



UNIVERSITETI
I SHKENCAVE TË APLIKUARA
— FERIZAJ —

Chairman of the Teaching/Scientific Council
Prof. As. Dr. Rahim Sejdiu

No. Prot.: ____/21, _____.____.2021

REGULATION OF WORK OF THE TEACHING/SCIENTIFIC
COUNCIL AT THE UNIVERSITY OF APPLIED SCIENCES IN FERIZAJ

Ferizaj, June 2021

According to article 49, paragraph 1 of the Statute of the University of Applied Sciences in Ferizaj (UASF) , the Teaching/Scientific Council of UASF, in the meeting held on 29.06.2021, approves:

REGULATION OF WORK OF THE TEACHING/SCIENTIFIC COUNCIL AT THE UNIVERSITY OF APPLIED SCIENCES IN FERIZAJ

Article 1

With this Regulation, will be determinate the work of te Teaching/Scientific Council at UASF, the convening of the meeting call, the chairing, holding, the method of decision, the election procedure, as well as the implementation of decisions and other relevant issues.

I. Election procedures in the Teaching/Scientific Council

Article 2

The composition of the Teaching/Scientific Council of USAF must be in accordance with Article 49 of the Statute of UASF and the provisions of this Regulation.

Article 3

- (1) Elections for members of the Teaching/Scientific Council are made based on the final list of votes won in the study programs at UASF.
- (2) The right to be elected for point 1 of this article are all staff from the ranks of professors, lecturers and lectures from the respective program and who are in a regular employment relationship.
- (3) For the election of the member of the Teaching/Scientific Council from the ranks of the administration, all non-academic personnel in regular employment at UASF have the right to vote.
- (4) A representative from among the students in the Teaching/Scientific Council is elected according to the proposal of the UASF Students Parliament, in accordance with the provisions of the Regulation on student elections. Candidates who contradict Article 22 of the Law on Public Officials of the Republic of Kosova do not have the right to be elected.

- **Verification of mandates**

Article 4

- (1) The Teaching/Scientific Council at the first meeting verified the mandates of the members of the Teaching /Scientific Council based on the report prepared by the General Secretary of the UASF, on the regularity of the elections of the members, with the proposal and the verification of the mandate.
- (2) Voting on the report is done if no one mandate has been contested. If any mandate is contested, first all uncontested mandates are voted on, and then

each contestable mandate is voted on separately.

- (3) If the Teaching/Scientific Council finds that the choice was made irregularly, it is requested that the contested choice be repeated.
- (4) The member of the Teaching/Scientific Council of UASF, whose decision on the verification of the mandate has been disputed or postponed, has the right to continue participating in the meeting, but without the right to vote.
- (5) After the verification of the mandate, the members of the Teaching/Scientific Council sign the Ethical Declaration, as follows: "I declare that I will perform my duties with honor and loyalty, with justice and without bias, with conscience and responsibility, that I will represent the interests of UShAF with conscience and dedication and that I will adhere to the Statute of UShAF" .

II. Election of the temporary Dean's Representative

Article 5

- (1) Deans of faculties are elected by the majority of votes of the total number of members of the Teaching/Scientific Council and are proposed to the Senate for approval.
- (2) Until the election, respectively the approval of the Deans by the Senate, the Teaching/Scientific Council elects the temporary representatives of the Deans, whose mandate ends with the approval of the Deans by the Senate.
- (3) Each member of the Teaching/Scientific Council has the right to make proposals for candidates for the position of temporary representative of the Dean. The nomination of candidates for dean is done by simple majority, with open voting for each candidate separately.
- (4) A secret ballot is organized for the nominated candidates.
- (5) If none of the proposed candidates receives the majority of votes of the total number of members, then the second round of voting is held only for the candidate with the highest number of votes. If the candidate does not receive the majority of votes of the total number of members, in the second round, it is considered that the candidate has been rejected and the Teaching/Scientific Council is obliged to propose another candidate.
- (6) In case of equal votes, the voting is repeated.

III. Election of the temporary chairman of the Teaching/Scientific Council

Article 6

The temporary chairman of the Teaching/Scientific Council is elected the oldest candidate of the UASF Teaching/Scientific Council, who will lead the meetings until the election of the Vice-Rector for Teaching, Science and Student Affairs, who is ex-officio chairman of Teaching /Scientific Council.

IV. The meetings

Article 7

- (1) The Chairman of the Teaching/Scientific Council calls and presides over the meeting.

- (2) In case the chairman is absent, the meeting is prepared and chaired by the oldest member of the Teaching/Scientific Council.
- (3) The chairman calls meetings as needed. During the regular period of studies, the meetings of the Teaching/Scientific Council are held according to the needs and requests from the academic units.
- (4) Extraordinary meetings may be held at any time, according to the procedures laid down. The agenda for this meeting should be limited to one main agenda item. At the meeting of the Teaching/Scientific Council, it may be decided to call any future meeting of the Teaching/Scientific Council and in this case the members of the Teaching/Scientific Council who are not present must be specially invited.
- (5) In case of dismissal or resignation of the chairman of the Teaching/Scientific Council, until the election of the new chairman, the meetings are chaired by the oldest member of the Teaching/Scientific Council.
- (6) The members of the Teaching/Scientific Council must be invited at least 48 hours before the meeting. Invitations are made by e-mail or in any other technical form, with which delivery and information are secure.
- (7) The chairman has the right at any time to invite experts, or to invite other people to the meeting.
- (8) The chairman is obliged to call the meeting of the Teaching/Scientific Council, if the majority of the members of the Teaching /Scientific Council so request and if the purpose is justified in writing. If the chairman of the Teaching /Scientific Council does not respond to the request within three days from the day of receiving the request, the meeting of the Teaching /Scientific Council is called by the oldest member of the Teaching/Scientific Council.

V. Attendance at meetings and representation

Article 8

- (1) All members of the Teaching /Scientific Council have the right and are obliged to participate in the meetings of the Teaching /Scientific Council.
- (2) During the meetings of the Teaching /Scientific Council, members must vote in person, voting delegation is not allowed.
- (3) Before the meeting of the Teaching /Scientific Council begins, the members must sign the attendance list, which is an integral part of the minutes. The member of the Teaching /Scientific Council may be absent from the meeting for reasonable reasons. For non-attendance at the meeting, the member of the Teaching /Scientific Council must notify the chairman in time.
- (4) The meeting of the Teaching /Scientific Council can be held if more than half of the total number of voting members are present at the meeting.

Article 9

- (1) A member of the Teaching /Scientific Council is considered to have a conflict of interest, in accordance with the current legislation of the Republic of Kosovo and the Statute of the UASF, if it conflicts with his public, family and functional interest.

- (2) The member in conflict of interest must leave the meeting during the time when that issue is being discussed.

VI. The start of the meeting and approval of the agenda

Article 10

- (1) The chairman opens, preside, interrupts and ends the meeting.
- (2) For the preparation of the materials for the meeting of the Teaching/Scientific Council, the chairman in coordination with the General Secretary of the UASF and the administrative services of the UASF cares about all materials.
- (3) The chairman is obliged to include in the agenda the propositions justified in writing form, 48 hours before the meeting. Written proposals agenda can be sent in person, or by e-mail and be signed by the submitter.
- (4) At the start of the meeting, the chairman ascertains whether there is a quorum, proposes the agenda, opens the discussion about the agenda, ascertains the approval of the agenda.
- (5) The chairman gives the floor to the debater, concludes the discussion of the given topic, puts the issue to a vote, determines the approval or rejection of the proposal, takes measures to ensure the smooth progress of the work at the meeting, concludes the meeting and takes other necessary actions for leading and directing the meeting in accordance with this Regulation.
- (6) The members of the Teaching/Scientific Council have the right to propose changes and additions to the agenda, justifying the proposal.
- (7) Materials or requests, which are attached during the meeting, they can be approved with an absolute majority of votes.

VII. Proceedings of the meeting

Article 11

- (1) After the approval of the proposed agenda, it is reviewed and decided on the issues that are within the approved items of the agenda.
- (2) The report and reasoning for each agenda item is presented by the chairman or the person designated by the chairman, and then the chairman opens the discussion.
- (3) All present members of the Teaching/Scientific Council can participate in the discussion, as well as present their opinions and proposals regarding the issues that will be decided at the meeting.
- (4) The chairman gives the floor according to the order of presentation for discussion. At the meeting of the Teaching/Scientific Council, no one can discuss without taking the floor from the chairman of the meeting.
- (5) The chairman is responsible for respecting the work procedures for the actions and behavior of the members in order.
- (6) For each item on the agenda, participants can discuss a maximum of two times. The first time five minutes, and the second time two minutes.
- (7) The chairman has the right to ask the speaker to stick to the topic of the item on the agenda.

- (8) The participant who takes the floor is obliged to stick to the issue under consideration. Any participant who considers that a fact has been distorted in connection with his speech, with the permission of the chairman, has the right to appear for a reply, immediately after the discussion of the participant to whom the reply was presented has ended. The reply on the same issue is allowed to the participant in the discussion only twice and according to the rule it can last no more than two minutes.
- (9) The chairman has the right to interrupt the meeting for a maximum of 30 minutes. With the agreement of the Teaching/Scientific Council, the cut-off time can be extended.
- (10) The chairman is obliged to interrupt the meeting if he himself is not able to lead it properly.

Article 12

The Teaching/Scientific Council, based on the proposal of the chairman or any member of the Teaching/Scientific Council, may decide that the examination of some specific issues be interrupted and prepared in more detail for the next meeting.

VIII. Requests and complaints

Article 13

- 1) Each member of the Teaching/Scientific Council has the right to submit a request - complaint on the given topic.
- 2) The chairman has the right to request that the request-complaint be submitted in writing.
- 3) Requests - complaints about procedural rules must be briefly justified. At the request of a speaker for and a speaker against, they can take the floor. Requests - complaints about the rules of procedure can be submitted for two reasons:
 - a) Request to close the list of registered speakers, if the request is approved by a simple majority, only the speakers registered on the list when the request is submitted
 - b) The request for the conclusion of the review, if the request is approved by the majority of the members' votes, the discussion ends and the other requests are voted on.

IX. Decision making - voting and elections

Article 14

- (1) The decisions of the Teaching/Scientific Council are valid if a simple majority of the members present vote pro.
- (2) Before voting, the chairman formulates the proposal of the decision or request related to that point of the agenda.
- (3) After the review and completion of the discussions, according to the agenda item of the Teaching/Scientific Council, a decision or conclusion is taken.
- (4) If there are more proposals for decisions or conclusions, the first is voting for those in the material or the proposals from the chairman, then for the other proposals.

- (5) Voting is done by acclamation, by raising the hand or by secret ballot. This issue is decided at the meeting of the Teaching/Scientific Council.
- (6) Voting is done FOR, AGAINST and ABSTAIN.
- (7) In case of an equal number of votes, the proposal is considered rejected.

Article 15

- (1) The secret voting procedure is implemented by the committee appointed by the Teaching/Scientific Council, it consists of three members.
- (2) After the voting, based on the results of the voting, the chairman, respectively the chairman of the commission, determines that the proposed decision or conclusion has been approved or rejected.

Article 16

- (1) Voting by secret ballot is done for:
 - a) The election of the Dean, which is sent to the Senate for approval;
 - b) Election of the temporary chairman of the Teaching/Scientific Council;
 - c) Election of temporary representatives of deans in the Senate;
 - d) Issues that affect the personal integrity of any of the members of the Teaching/Scientific Council;
 - e) Issues when the chairman requests a secret ballot;
- (2) The counting of votes for these issues is done under the supervision of the General Secretary of UASF.

X. Election of the Dean - proposal for approval in the Senate

Article 17

- (1) Deans of faculties are elected by the majority of votes of the total number of members of the Teaching/Scientific Council and are proposed to the Senate for approval.
- (2) Each member of the Teaching /Scientific Council has the right to make proposals for candidates for the position of Dean. Candidate proposals should be well-reasoned and include a brief biography of the candidate. The nomination of candidates for dean is done by simple majority, with open voting for each candidate separately.
- (3) A secret ballot is organized for the nominated candidates.
- (4) If none of the proposed candidates receives the majority of votes of the total number of members, then the second round of voting is held only for the candidate with the highest number of votes. If the candidate does not receive the majority of votes of the total number of members, in the second round, it is considered that the candidate has been rejected and the Teaching/Scientific Council is obliged to propose another candidate.
- (5) In case of equal votes, the voting is repeated.

XI. Maintaining order for the continuation of the meeting

Article 18

- (1) The chairman of the meeting takes care of keeping order in the meeting.

- (2) The chairman and participants in the meeting of the Teaching/Scientific Council are obliged to adhere to the rules and procedures of the meeting.
- (3) The following measures may be imposed for violating the order of the meeting:
 - Remarks;
 - Taking the floor;
 - Leaving the meeting;

Article 19

- (1) Verbal reprimand may be issued to the attendee if his behavior and discussion disrupts and hinders the normal work of the meeting.
- (2) Taking the floor is imposed on the member if, with his behavior and statement, he disturbs the normal work of the Teaching/Scientific Council for which he was previously reprimanded.
- (3) The chairman pronounces the remark and taking the floor.
- (4) Participant will be expelled from the meeting if, even after taking the floor, he obstructs the progress of the meeting.
- (5) Dismissal from the meeting is pronounced by the Teaching/Scientific Council with a majority of votes. The participant to whom this measure has been imposed is obliged to leave the meeting immediately. Leaving the meeting was done only for the current meeting.

XII. Minutes from the meeting

Article 20

- (1) Minutes are kept at every meeting of the Teaching/Scientific Council. The minutes are signed by the chairman and the record holder of the meeting.
- (2) The minutes must contain the following elements:
 - a) Place, date, start and end time of the meeting;
 - b) Agenda;
 - c) The list of participants and those who are absent;
 - d) All proposals and voting results.
 - e) Essential notes on the collection process.Additional documents must be attached to the minutes.
- (3) The extract prepared from the Minutes was sent to the members of the Teaching/Scientific Council one week after the meeting.
- (4) the extract must be approved at the next meeting.
- (5) The minutes and the extract are stored in the archive of the UASF, with materials reviewed according to the items on the agenda as long-term documents.

XIII. Acts of the Teaching/Scientific Council

Article 21

- (1) The Teaching/Scientific Council issues:
 - Decisions;
 - Conclusions;

- Recommendations;
- (2) The Teaching/Scientific Council provides authentic interpretation for the documents it issues.

Article 22

The provisions of these rules and procedures apply to all members of the Teaching/Scientific Council and to other persons invited or engaged in the Teaching/Scientific Council.

Article 23

For all matters not included in this Regulation, the provisions of the Statute and other legal acts will be applied.

XIV. Final provisions

Article 24

- (1) The head of the Teaching/Scientific Council takes care of the correct implementation of these procedures.
- (2) The authentic interpretation of this Regulation was made by the Teaching/Scientific Council.
- (3) The regulation entered into force from the day of approval in the Teaching/Scientific Council.

Article 25

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

Article 26

With the entry into force of this Regulation, the Regulation on the elections at the University of Applied Sciences in Ferizaj and the work of the Teaching/Scientific Council no. prot.: 756/2020 of dt. 02.03.2020.

Prof. Ass. Dr. Rahim Sejdiu
[Signed]

Chairman of the Teaching/Scientific Council