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Chairperson of the Steering Council
Prof. Dr. sc. Ema Berisha Krasniqi

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Based on Article 16 of the Statute of the Tempulli College and Article 11 of the work regulations of the Steering Council at the meeting held on 08.05.2025 the Steering Council approves:

REGULATIONS FOR DISCIPLINARY MEASURES

Legal basis

This regulation was drafted and issued in full compliance with the Law on Higher Education of the Republic of Kosovo, no. **04/L-037;** The Statute of the College as well as the legal and by-laws in force that include the scope of this regulation, as well as the legal and by-laws in force that relate to the scope of this regulation.

Article 1

Through this regulation, the conditions for guaranteeing a climate in which all interest groups must respect in particular the promotion of preserving and valuing the integrity of the person, the institution as well as the student are determined.

Based on this spirit, this regulation defines the responsibilities of the academic, administrative staff and students of the Tempulli College (hereinafter the College) in fulfilling the duties assigned by the law, statute, regulation and instructions within the College, as well as to determine the way the implementation in practice of principles, norms and requirements in the field of discipline, in function of respect for human rights and the implementation of legal provisions.

By means of this regulation, provisions on disciplinary violations, punitive measures, disciplinary investigation, appeals and animation methods and procedures are determined.

Article 2

Identification of the disciplinary violation

Any suspected or alleged violation must be reported to the General Secretary of the College or the Program Coordinator

Article 3

The disciplinary commission, immediately after receiving the report in verbal or written form for an alleged disciplinary violation, must:

- to investigate the case;
- interview the alleged offender and the reporting person;
- to analyze the details given in the statement, and
- according to his assessment, he will decide on the nature of the light or serious violation.
- The chairman of the commission appoints one of the members to the status of the rapporteur. The reporting member examines the file and completes it within three days and then submits the prepared report to the chairman of the Disciplinary Committee.

In making the decision, the Ethics Committee will rely on the provisions of this Regulation.

Article 4

Disciplinary violations

Minor disciplinary offense is considered:

- Unreasonable absence from work,
- Small careless mistakes or
- Repeated errors that will not be the subject of disciplinary proceedings will be treated as minor disciplinary infractions.

The relevant ethics committee will collect and review: any documents or evidence related to the case; will interrogate the alleged offender; his statement; the person who presented the alleged case and anyone who has information about the case.

The interview should be held as soon as possible, in order to determine the nature of the offense.

Article 5

If the relevant Ethics Committee finds that:

- A minor offense has been committed and it is the first time,
- A verbal warning is appropriate,
- However, for repeated violations, a written warning is appropriate.

The record of the verbal and written warning must be placed in the person's personal file.

Article 6

Determination of serious disciplinary violation

If the Ethics Committee finds that a serious violation has been committed, it will present the case to the Disciplinary Committee of the relevant body of the College.

The Ethics Committee will interview the alleged offender within 5 days of being referred to the Disciplinary Committee and clarify:

- The nature of the alleged violation,
- For the alleged violation to be treated as serious and referred to the Disciplinary Committee,
- When and where the session of the disciplinary commission will be held.

Article 7

When there is evidence of violence against other people or danger to property, the relevant Ethics Committee may propose to the Director to suspend (suspend) the alleged offender from work and with pay for the time pending investigations and disciplinary proceedings.

Article 8

The following are considered serious disciplinary violations :

- Unreasonable objection to the performance of duties defined in the employment contract;
- Theft, fraud, forgery, (plagiarism) damage or unauthorized use of College property;
- Violation of the code of conduct at the College;
- Unreasonable absence from work for more than 5 days in a row without any reason and without notifying the absence;
- Repetitive errors which, with their frequency and severity, disrupt the normal course of work;

- Direct or indirect discrimination or abuse against another person of the College, based on gender, race, color, language, religion, residence, political opinions, social origin, and other cases protected by law;
- Abuse of any physical or verbal behavior of a sexual nature, violation of the person's dignity at work that is undesirable or offensive which creates hostility, threatening or intimidating that person;
- Off-the-job misconduct inconsistent with staff or student status at the College, and which may bring the College into disrepute, will bring the College into disrepute.
- Willful damage to property;
- Disclosure of business secrets;
- Serious incapacity at work caused by alcohol or drugs;
- Making a false statement regarding a conflict of interest;
- Aggressive, threatening or offensive behavior in the workplace, and similar violations provided by the Law and other acts of the College.

Article 9

Disciplinary committee

The Academic Council forms a Disciplinary Commission which will decide on cases related to alleged serious violations. The disciplinary committee consists of four (4) members: two (2) from the academic staff, with four (4) year mandates, one (1) member from the administrative staff with four (4) year mandates, one (1) student delegated by Parliament of students with a mandate of one (1) year. The mandate of the members of the disciplinary commission will last as long as the mandate of the body that appointed this commission.

In cases of conflict of interest when the objectivity of the member will be questioned, the member of the commission will be replaced and a deputy will be appointed for that particular session and in the following cases:

- where the member of the commission is in a position of leadership towards the alleged offender and has family ties to the offender.
- where the member of the commission was a victim of the alleged offender or has a family relationship with the victim.

Article 10

Support of the disciplinary committee

The professional service of the College, and other organizational units, will offer the Disciplinary Commission:

- Providing advice and instructions to committee members;
- Collection of documented evidence;
- Preparation of the session schedule;
- Notifying the persons who are required to be present of the details of the meeting place, date and time of the session;
- Keeping the minutes for the disciplinary session and placing it in the candidate's file, and other matters required for the development of the procedure.

Article 11

Measures for serious disciplinary violations

The disciplinary committee, after a detailed examination of the case, proposes to the relevant Body to apply the following measures:

- Reprimand (directed to the academic or administrative staff in writing or verbally and asking him to perform his duties due to his unethical behavior);
- Written notice (addressed to the academic or administrative staff in writing and asking them to be more careful in fulfilling their obligations and work and to correct their behavior) or
- Last remark.

For serious violations:

- Notice before exception;
- Withholding a part of the monthly salary: (Withholding from 1/8 to 1/3 of the full monthly salary);
- Suspension: (Notification of the academic or administrative staff that he has been suspended from the position of Director, Coordinator, Chairman of the Council and the corresponding academic or administrative position in which he is);
- Exemption from the College for a certain time, and
- Permanent exclusion from the College (Notification of the academic or administrative staff in writing that it is proposed to leave the office to no longer be admitted to the College).

Article 12

Repetition of disciplinary violations

If the action or conditions for which a disciplinary measure was given is repeated during the period of erasure of the punishment in the disciplinary register, then a more severe disciplinary measure is given.

Article 13

Assessment of positive status

If the academic or administrative staff during the past period has performed positive services and has been evaluated in the register with the grades "good" or "very good", then a lighter degree of disciplinary measure can be given.

Article 14

Meeting and voting procedure

In the Commission: after listening to the reporter, the case is examined. After the issue is resolved and when it is concluded that the reasoning and negotiations are sufficient, the vote is taken and the result of the vote is declared by the chairman of the Commission.

Each member of the Disciplinary Committee has the obligation to vote for or against. Abstention is not allowed. Decisions in the Disciplinary Committee are made by a simple majority of those present at the meeting. The chairman votes last. In case of equal votes, the vote of the chairman of the Disciplinary Committee is decisive. The voting result is reflected in a record and signed by those present.

Article 15

The deadline for issuing the decision by the Disciplinary Committee

For the "remark" and "written warning" measures, it is obliged to make a decision within seven days from the end of the questioning.

For the measures "withholding part of the monthly salary" and "suspension from the management function", the file is immediately submitted to the Disciplinary Committee.

The Disciplinary Committee is obliged to make a decision within one month at most from the receipt of the file by the members of the Disciplinary Committee.

Article 16

The manner of giving the decision by the Disciplinary Committee and the publication of the decisions

The Disciplinary Committee examines the personal data file for the personnel in question, collects information from the relevant institutions or testimonies for the personnel in question, listens to witnesses or may consult with an expert if deemed necessary.

Decisions, starting from the date they are taken, are clarified and justified within 5 days by the reporters by means of a record. The quorum of their reception is also determined. They are signed by the Chairman and other members. Members who share an opposing opinion state the reasons for their opinions and sign the minutes. Notification of the decision to the staff in question The disciplinary measure taken is communicated to the staff in question after it is signed by all the members of the Discipline committee. Together with the communication of the decision by means of a letter, the procedure and deadlines for appealing are made known to the staff in question.

Article 24

Prescription

Actions and behaviors that are considered disciplinary violations in this Regulation within one month after they are learned by the Disciplinary Committee, the disciplinary investigation must begin, if it does not begin, then the power to take disciplinary measures for the personnel in question is extinguished.

For the actions and behaviors that constitute a disciplinary violation, if 6 months have passed since the time they were committed and no disciplinary measure has been taken, then no disciplinary measure can be given to the personnel in question.

During the process of inspecting the economic and financial activities of the College, if violations that occur during the exercise of the duty come to light, the disciplinary measures for these violations must be taken within 1 year after the said violations occurred.

Article 25

The procedure for starting the disciplinary investigation and the deadlines for the disciplinary investigation

The disciplinary investigation for administrative personnel begins with a complaint request addressed to the Secretary General, who sends this complaint request to the Steering Council. The disciplinary investigation for academic staff begins with a complaint request directed to the relevant program Coordinator who sends this complaint request to the Disciplinary Committee.

The disciplinary investigation begins immediately on the day of notification of actions that contradict this Regulation. The disciplinary investigation must be completed within 1 month from the day the investigation began.

If the disciplinary process cannot be completed, then the Disciplinary Commission, if it deems it reasonable, can extend the period of the disciplinary investigation, but not more than 15 days beyond the established deadline.

Article 26

The manner of conducting the investigation The Disciplinary Commission listens to the witnesses, may conduct a study or consult an expert if necessary. Every investigation and procedure is certified by means of a record.

The minutes describe: The place where the report is held, the time, the purpose, who participates, the questions and answers, and at the end it is signed by the one conducting the investigation, the person being questioned and everyone present. The identity of the witnesses, addresses and similar information are also reflected in this record. The personnel of the College are obliged to submit to the Steering Council any document, file or evidence, without creating delays and to offer them any assistance requested.

Article 27

The right of defense

Disciplinary action cannot be taken without hearing the defense of the personnel in question. The Disciplinary Committee determines the defense day, the staff in question must be notified in writing at least three days before the start of the procedure. This letter reflects the disciplinary offense, which is claimed to have been committed by him, the day, time and place where the procedure will take place and gives him time to prepare his defense. Personnel who on the day set to present the defense without reasonable cause do not appear during the proceedings will be considered as having waived the right to defense.

Article 28

Investigation report

At the end of the investigations, a report is drawn up.

The report reflects: the preliminary approval of the investigation, the date the investigation began, the identity of the person under investigation, the offense, the stages of the investigation and the defense.

Each violation is analyzed separately, culpability is discussed and disciplinary measures are proposed that are deemed reasonable to be implemented. If there are documents related to the case, they are attached to the report and sent to the Disciplinary Committee.

Article 29

If the Disciplinary Commission does not determine another date for the entry into force of the disciplinary measure, then it enters into force on the day it is given.

The disciplinary measure "withholding part of the monthly salary" is applied at the beginning of the following month after the date of the decision by the Disciplinary Committee.

The disciplinary measures given are reported to the relevant superiors.

Article 30

Complaints

For disciplinary measures: warning and written warning, academic staff can appeal to the Council, while administrative staff can appeal to the General Secretary of the College. The decision that will be given by the Academic Council or the General Secretary is final.

These decisions can be appealed through administrative channels.

Article 31

Appeal deadlines

Against the measures given by the Disciplinary Commission, the appeal deadline is 7 days after the personnel in question has been notified. Disciplinary measures that are not appealed within this period become final.

In cases of appeal, the Academic Council analyzes the decisions given by the Disciplinary Committee and can take a lighter, heavier measure or accept it as it is.

The Academic Council must give its decision within 7 days from the day it received the appeal request, together with the decisions and annexes to the decisions.

Disciplinary measures that are canceled are canceled by the relevant Register.

Article 32

Discharge of disciplinary measures

Disciplinary measures are written in the register.

Two years after the disciplinary measure has been implemented, the personnel in question may request the cancellation of the disciplinary measure with a request addressed to the competent appointee.

If the personnel in question during this period did not commit another disciplinary violation and their behavior was regular, then the disciplinary measure is canceled.

Article 33

Record keeping and filing.

The disciplinary proceedings file, appendices and page numbers are kept in a register approved by the Program Coordinator. All stages of the disciplinary proceedings are recorded in this register.

The file of the disciplinary proceedings is submitted to the relevant person in charge against the firm on the basis of confidentiality.

The third part on the disciplinary procedure for students

Based on the Labor Law, no. 03/L-212, as well as on the basis of Article 124 of the Statute of the College". Disciplinary procedure for students of this institution, presentation - identification of violation of the disciplinary procedure, disciplinary violations, appointment of the disciplinary committee, support to the disciplinary committee, measures related to disciplinary violations and other issues.

Determination of the disciplinary responsibility of College students and the appeals procedure, the right to appeal and the appointment of the appeals committee.

Determination of disciplinary responsibility of students

Article 34

Disciplinary measures notice:

The disciplinary measure "remark" is given in case of verification of the following actions and conditions:

- In cases where, without reasonable cause, the student does not respond in time to the questions addressed to him by the competent bodies of the College;
- To place notices outside the places authorized by the competent bodies of the College. Removal, tearing, pollution, alteration or scribbling of notices, programs or materials placed with the permission of the College;
- Behaving badly and unethically towards the competent bodies of the College or towards the competent bodies of the subordinate institutions of the College;
- Unauthorized distribution of notices, posters and placing banners on the premises of the College.

Article 35

Disciplinary measure written warning Disciplinary measure *"written warning"* is given in case of verification of the following actions and conditions:

- Conceal information, provide false or incomplete information in case information is requested by the competent bodies of the College;
- Disruption of order in lectures, seminars, practice, scientific meetings and conferences.

Students are obliged to adhere to the obligations arising from the general acts of the College and from this Regulation. Students must carefully and fairly use the property entrusted to them during their studies, protect it from destruction - spoilage.

For violating the legal obligations and rules of the College, the student may be liable for a disciplinary violation.

Article 36

Minor disciplinary infraction

The following are considered minor disciplinary violations:

- Bad behavior in the working premises of the College where lectures, exercises and exams are held;
- Disruption of order and peace during lectures, which hinders the normal work of teachers and students;
- Destruction of teaching equipment, laboratories, computers, book fund in libraries, and other property in the College;
- In cases where, without reasonable cause, the student does not respond in time to the questions addressed to him by the competent bodies of the College;
- To place notices outside the places authorized by the competent bodies of the College;
- participation in gatherings of a political nature in the College facilities for which there is no permit;
- performing other activities that cause damage and violate the authority of the College, teachers, associates, other workers and students of the College.

Article 37

Serious disciplinary violation

The following are considered serious disciplinary violations:

- Falsification, improvement of data in the Index, Certificate, Attestation, SEMS and other documents issued by the College; forging the teacher's grade or signature;
- Removing, tearing, defacing, changing or scribbling notices, programs or materials posted with the permission of the College;
- Conceal information, provide false or incomplete information in case information is requested by the competent bodies of the College;

- Behaviors that limit the freedom of learning and teaching;
- Providing incorrect notes to the College's bodies, with the aim of acquiring certain rights of students;
- Impersonation for the purpose of taking the exam or performing other obligations in the name and account of another student;
- Inciting a serious incident in the working premises of the College where teaching (lectures, exercises and exams) is hindered or made difficult to a great extent;
- Great destruction of the property of the College;
- Inciting hatred, beatings, serious insults towards teachers, workers, students;
- The use of alcohol and drugs in the College facilities and other cases provided by the Law, Statute and these Regulations;
- Directly or indirectly threatening the staff or students of the College;
- Verbal sexual harassment within the premises of the College;
- Abuse by plagiarizing the topic and publications issued in the name of our institution;
- Being convicted of a criminal offense of any kind by the Court with a final decision.

Article 38

Prescription of the subject

The initiation of the disciplinary procedure for minor violations for students expires after the expiration of the period of 6 months from the day of becoming aware of the commission of the offense,
The initiation of the disciplinary procedure for serious violations for students expires after the expiration of the period of 12 months from the day of becoming aware of the commission of the offense.

Article 39

Taking measures related to the disciplinary violation

The disciplinary committee, after a detailed examination of the case, proposes that the following measures be taken:

- Written notice;
- Exclusion from the College for 6 months;
- Exemption from the College for one year;
- Exemption from the College for two years;
- Permanent expulsion from the College.

Article 40

Disciplinary investigation

The Disciplinary Commission and the disciplinary investigation procedure, as well as the Members of the Disciplinary Commission are elected by the Academic Council of the College for a period of four years. The disciplinary investigation is carried out by members selected by the Disciplinary Commission.

Article 41

The procedure for starting the disciplinary investigation and the deadlines for the disciplinary investigation

The disciplinary investigation begins with a GRIEVANCE REQUEST addressed to the relevant College Secretary or program coordinator. The Secretary sends this appeal request to the Director of the College . The program coordinator forwards the event to the Disciplinary Committee. The disciplinary investigation begins immediately on the day of notification of actions that contradict this Regulation.

The disciplinary investigation must be completed within fifteen days from the day the investigation began. If the disciplinary process cannot be completed, then the Disciplinary Commission, if it deems it reasonable, may extend the period of the disciplinary investigation, but not more than 15 days beyond the established deadline.

Article 42

The manner of conducting the investigation by the Disciplinary Commission

First of all, he listens to the witnesses, he can conduct a study or consult an expert if necessary. Every investigation and procedure is certified by means of a record. **The minutes describe:** The place where the report is held, the time, the purpose, who participates, the questions and answers, and at the end it is signed by the one conducting the investigation, the person being questioned and everyone present. The identity of the witnesses, addresses and similar information are also reflected in this record. The personnel of the College is obliged to submit to the Disciplinary Commission any document, file or testimony, without creating delays and to offer them any assistance requested.

Article 43

The right of defense

The student against whom a disciplinary procedure will be initiated must be notified in writing at least three days before the initiation of the procedure.

This letter reflects the day, time and place where the procedure will take place and gives him time to prepare his defense.

In the letter of notification sent to the student , it should be clearly reflected that in the event that he does not appear during the proceedings without reasonable cause, it will be considered as if he has waived the right of defense and in the event that for reasonable reasons or force majeure he cannot to appear, he is granted an additional time to present his defense.

The investigation, the student is given the opportunity to defend himself, but the defense cannot be used as a reason to extend the deadlines of the investigation.

Article 44

Investigation report

At the end of the investigations, a report is drawn up, which reflects:

- Prior approval of the investigation,
- The date of initiation of the investigation,
- The identity of the person being investigated,
- Infringement, stages of investigation and defense.

Each violation is discussed separately with the student and the disciplinary action that will be applied is made known. If there are documents related to the case, they are attached to the report.

Article 45

Measures during the disciplinary investigation The Disciplinary Committee, if it deems it necessary, also takes precautionary measures, through which the student object of the investigation can remove the right to enter the College's premises. In this case, the decision of the Disciplinary Committee is applied. In the event that, after committing the disciplinary violation, the student changes the department within the College or leaves the College for any reason, he will continue to remain subject to disciplinary proceedings until the final decision is made.

Article 46

End of investigation

The investigation report and the file after review and evaluation as regular, they are immediately submitted to the Disciplinary Committee. The Disciplinary Committee examines the case no later than three days. If, after examining the file, the Disciplinary Committee deems it reasonable to obtain further information, it may request the completion of the investigations by another member of the Disciplinary Committee.

Article 47

Meeting of the Disciplinary Committee and preparation of the work of the **Disciplinary Committee**

The Disciplinary Committee meets based on the request of its chairman, at the place, day and time determined by him. The plan of the meeting, the announcements, the progress of the work in the Disciplinary Committee are under the competence of its chairman.

Article 48

Meeting Quorum and Reporting

The meeting of the council is valid, when more than half of its members participate in it. The Chairman of the Disciplinary Commission appoints one of the members to the status of the reporter. The reporting member examines the file and completes it within two days and then submits the prepared report to the chairman of the Disciplinary Committee.

Article 49

Collection procedure and voting

In the committee: after listening to the reporter, the case is examined. After the issue is resolved and when it is concluded that the reasoning and negotiations are sufficient, the vote is taken and the result of the vote is announced by the chairman of the Disciplinary Committee. Each member of the Disciplinary Committee has the obligation to vote for or against. Abstention is not allowed. Decisions in the Disciplinary Committee are made by a simple majority of those present at the meeting. In case of equal votes, the vote of the chairman of the Disciplinary Committee is decisive. The voting result is reflected in a record and signed by those present.

Article 50

Term and Decision of the Disciplinary Committee

The deadline for giving a decision to the Disciplinary Committee on disciplinary measures, notice, written warning, suspension of the right to continue studies in the Disciplinary Committee for a period of one week to one month is obliged to make a decision within five days from the end of receiving in question.

In those cases where it is necessary to take other disciplinary measures, the file is immediately submitted to the Disciplinary Committee. The Disciplinary Commission is obliged to make a decision within ten days from the receipt of the file by the members of the Disciplinary Commission

The Disciplinary Commission has the right to grant or not the measure proposed in the investigation report, applying the rules, conditions and presenting the reasons may grant a different disciplinary measure.

Article 51

Criteria to be taken into account when issuing the disciplinary measure:

- The Disciplinary Commission, when defining and evaluating the disciplinary measure, must take into account the importance of the violation, the goals and motives that the accused person had, if he is a repeater, the behavior, the attitude towards the committed action and the remorse.
- In case he has committed a violation to the detriment of the College, in collaboration with a student from another institution, a disciplinary measure of a higher degree than that provided for the violation in question is given.
- For disciplinary violations committed in collaboration, when the culprit does not atone, each victim is given a measure deemed reasonable by the Disciplinary Committee.

Article 52

Notification and implementation of the disciplinary measure and Implementation

The measure given at the end of the disciplinary procedure is announced by the Disciplinary Commission:

- The student against whom a disciplinary measure has been taken,
- Parents (his mother or father), and in the absence of the latter, any relative,
- Disciplinary measures; if necessary, it can be sent as a notification to the institution or its branches.

If the Disciplinary Commission does not determine another date for the entry into force of the disciplinary measure, then it enters into force on the day it is given.

Article 53

Complaints procedure

The complaints procedure aims to protect the person and the student from unfair decisions. The person dissatisfied with the Decision by which disciplinary measures have been imposed has the right to appeal. The appeal is addressed to the second instance body.

Article 54

Appointment of the complaints committee

The Disciplinary Committee will appoint a complaints committee, which consists of: the Secretary General, the Director and the Student Representative.

The mandate of the members of the complaints commission will last as long as the mandate of the body that appointed this commission lasts (2 years). The members of the complaints commission cannot also be a member of the second degree disciplinary commission.

Article 55

In case of conflict of interest, the member of the complaints commission is withdrawn and replaced for that particular session, if:

- The management is in a relationship with the complainant or is related to him on the family side.
- Is involved in the incident that is the subject of the complaint.

Article 56

The professional service of the relevant body will offer the complaints commission:

- Advice and guidance, collection of documentary evidence and distribution of appropriate documents to all parties;
- Preparation of the schedule of review sessions;
- Keeping the record of the sessions and placing it in the personal disciplinary file.

Article 57

The complainant must present new facts, arguments and evidence while briefly summarizing the reasons for the complaint.
The session for reviewing complaints must be held as soon as possible and in any case no later than 30 days from the day when the complaint was addressed to the complaints committee.

The complaints commission will:

- Review the testimony,
- Determine based on the evidence whether the complaint should be accepted,
- Describes the corrective action to be taken.

The Commission may request the presence of witnesses to testify about the case.
The purpose of the appeals committee is to consider the evidence in the appeal, taking additional evidence in finding the facts based on it.

Article 58

The hearing must be completed as soon as possible and the commission must make a decision within 60 days of the day the case is presented to the commission.

The committee decides by majority vote of the members.

The relevant body, based on the proposal of the Commission, takes a Decision which is communicated to the complainant within 5 days from the day of receipt.

The minutes of the complaints committee must be placed in the complaint file.

FINAL PROVISIONS

Article 59

The Steering Council of the College takes care of the implementation of this Regulation.

The interpretation of this Regulation is given by the Steering Council, based on the general principles of interpretation, always prioritizing the constructive and positive choice.

Article 60

The regulation entered into force immediately after being signed by the Chairman of the Steering Council.

Article 61

Amendments and additions to this Regulation can be made according to the same approval procedure.

Article 62

With the entry into force of this regulation, the Regulation on Disciplinary Measures no. 23/23 dated 08.12.2023. will be abolished.

Chairman of the Steering Council

Dr. Sc. Ema Berisha Krasniqi

[Signed]

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