



**UNIVERSITETI**  
I SHKENCAVE TË APLIKUARA  
— FERIZAJ —

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Head of the Steering Council  
Prof. Ass. Dr. Samet Dalipi

Protocol number 1472/21, Dt.: 27.05.2021

**REGULATION FOR STUDENT ELECTIONS  
AT THE UNIVERSITY OF APPLIED SCIENCES  
IN FERIZAJ**

Ferizaj, May 2021

In support of Article 143, paragraph 2, of the Statute of the University of Applied Sciences in Ferizaj (University), the Governing Council of the University in the meeting held on 27.05.2021, approves:

**REGULATIONS FOR STUDENT ELECTIONS OF  
UNIVERSITY OF APPLIED SCIENCES IN FERIZAJ**

**I. General provisions**

**Article 1**

This Regulation defines the procedure and organization of the elections for the members of the Student Parliament at the UShAF level from the academic units of the University.

**Article 2**

1. Students have the right to establish student organizations, to which all bachelor and master-level students registered at University can belong;
2. Each student organization must have its charter that is approved by its members and by University Regulation;
3. The statute shall include the principles of equal opportunities and non-discrimination

**Article 3**

1. Students' interests will be represented in the University through the Students' Parliament.
2. Student organizations have the right to propose members for the Student Parliament from the academic units, based on the results of the elections every two years.
3. Students, who have repeated years of studies, cannot run for or be elected to student leadership positions.
4. Students, who are part of the governing bodies of political parties, cannot run on the electoral lists of student organizations.
5. Students in leadership positions (president and vice president) must have at least an average grade of 8.00.
6. In the case of graduation, termination of student status, or other cases when the representative is absent, or cannot exercise the mandate acquired during the time he was a student, the exercise of the function is stopped. The remaining vacant mandate is filled with the next candidate listed on the certified list of nominated candidates.

In case of exhaustion of the lists of nominated candidates who have been certified, in the interest of the functioning of the Student Parliament, the Governing Council of the University decides to decide on the list from the same Student Organization that won the election.

## **1. Students Parliament**

### **Article 4**

1. The Student Parliament is the supreme body of student representation. They, through the delegated members, participates in the governing bodies of the UN, in cases where it is decided on student and academic issues at the level of the University.
2. The Student Parliament elects one (1) representative student member in the Senate, who must have an average grade during studies of at least 8.00.
3. The Student Parliament elects one (1) student member from among the students as a representative in the Educational/Scientific Council, who must have an average grade of at least 8.00.
4. The Student Parliament should focus on the following topics:
  - Student interests at the University level;
  - Commitment to quality in teaching and learning;
  - Studies related to aspects of University reforms and academic developments;
  - Developing the quality of learning and assessment;
  - University scholarships;
  - Social grants (scholarships);
  - Other general issues of students' academic interests;
  - Organization of cultural and sports activities;
  - Development of student activities within University;
  - Student interests at the University level;
  - Studies related to aspects of University reforms and academic developments;
  - Participation in all committees across academic units and University other governing bodies of University;
  - Other similar issues.

### **Article 5**

1. The total number of members of the Student Parliament is 9 (nine).
2. Members of the Student Parliament will be elected by University student elections, where each eligible student organization will campaign based on a list of candidates.

3. The distribution of mandates for each student organization that campaigned depends on the total percentage of votes achieved during the elections, according to this Regulation.
4. The elections of the Student Parliament will be led by the Central Electoral Commission.
5. The votes of student organizations, which have not reached the threshold of 5% of the total number of votes for the Student Parliament, will not be distributed to other student organizations qualified for representation in the Student Parliament.

### **Article 6**

The candidate represented as a student representative in the Senate and Educational/Scientific Council is delegated by the selection made by the Student Parliament.

## **2. Principles of elections**

### **Article 7**

1. Registration of new student organizations is done at the Ministry of Internal Affairs and Public Administration, by Law No. 04/L-57 on Freedom of Association in Non-Governmental Organizations.
2. All student organizations, which are regularly registered as "association"- "associations" in the Ministry of Internal Affairs and Public Administration according to the law in force, are considered registered, while the establishment of new organizations must be registered at least 11 days before the election date.
3. Student organizations have the right to register for:
  - General representation of University students;
4. The authorized bearer of the Student Organization registered with the Ministry of Internal Affairs and Public Administration must be a current student at University.
5. The minimum number of supporting statements, necessary for student organizations to achieve eligibility, must be determined according to the rules of this Regulation.
6. To be certified by the University CEC, the student organization must provide 100 supporting signatures (for those registering for the first time), while for organizations registered earlier and which are functional, no supporting signatures are needed.
7. The supporting statement must include Student's name and surname, ID number - file, faculty, study program and signature.

8. In the event that irregularities are found in filling out the notes, the Central Electoral Commission may cancel the registration of the student organization.
9. The qualifying date for student organizations, to gain the right to participate in student elections, will be set 11 days before election day. The registration and licensing process must be completed by that date.

#### **Article 8**

1. Members of the Student Parliament are elected in accordance with the procedures for parliamentary elections.
2. During the elections, the system of proportional representation will be applied. This ensures that each student organization that has won the total number of votes above the respective threshold reached, will win the number of seats in proportion to the percentage of votes they have received.
3. The limit (threshold) for the nomination of members of student organizations is:
  - 5% of the total number of votes for the Student Parliament.

#### **Article 9**

The mandate of the members of the Student Parliament lasts 2 years and begins on October 1 of the year when the elections are held.

#### **Article 10**

1. Student elections are announced by the Governing Council of UNIVERSITY.
2. Student elections are held no later than 25 days after the elections are announced by the UNIVERSITY Governing Council. The exact date is determined by the Governing Council.
3. Student organizations that gain the right to participate in student elections at the UNIVERSITY level, must hold the campaign based on the priority list of candidates, always respecting article 7, point 2 and article 8, point 2 of this Regulation.
4. The election campaign period for student organizations will begin on the day of the announcement of the elections and will end 24 hours before the date of the elections, counting the time from 00:00 on the day of the announcement of the elections. The elections will be led by the Central Electoral Commission of UNIVERSITY, while they will be monitored by institutions, organizations and other interested parties for monitoring the elections.
5. Eventual violations of electoral rules will be sanctioned by the Central Electoral Commission and the Governing Council, as a second-level body.

### **3. The Central Electoral Commission**

#### **Article 11**

1. The Central Electoral Commission is formed by the Governing Council, on the occasion of taking the decision for the day of announcing the elections. The chairman and deputy chairman of the Central Electoral Commission are appointed by the UNIVERSITY Steering Council, on the same day when the elections are announced.
2. The Central Electoral Commission consists of the following members:
  - Secretary General of UNIVERSITY;
  - Three members of the academic staff;
  - One member of the administrative staff;
  - A representative from the Ministry of Education, Science, Technology and Innovation, as a monitor, without the right to vote;
  - A representative from the CEC of the Republic of Kosovo as a monitor, without the right to vote.
3. The Chairman of the Governing Council must send a written request to receive the nominated names from the nominating organizations according to paragraph (2) of this article on the day the elections are announced. This letter must be sent together with an invitation to the constitutive meeting. Nominations must be submitted in writing to the chairman of the Governing Council, no later than one day before the constitutive meeting. Late nominations will not suspend proceedings. The chairman of the Governing Council starts the constitutive meeting.
4. The General Secretary is the chairman of the CEC "ex officio". The vice president is elected from among the academic staff.
5. The Central Electoral Commission is responsible for the preparation, management and smooth running of student elections.
6. Election results are announced exclusively by the Central Electoral Commission.
7. The Central Electoral Commission must approve the working document for the work of the Electoral Commission and the instructions for voting 7 days after the constitution

#### **4. The Electoral Commission**

##### **Article 12**

1. The Electoral Commission is formed by the Governing Council, on the occasion of taking the decision for the day of announcing the elections. The chairman and deputy chairman of the Electoral Commission are appointed by the Governing Council of University, on the same day when the elections are announced.
2. The Governing Council can authorize the Electoral Commission to perform all the actions of the commissioners at the polling station.
3. The Electoral Commission consists of the following members:
  - Five (5) members of the University administrative staff.

- In cases where student elections are organized, two (2) non-voting observers are added to the 5-member committee, of which one (1) observer is from the student organizations with the largest number of votes in the last elections.
- The chairman and deputy chairman of the Electoral Commission are elected by the Governing Council and must be from the administrative staff of University.

#### **Article 13**

1. No student can be a member of more than one election, or commission, in University.
2. No student has the right to have his name on more than one list of candidates.
3. All members of the Central Electoral Commission and the Electoral Commission must sign a written statement, which is prepared by the Chairman of the Central Electoral Commission, which states that they will work during their mandate diligently in order to unbiased and with full conscience.
4. The Governing Council has the right to temporarily suspend the members of the Electoral Commission on the recommendation of the chairman of the Central Electoral Commission, in case of any proven violation of the rules of this Regulation by the respective members. In this case, the position will not be refilled for the period during the suspension.

#### **Article 14**

1. The Chairman of the Central Electoral Commission is responsible for:
  - Calling of meetings of the Central Electoral Commission;
  - Leadership of meetings;
  - Guidance for the decision-making process;
  - Preparation of meeting minutes;
  - Execution of decisions of the Central Electoral Commission;
  - Coordination of work with the Electoral Commission.
2. The Governing Council is obliged to provide sufficient administrative support to the chairman of the Central Electoral Commission, in order to fulfill the obligations described by this Regulation, according to the dynamics approved for the University elections.
3. In case the chairman is absent, the responsibilities according to paragraph (1) of this article will be assumed by the deputy chairman.

#### **Article 15**

1. In case of early resignation of the members, as listed in articles 11 and 12 of this Regulation, the Governing Council must nominate the member within the shortest possible period.

2. In case of a lack of quorum of the Central Electoral Commission, due to the non-determination of the nomination, the chairman of the CEC has the right to make his own decisions.

#### **Article 16**

1. In the Central Electoral Commission, the chairman and at least two members must be present in order to have a quorum.
2. In case the quorum is missing, the chairman can call another meeting within 48 hours.
3. In case the quorum is missing during two consecutive meetings, the chairman has the right to make decisions on the topics of the agenda.
4. Decisions of the Central Electoral Commission and the Electoral Commission are made by majority vote.
5. In the case of equal voting, the chairman's vote is decisive.

#### **Article 17**

1. The President is obliged to call the meeting of the Central Electoral Commission at the scheduled time according to this Regulation, no later than 24 hours after being notified of the relevant case.
2. The call (invitation) must be delivered to the members, at the latest one day before the meeting. The invitation must contain the agenda.
3. Each member of the Central Electoral Commission has the right to submit a request to the chairman to call the meeting, sending in writing an argument and an agenda. Such meetings must be called within 24 hours of receiving the request.

#### **Article 18**

1. Minutes of the meeting must be prepared for every meeting of the Central Electoral Commission and the Electoral Commission.
2. The minutes must include a brief description of the meeting and the decisions that were made. The minutes must be signed by all present members of the Commission. In case the signature is refused, the name of the member and the reasons must be given and attached to the minutes.
3. All minutes of the meetings of the Central Electoral Commission and the Electoral Commission must be kept by the chairman. A copy for each meeting must be given to the General Secretary of the University and must be kept in the archive for a period of 3.

#### **Article 19**

1. The meeting of the Electoral Commission must be called by the chairman.
2. For the management of the meetings, according to paragraph 1 of this article, the relevant rules of this Regulation for the CEC apply.



## **Article 20**

1. The Central Electoral Commission has the following responsibilities:
  - Defining and implementing the dynamics of elections;
  - Preparation of election lists of persons with the right to vote;
  - Decisions about objections against the list of elections;
  - Determining the total number of mandates;
  - Evaluation of the list of candidates;
  - Conducting procedure procedures
  - Verification of voters' identity;
  - Determining the election results;
  - Granting the mandate to accept organizations with the right to vote;
  - Informing candidates;
  - Announcement of election results;
  - Change of mandate;
  - Constitution of the Parliament of Students;
2. Coordination of the work of the Electoral Commission;
3. The list of accepted student organizations and the lists of candidates must be publicly announced, no later than 7 days before the election day.
4. Election results must be publicly announced within 5 days after election day. Mandates must be assigned at the same time.

## **Article 21**

1. The Central Administration is obliged to provide the CEC with the final of all the data of students who have the right to vote, no later than 7 days after the announcement of the elections.
2. Students with the right to vote must fulfill these two qualifications as follows:
  - To have the status of a regular student, according to Article 132 of the University Statute;
  - Have the ID card that proves that the student is registered and which is valid for the qualifying date of the elections, as defined by the Governing Council.
3. The qualifying date for the list of students who have the right to vote will be set 15 days before the elections.
4. The list of students who have the right to vote must be made public and accessible to the CEC within 13 days, before the date of the elections.

5. Within this period, each student has the right to complain against the about of the list through a written statement, which can be submitted to the CEC.
6. Objections against the list of students with the right to vote must be presented no later than 10 days before the elections and must be decided on those objections within 24 hours, after their acceptance.

#### **5. List of candidates**

#### **Article 22**

1. Student organizations with the right to participate in elections for the Student Parliament, according to the principles of this Regulation, must submit lists of candidates to the CEC through registered mail, no later than one (1) day after the certification of student organizations. Once the list is submitted to the CEC, it will not be changed.
2. Each list of candidates must contain:
  - The name of the student organization that campaigned;
  - The governing body to be elected, (parliament) of students;
  - Priority list of candidates;
  - Candidates' declaration of consent;
  - Determination of the authorized addressee of the student organization.
3. In case of conflicting names of two or more different student organizations, the CEC must ask the authorized addressees of each organization involved to find a solution, one day after the registration of the student organization. In case no agreement is found by that date, the CEC decides the difference of terms for each organization involved.
4. The use of the names of existing political parties of Kosovo, as names of student organizations, will not be allowed

#### **Article 23**

1. The list of candidates of student organizations must consist of a maximum of twice the number of candidates of the total number of mandates allowed, in order to elect a body (body). Surplus candidates must be removed from the list by the Election Commission.
2. For each candidate who must fulfill the qualification according to Article 21, the following information (data) must be provided, so that the candidacy is legal:
  - Name and surname;
  - Birthplace;

- Date of birth;
  - Address;
  - Title of studies – faculty and study program;
  - Card ID number;
  - Proof of regular student registration;
  - Declaration of approval (consent);
3. Candidates who do not meet these qualifications have the right to vote according to Article 21, the CEC must remove them from the list of candidates.

#### **Article 24**

1. In the list of candidates, every third candidate must be female.
2. For other details of the rules and gender needs of the list of candidates, the Law on Gender Equality no. 05/L-020.

#### **Article 25**

1. The validity of the list of candidates must be checked by the CEC, immediately after it is received by the student organization.
2. In case of irregularities that require improvement, the list of candidates must be returned to the authorized addressee of the relevant student organization, with the necessary explanations for improvement.
3. The improved list of candidates must be submitted to the CEC by the student organization, no later than 5 days before the elections.
4. If the election list, or the list of candidates, which has been returned for improvement, is not submitted within the specified time period, the candidacy of the relevant student organization is recognized as withdrawn.

#### **Article 26**

1. Each student organization will have the right to withdraw its candidacy through a written statement, which must be signed by the authorized addressee and the leader of the student organization, no later than 15 days before the elections.
2. The candidacy of the student organization will be recognized as withdrawn, if the required number of candidates according to this Regulation has not been given, for the reason that the candidates have withdrawn their candidacy in writing and a signed statement, no later than 15 days before the elections.

#### **Article 27**

1. The electoral list, or the list of candidates, which is submitted outside the specified period, will not be accepted by the CEC.

2. For the assessment of the exact date of delivery, the date of the postage stamp, or the date of personal delivery, will be decisive.
3. The Chairman of the CEC is obliged and must arrange in the period before the elections an information campaign for students with the right to vote, informing them about the election procedures. The Rectorate is obliged to provide the necessary resources for such an election process and to make them public.

## **6. Holding elections**

### **Article 28**

1. Polling stations will open at 7:00 a.m. and close at 7:00 p.m. Except for this, if there is a line of voters at the time of closing the polling station, then the closing time of the polling station is postponed until the last student votes.
2. A total of 12 hours must be available for voting.
3. The number of polling stations is determined by the CEC.

### **Article 29**

1. The Electoral Commission is obliged to provide suitable polling stations for the holding of elections in UNIVERSITY. The necessary equipment, such as ballot boxes, voting booths and other necessary equipment for voting, must be provided by the CEC.
2. During the election process, in addition to the members of the Election Commission, the following persons may have access to the polling stations:
  - Support personnel of the Electoral Commission;
  - Official observers appointed for elections;
  - Voters;
  - Other designated official personnel, responsible for the regular operation of holding elections.
3. After the vote has been cast, voters must leave the polling station without delay.
4. If it appears necessary for reasons of the regular operation of the election procedure, the chairman of the election commission will have the right to limit the access of voters to only one voter per order.

### **Article 30**

1. Each polling station must have at least one voting booth. The total number of voting booths that is necessary must be calculated in such a way that 80% of students with the right to vote have the opportunity to cast their votes, without making the voting period difficult.
2. The voting booth must be placed in that position so the voter is not observed by other persons who are present at the polling station during the voting procedure.

3. In case there are no established and built voting booths, a sufficient part of the room should be adapted in a suitable way. These temporary arrangements must be accepted by the Electoral Commission, based on individual inspection.
4. The voting booth must contain a table with a high seat or a high counter. There should be sufficient light and writing material should be provided to vote on the ballot paper.

#### **Article 31**

1. All ballots must have a double serial number, be stamped in the same place, be folded, at least once, before being thrown into the ballot box.

#### **Article 32**

2. The Electoral Commission is responsible for holding the election procedures, in accordance with the Regulation for student elections.

#### **Article 33**

1. Voting must be done in person. Blind persons, persons with disabilities, who are not expected to be able to vote independently, should have the right to choose an accompanying person who will support them during the election procedure.
2. In addition to the exception from paragraph (1) of this article, only one person can enter the voting booth, according to the order.

#### **Article 34**

1. Each voter is obliged to prove his/her identity before the Electoral Commission by presenting an ID card, or in the absence of ID, any valid identification document, according to the decision of the Governing Council.
2. The assessment of eligibility must be made exclusively on the basis of the electoral list for persons who have the right to vote.

#### **Article 35**

1. Each student with the right to vote must prove identity, as described above.
2. The Chairman of the Electoral Commission hands the appropriate ballot to the student.
3. Each student with the right to vote has the right to vote for:
4. UNIVERSITY Student Parliament.

5. The Chairman of the Electoral Commission directs the voter to enter the voting booth.
6. The voter fills out the ballot, folds it once and leaves the voting booth.
7. The Chairman of the Electoral Commission pulled the cover of the ballot box and the voter inserted the folded ballot into the ballot box.
8. In the event that a voter makes a mistake while filling in the ballot, the Electoral Commission is obliged to offer another ballot to the voter upon the voter's request. The preliminary ballot must be torn by the voter before submission, in the presence of the Electoral Commission.
9. The delivery of the additional ballot must be recorded in the voting protocols.

#### **Article 36**

1. The name of the voter, who cast the vote, must be recorded in the voting register by a member of the Electoral Commission.
2. The name must be registered with the number according to the line and with the original number of the list of eligible voters.
3. The other member of the Electoral Commission must record the voter's name in the list of eligible voters.

#### **Article 37**

1. Voting must be recorded on the back of the student ID with a designated note.
2. For other procedures during voting, the general principles of election procedures apply.

#### **Article 38**

1. In case of doubt regarding the student's identity, the Electoral Commission has the right to request additional identification documents.
2. If the identity cannot be clarified, the student is not allowed to vote.
3. Once the ballot is submitted, no further doubt as to the voter's identity is legally permissible.

#### **Article 39**

1. The ranking of student organizations on the ballot must be determined through the drawing of lots (lottery), which is held by the Central Electoral Commission.
2. The printing of ballots must be arranged by the chairman of the Central Electoral Commission at the appropriate time and after the election lists are announced.

#### **Article 40**

The ballot is recognized as valid if there is indisputable evidence for the student organization that the voter has chosen. This is the case when the voter marks the circle to the left of the

name of the eligible organization with an x, or other signs of this nature so that the voter's intention to choose this organization is clearly indicated.

#### **Article 41**

1. The ballot is recognized as invalid, if:
  - A ballot is used in addition to the regular ballot;
  - When a part of the ballot is torn, in such a way that it will not be possible to clarify which student organization was voted for;
  - When no student organization has been branded;
  - When two or more student organizations are branded;
  - When the markings, or marks on the ballots, are made in such a way that no definition of a student organization can be observed, from which no conclusion can be drawn.
2. Words, comments, or other signs, which are written on the ballot, make the ballot invalid.

#### **Article 42**

1. After the election period of 12 hours ends, the chairman of the Electoral Commission declares the end of the voting. The polling station must be closed only by members of the Electoral Commission, support staff and observers, who remain at the polling station.
2. The Electoral Commission must mix the ballots in the ballot box, then empty them and count them:
  - The total number of ballots for the UShAF Student Parliament,
  - The total number of voters registered in the voting registers,
  - In case of inconsistency of the results according to points 1 and 2 of this paragraph, the reasons for this inconsistency are identified.
3. The Electoral Commission opens the ballots.
4. Arranges them according to competing organizations, checks validity, identifies invalid ballots according to sequence number and determines:
  - The total number of votes cast;
  - The total number of invalid votes cast;
  - The total number of valid votes cast;
  - The total number of valid votes for each student organization.
5. The results according to point (3) of this article, immediately after counting the votes, are delivered to the head of the CEC in hard copy.

### **Article 43**

1. The Electoral Commission, within 24 hours after the closing of the polling station, must submit to the CEC a detailed written report on the electoral procedure and the election results.
2. The report must contain the following:
  - The name of the polling station and the date(s) of voting;
  - Names of committee members;
  - Names of observers and monitors;
  - The exact number of ballots submitted for each student organization that is in the election;
  - The start and end time of the election period;
  - Potential decisions of the Electoral Commission regarding allowing or not allowing voters to vote;
  - Other decisions of the Electoral Commission during the election period (eg obstructions during the election period, voting through the support escort of any person, etc.).
3. The following should be added to this report:
  - List of voters with the right to vote;
  - Voting register;
  - Invalid, separated, packed and marked votes for student elections;
  - Valid, separated, packaged and marked ballots for each student organization that is in the election;
  - Unused, separated, packed and marked ballots.
4. The report must be signed by all present members of the Electoral Commission and observers. In case of refusal to sign, the reasons must be recorded in the election protocol book.

### **Article 44**

1. In case of special circumstances or incidents at the polling station, the Electoral Commission has the right to interrupt the electoral process and continue the voting on another day.
2. Each postponement of the elections must be publicly announced, without delay, by the Chairman of the Electoral Commission.
3. If the voting period has just started and then is interrupted, all electoral actions, ballots and ballot boxes must be closed by the chairman of the Electoral Commission, until the electoral procedure continues.



#### **Article 45**

The distribution of mandates must be calculated by the Central Electoral Commission in compliance with the rules of this Regulation

#### **Article 46**

1. The preliminary result of the elections must be published by the CEC, no later than 24 hours after the end of the elections.
2. The final result of the elections must be published by the CEC, no later than 5 days after the end of the elections.
3. The announcement must contain:
  - Election results in numbers, sorted by student organization.
  - The total number of mandates for each student organization voted.

#### **Article 47**

1. The elected representatives must be informed by the Central Electoral Commission on the day of the announcement of the final results.
2. The mandate must be recognized as accepted if the mandate holder does not oppose his election within two days, after the final result of the elections has been announced.
3. In case of opposition to the mandate by the mandate holder, the mandate must be assigned to the following candidate according to the list of candidates.

#### **Article 48**

1. Objections against the procedures and results of the student elections must be submitted to the CEC within 48 hours after the preliminary election results have been announced.
2. Objections due to violations of the rules of this Regulation must be examined and decided by the Governing Council, as a second instance.
3. Any change in the election result due to the acceptance of complaints must be publicly announced by the CEC.
4. The decision of the Governing Council is final.
5. In case the elections are declared invalid, other elections must be held and the appointment of mandates must be suspended.
6. Any change in the result of the elections due to the acceptance of complaints must be publicly announced by the chairman of the CEC.

**Article 49**

1. If the Governing Council finds that the violations of the election procedures were of those proportions that essentially influenced the election result, then the electoral process will be repeated within 15 days, after the day of the decision of the Governing Council.

**Article 50**

1. The regulation enters into force on the day of approval by the Governing Council of University.
2. With the entry into force of this Regulation, the Regulation for student elections at the Univeristy no. 755/20, dated 02.03.2020.

Prof. Ass. Dr. Samet Dalipi

[Signed]

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Head of the Steering Council