 136

1. The financial resources of the College are:

1.1 Founders' funds;

1.2 Funds from local and international projects;

1.3 Income from tuition fees and other payments from students and candidates in training programs;

1.4 Income from scientific research activities;

1.5 Income from intellectual property rights, trademarks and patents;

1.6 Income from commercial activity and other professional activities as well as donations, gifts and aids.

Article 137

1. The income of the College also constitutes the means for work, with which the teaching process progresses, material expenses, depreciation, material compensations - salaries as well as the creation and development of the Development Strategy of the College, as well as other expenses determined for the need of development of the Institution and its policies, income from periodic review reports, recommendations of experts, always based on legal provisions.

Article 138

1. The institution administers movable and immovable property in accordance with the legislation in force.

Article 139

Financial control (Accounting)

1. The business activity of the College is reflected in the annual balance sheets. preventing financial misconduct whether individual or group.

2. The financial activities of the College and the management of adequate documentation for accounting work, is led by the relevant service, in accordance with the provisions of current law. This service is obliged to compile periodic and annual reports, with which it notifies the Steering Council, and for which the Steering Council evaluates and verifies the submitted and submitted data. The Council reserves the right for adequate qualification and confirmation of the same as well as their use as official documents.

3. The Steering Council, upon the proposal of its member, reserves the right to request these periodic and annual reports of the financial service, i.e. to order an audit - financial control, by the Internal Committee and in special cases by external auditor, if in doubt about the accuracy of the data in the reports.

4. All administrative, financial, contractual documentation is validated with the approval of the Board of Directors and with the signature of the Chairman of the Board, by the person authorized or appointed by the Board, otherwise the documentation is not valid.

5. Internal financial control and audit in the College is performed by the administrative structure of internal audit. This structure operates in accordance with the legal provisions for financial audit. Periodic reporting periods are determined by the administrative structure and the internal auditor.

Article 140

External audit

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

2. The audit report is submitted to the governing authorities of the College, in accordance with this statute and other regulatory acts.

Article 141

Property

The management of the property and finances of the College is done in full compliance with the fiscal legislation of the Republic of Kosovo, by the finance office and the governing authorities, according to the functions and responsibilities defined in this statute and the legislation in force.

Article 142

Media and publications of the College

1. The College publishes, edits texts, monographs and other scientific and professional journals in accordance with the regulation for publications.

2. Regarding the publications in the College, the Publishing Council decides;

3. The functioning and composition of the Publishing Council will be regulated by a special regulation

Article 143

Inter-Institutional Cooperation

The College can enter into cooperation agreements with internal and external actors in accordance with its strategy.

The form of the cooperation agreement is determined by a special regulation.

Article 144

Transitional and final provisions

1. The College is obliged to develop the teaching processes based on the curriculum determined according to the provisions of this Statute. Students who have started their studies have the right to study and acquire the curriculum according to the conditions that are in force and with the registration of studies.

2. Amendments and supplements to this Statute are made according to the manner and procedure by which this Statute is issued and based on the provisions arising from the law in force for higher education and other legislation in the field.

3. The procedure for supplementing and amending the Statute is developed by the Professional Committee in cooperation and interaction with the Steering Council of the College.

Article 145

Entry into force

This statute enters into force with its approval by the Steering Council and signature by the Director of the College.

Chair of the Steering Council

Dr.Sc.Ema Berisha Krasniqi

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